

Internal style guide

 01/11/2019



*VTT & GOPA*

**Disclaimer**

The information in this document is provided as is and no guarantee or warranty
is given that the information is fit for any particular purpose.

The user thereof uses the information as its sole risk and liability.

The document reflects only the author’s views and the Community is not liable for any use that may
be made of the information contained therein.

|  |
| --- |
| **Deliverable administration** |
| No & name | **DX.Y Name** |
| Status | Draft/Working/Released | **Due** | MX | **Date** | year-month-day |
| Author(s) |  |
| Description of the related task and the deliverable. Extract from DoA | **TX.X Name (Leader) MX – X**REPORT THE PORTION OF TASK TEXT THAT RELATES TO THE DELIVERABLE |
| Participants | Names of partners |
| Comments |  |
| V | Date | Authors | Description |
| 0 |  |  |  |
| 0 |  |  |  |
|  |  |  |  |
|  |  |  |  |
| 0 | day/month/year | WP leader | Deliverable checked by WP leader and released to the Coordinator and the Quality Manager for quality check and subsequent submission to the EC. |
| 1 | day/month/year | VTT | Coordinator submits the deliverable to the EC  |

|  |
| --- |
| **Dissemination level** |
| PU | Public |  |
| CO | Confidential, only for members of the consortium (including the Commission Services) |  |

|  |  |
| --- | --- |
| **SPARCS Deliverable Evaluation Checklist** | **√** |
| The deliverable uses the template structure for elaborating task and implementation of project activities. |   |
| The deliverable has been checked against the Grant Agreement to identify discrepancies.  |   |
| The deliverable complies with the necessary data management and ethics requirements outlined in the GA, the project Data Management Plan and the Internal Ethics guidelines. |  |
| The deliverable has been completed in compliance with the project identity (if relevant). |  |
| The deliverable has been completed in compliance the project style guide (see internal project guidelines). |   |
| The necessary spelling/grammar checks have been conducted and the deliverable can be easily understood.  |   |
| The deliverable has been proofread by a person commanding a high English proficiency (only relevant for “Cross-check WP Leader” stage and beyond) |   |

**Please ensure all items above have been completed and the delete this page (and the checklist) from the final document.**

**About SPARCS**

Sustainable energy Positive & zero cARbon CommunitieS demonstrates and validates technically and socioeconomically viable and replicable, innovative solutions for rolling out smart, integrated positive energy systems for the transition to a citizen centred zero carbon & resource efficient economy. SPARCS facilitates the participation of buildings to the energy market enabling new services and a virtual power plant concept, creating VirtualPositiveEnergy communities as energy democratic playground (positive energy districts can exchange energy with energy entities located outside the district). Seven cities will demonstrate 100+ actions turning buildings, blocks, and districts into energy prosumers. Impacts span economic growth, improved quality of life, and environmental benefits towards the EC policy framework for climate and energy, the SET plan and UN Sustainable Development goals. SPARCS co-creation brings together citizens, companies, research organizations, city planning and decision making entities, transforming cities to carbon-free inclusive communities. Lighthouse cities Espoo (FI) and Leipzig (DE) implement large demonstrations. Fellow cities Reykjavik (IS), Maia (PT), Lviv (UA), Kifissia (EL) and Kladno (CZ) prepare replication with hands-on feasibility studies. SPARCS identifies bankable actions to accelerate market uptake, pioneers innovative, exploitable governance and business models boosting the transformation processes, joint procurement procedures and citizen engaging mechanisms in an overarching city planning instrument toward the bold City Vision 2050. SPARCS engages 30 partners from 8 EU Member States (FI, DE, PT, CY, EL, BE, CZ, IT) and 2 non-EU countries (UA, IS), representing key stakeholders within the value chain of urban challenges and smart, sustainable cities bringing together three distinct but also overlapping knowledge areas: (i) City Energy Systems, (ii) ICT and Interoperability, (iii) Business Innovation and Market Knowledge.

