

## GENERAL REMARKS

- In general, grammar should be simple and clear.
- Punctuation should be kept to a minimum, with the aim that the reader should only need to read something once to understand it. Use simple English (e.g. 'use' instead of 'utilise').
- Use short sentences.
- Avoid the passive voice where possible ('Scientists use the grid to...' instead of 'The grid is used by scientists to...').

Many questions of style will be settled by using the templates provided for deliverables, presentations and posters. The guidance given below covers only the most common cases that may give cause for doubt when writing documents for EGEE.

For more detailed questions, writers may consult the 'English Style Guide: A handbook for authors and translators in the European Commission', available and searchable at [http://europa.eu.int/comm/translation/writing/style\\_guides/english/style\\_guide\\_en.pdf](http://europa.eu.int/comm/translation/writing/style_guides/english/style_guide_en.pdf).

## EGEE PARTICULARITIES

### *About the project*

The formulation 'EGEE-III' should be used when referring specifically to our activities in this current two-year period under the current contract, especially in official documents such as deliverables.

'EGEE' can be used when referring to aspects which have been continuous across the two contracts. