

The HE Byte

House style guidance

Document

- submit your article preferably as a Word (.doc) or Open Document (.odt), otherwise in Rich Text Format, but never as a PDF
- for ease of editing and uploading please use one of these templates: [Word](#) or [Open Document](#).
(how to use: download the file to your device, locate the file and double click on it, it will open in the correct app and you will be asked to save any edits as a normal file .doc/.odt)

Typeface

- only use italics sparingly, for emphasis
- do not bold any text – this will be done by the editor

Quotations

- do not italicise
- use double inverted commas

Punctuation

- double inverted commas for all speech and quotations
- single inverted commas only within a phrase surrounded by double inverted commas

Bullet points

- use a colon at the end of the text introducing the bullet points
- keep points short and concise
- use lowercase at the beginning of the point and do not use a full stop at the end
- only use sentence punctuation where each point is a full sentence

Numbers

- spell out numbers from 0 to 9. Write numbers in words from ten onwards
- use numerals for measurements (12 km) and ages (10 years old)
- use numerals for percentages in the text but spell out “per cent” (24 per cent)

Dates

- 1 January 2021
- do not abbreviate months

Spellings

Department for Education (DfE)

government

home education, EHE (when elective), HE (when not elective) or home ed

local authorities (LAs)

local authority (LA)

Lord (followed by name)

noble Lord

Ofsted

Peer (meaning a Peer of the realm, as distinct from peer = colleague)

Private Members’ Bill

Secretary of State for Education

state

Under-Secretary of State for Education

worldview

Updated, December 2020