**Partners**

**Table of Contents**

[1. Style Guide 6](#_Toc24533942)

[1.1 List of partner acronyms used in SPARCS 6](#_Toc24533943)

[1.2 Headings 7](#_Toc24533944)

[1.3 Paragraphing 7](#_Toc24533945)

[1.4 Naming figures and tables 8](#_Toc24533946)

[1.5 Color codes 8](#_Toc24533947)

[1.6 Cross-References 8](#_Toc24533948)

[1.7 Punctuation 8](#_Toc24533949)

[1.8 Colon and semicolon 9](#_Toc24533950)

[1.9 Commas 9](#_Toc24533951)

[1.10 Bullet points 9](#_Toc24533952)

[1.11 Spelling 9](#_Toc24533953)

[1.12 Troubleshooting: Spelling 9](#_Toc24533954)

[1.13 Capitalisation 10](#_Toc24533955)

[1.14 Names and Titles 10](#_Toc24533956)

[1.15 Quotation marks 10](#_Toc24533957)

[1.16 Ellipses (…) 11](#_Toc24533958)

[1.17 Bold 11](#_Toc24533959)

[1.18 Italics 11](#_Toc24533960)

[1.19 Numbers 11](#_Toc24533961)

[1.20 Dates and spans of numbers and years 11](#_Toc24533962)

[1.21 Abbreviations and Contractions 12](#_Toc24533963)

[1.22 Foreign Languages 12](#_Toc24533964)

[1.23 Referencing 12](#_Toc24533965)

Green = Done; Yellow = In progress; Red = To do; Gray = Beyond current planning period

# Style Guide

**Section Headings: Heading 1, Calibri, 16 pt, Bold**

**Subheadings: Heading 2, Calibri 14 pt, Bold**

Text: Cambria, 12 pt

**Front Page Heading,** **Calibri, 30pt, Bold**

*Front page organisation information:* *Author Information*, *Cambria (body), 12 and 11pt, Italics*

Our British-English style is based upon University of Oxford Style Guide[[1]](#footnote-1).

This style guide has been developed in order to support the writing process and ensure the best possible quality of the project.

## List of partner acronyms used in SPARCS

|  |
| --- |
| Partners |
| Teknologian Tutkimuskeskus VTT OY | VTT |
| Espoon Kaupunki | ESP |
| Stadt Leipzig | LPZ |
| Camara Municipal da Maia | CMM |
| Reykjavikurborg | RVK |
| Statutarni Mesto Kladno | KLD |
| Municipality of Kifissia | KFS |
| Lviv City Council | LVIV |
| Kone OYJ | KONE |
| Siemens Osakeyhtiö | SIE |
| Plug-IT Finland OY | PIT |
| Citycon OYJ | CIT |
| Suomen Rakennusinsinöörien Litto RIL RY | RIL |
| Adven | ADV |
| Fraunhofer Gesellschaft Zur Forderung der Angewandten Forschung E.V | FHG |
| BABLE UG | BABLE |
| WSL Wohenen & Service Leipzig GMBH | WSL |
| Stadtewerke Leipzig GMBH | LSW |
| Cenero Energy GMBH | CEN |
| Seecon Ingenieure GMBH | SEE |
| University of Leipzig | ULEI |
| Sociedade Portuguesa de Inovacao consultadoria empresarial e fomento da inovacao S.A | SPI |
| NEW - Centre for New Energy Technologies S.A | NEW |
| Orkuveita Reykjavikur SF | OR |
| Ceske Vysoke Uceni Technicke V Praze | CVUT |
| Suite5 Data Intelligence Solutions Limited | SUITE5 |
| ELIN VERD S.A | VERD |
| National Ecological Centre of Ukraine | NECU |
| LCE Lvivavtodor | LCE |
| CiviESCo | CiviESCo |
| Gopa Com | GOPA |

## Headings

* Differentiate levels of headings using different sizes – check above
* Only capitalise the first word of headlines, journal articles and chapter titles, any proper nouns and the first word after a full stop/question mark/exclamation mark.
* Capitalise subtitles only if the original title is printed in that way.

## Paragraphing

* Do not indent paragraphs, instead leave a space between paragraphs.
* Do not leave any additional spaces between paragraphs.

## Naming figures and tables

* Figures titles shall be placed below the figure



Figure X: title

* Table titles shall be placed above the table. All tables should use this color.

