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| **Reference Works** |
| **Stye Manual** |  |
| **English Variant** |  |
| **Dictionary used** |  |
| **Punctuation** |
| Serial comma |  |
| Parenthetical dashes |  |
| Quotation mark |  |
| Quotation with end punctuation |  |
| Order of parentheses |  |
| List punctuation |  |
| Hyphenation |  |
| **Casing** |
| Title/heading style |  |
| Capitalizing prepositions |  |
| Casing after colons |  |
| Proper nouns and specialized treatment of words |  |
| **Units and Numbers** |
| Spelled-out numbers and numerals |  |
| Dates |  |
| Centuries |  |
| Decades |  |
| Use of units – abbreviation/repetition |  |
| **Abbreviations** |
| Criterion |  |
| Beginning with abbreviations |  |
| Casing |  |
| Treating plural forms |  |
| **List of Abbreviations** |
|  |  |  |  |
| **Usage** |
| Split infinitives |  |
| Beginning sentences with *and*, *but*, etc. |  |
| Distinctions made(compared with/to, that/which, if/whether) |  |
| Use of contractions |  |
| Others |  |
| **Numbers** |
| Elision |  |
| Spell-out/numeral convention |  |
| “Firstly, secondly, third” accepted |  |
| **Tables** |
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| **Figures** |
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| **References and citations** |
| Bibliography/reference style |  |
| Notes |  |
| **Miscellaneous** |
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| **Wordlist** |
| **A** | **B** | **C** | **D** |
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| **Q** | **R** | **S** | **T** |
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| **U** | **V** | **W, X** | **Y,Z** |
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