Table Y: title

|  |  |  |
| --- | --- | --- |
| **Column 1** | **Column 2** | **Column 3** |
|  |  |  |

## Color codes

|  |  |
| --- | --- |
| **Color** | **Code** |
| Red orange | RGB: 255;82;82 |
| Purple | RGB: 95;75;139 |
| Text color  | Black (automatic)  |

## Cross-References

* In-text cross-references should consist only of author and date of publication

## Punctuation

* Punctuation following an italic or bold word should also be italic or bold.
* Make sure you use the apostrophes correctly. E.g. note that it’s is a contraction of ‘it is’.

## Colon and semicolon

* Colon shall not be used if the two parts of the sentence are not logically connected.
* Colons should not be followed by capital letters.
* Use a semicolon to link two related parts of a sentence which could also stand alone as a sentence.
* Use semicolons instead of commas in a list or sentence if it will improve its clarity.

## Commas

* The serial (Oxford) comma is used.

## Bullet points

* Bullet points that create a list of items should not be punctuated.
* If several bullet points together create list, add a full stop after the last point.
* If text inside the bullet point is a complete sentence in its own right, add a semicolon to the end of each point, ‘or’ or ‘and’ (depending on the sense of your sentence) to the end of the penultimate point, and a full stop to the end of the last one.

## Spelling

* Use the British English spelling of words.
* Use suffix -ise/-yse/-isation **not** -ize/-yze/-ization
* Ensure that British English variants of words such as defence, labour, colour, analyse, organisation, archaeology, etc. are used.
* Check the words with several spellings and apply the same version throughout the document.
* However, spellings in quoted material and book and article titles should not be changed.
* abbreviations are acceptable in parentheses, footnotes, tables, captions, use of abbreviations should be consistent both within and between chapters.
* Use appropriate foreign (particularly ancient Greek and Latin) plural forms where still in common usage **(analyse -> analyses; basis-> bases; phenomenon -> phenomena; crisis -> crises; appendix** **->** **appendices)**

##  Troubleshooting: Spelling

|  |  |
| --- | --- |
| Do use:  | Do not use (American English):  |
| analyse | analyze |
| centre | center |
| catalogue | catalog |
| mould | mold |
| travelled | traveled |
| towards | toward |
| defence | defense |
| labour | labor |
| favour | favor |
| % (jn text) | per cent |
| figure | Fig. |
| November | Nov. |

##  Capitalisation

In general, do not use a capital letter unless it is required.

* Use initial capitals for North, South, East, West when designating political usage; for example, ‘South West Africa’, and certain region like the South Pacific, and when talking about cultural terms ‘the East or West’.
* Use lowercase when a simple, geographical distinction is intended; for example, the south of Scotland, southern Indiana, western winds.
* Use the state, the church, the government, only capitalise when used as part of the title ‘German Government’
* Geographical and historical periods (Iron Age, Carboniferous Era, Dark Ages) and wars are usually capitalized.
* Political parties (Communist Party, Democratic Party) use capitals, as do the philosophies (Socialist, Capitalist), but economic or political systems (in general) are lowercase: communism, capitalism, social democracy.

##  Names and Titles

* Use capitals for titles prefixing names, but not for job descriptions.
* Give people’s title, forename and surname when first mentioned

##  Quotation marks

* Single quotation marks shall be used for direct speech or a quote, and double quotation marks for direct speech or a quote within that.
	+ ‘I have never been to Norway,’ he said, ‘but I have heard it described as “the Wales of the North”.’
* Use no quotation marks if the quote is long (APA more than 40 words), instead it should be indented as an extract and separated from the main text by a space above and below. Such text extracts should not be set within quotation marks.

##  Ellipses (…)

* Use an ellipsis to show that some text is missing, usually from a quotation – do not surround it with spaces.

##  Bold

* Use bold sparingly to **emphasise some details** (deadline, name) in your text you wish to stand out. Punctuation which follows bold text should not itself be bold (unless the whole sentence is in bold type)

##  Italics

Use italics for foreign words and phrases embedded within your text (i.e. *inter alia*). Use italics for titles of books and journals if they are a complete published work (*Risk society)*.

Do not use italics for:

* The scholarly Latin words and abbreviations ibid., idem, e.g., i.e., cf., viz., ca
* Titles of articles, chapters, short stories. Use roman and quotes for these.
* Names of political parties, institutions, governmental agencies, (proper nouns) even when they are in a foreign language. Set them in roman (plain) type.

##  Numbers

* Use whole number **words for one to ten and figures for numbers above ten**. However, if there are a lot of figures in a paragraph, use figures throughout to allow easy comparison.
* Use a combination of a figure and a word or abbreviation for very large round numbers ( 7 billion or 7bn)
* Spell out words for ‘first’, ‘second’ and so on up to and including ‘tenth’; use numbers and ‘st’/ ‘nd’/ ‘rd’/ ‘th’ for larger ordinal numbers.
* Always **use figures and symbols for percentages**, measurements and currency.
* Use commas to punctuate large numbers.

##  Dates and spans of numbers and years

* The sequence for a date should be **day-month-year**: 2 December 1964 (no commas), or simply 2 December, if the year is not necessary. **Don’t use ‘th’ etc. with dates**
* When describing a term, use ‘**from October to December’ or ‘October-December’** (same with years), **but no mixture of these**.
* When referring to an academic or financial year, you can use either the format ‘2011–12’ or ‘2011/12’, but be consistent.
* Decades should be 1930s (no apostrophe)

##  Abbreviations and Contractions

Don’t use full stops after any abbreviations, contractions or acronyms

* **If numerous abbreviations are used, please provide a list of them**. If there is no List of Abbreviations in the manuscript, explain unusual abbreviations on their first occurrence in the typescript, for example, REM (rapid eye movement). Avoid unnecessary abbreviations.
* Do not use the full point after contractions, i.e. abbreviations that include the first and last letter of the word (e.g. Mr, Mrs, Dr, St, Ltd, edn, eds). The exception to this rule is “no.” for number.
* Spell acronyms out in full the first time it is mentioned, with the acronym following in brackets; thereafter, use the acronym alone: World Health Organisation (WHO).
* U.S., U.K., but UN, EU, NATO, AFL.

##  Foreign Languages

* Please ensure that all accents are used in the typescript.
* Words frequently used in scholarly discourse (Sonderweg or Bürgertum, for example) do not need to be translated.
* Use “United States” rather than America where possible, unless the entire continent is referred to, in which case use North America. The abbreviation U.S. can be used as an adjective.
* Use “Britain” only when you mean England, Scotland and Wales; “United Kingdom” for Great Britain and Northern Ireland; “British Isles” for the United Kingdom and the Irish Republic.
* Holland is, strictly speaking, only two provinces of the Netherlands.
* Anglicize place names, including in the bibliography: for example, “Munich” not “München;”“Vienna” not “Wien;” “Marseilles” not “Marseille.” However, “Braunschweig” should be retained.
* Be consistent when referring to foreign names where variation is possible, for example “Franz Joseph” and “Franz Josef,” “Kaiser Wilhelm II” and “William II.” Note that you should always use “Habsburg” and not “Hapsburg.”
* Translations: If it is important to provide the text of a quotation in a foreign language, a translation should also be supplied.

##  Referencing

The APA (American Psychological Association) Style will be used for referencing when necessary. In text the authors surname and the date of publication will be referred to, with an elaborated source in the bibliography:

In text:

A few researchers in the linguistics field have developed training programs designed to improve native speakers' ability to understand accented speech (Derwing, Rossiter, & Munro, 2002; Thomas, 2004).

Bibliography:

Derwing, T. M., Rossiter, M. J., & Munro, M. J. (2002). Teaching native speakers to listen to foreign-accented speech. *Journal of Multilingual and Multicultural Development,* 23(4), 245-259.

For further information see: http://www.apastyle.org/learn/faqs/cite-website-material.aspx

1. University of Oxford (2016). University of Oxford Style Guide. https://www.ox.ac.uk/sites/files/oxford/University%20of%20Oxford%20Style%20Guide%20%28updated%20Hilary%20term%202016%29.pdf [↑](#footnote-ref-1)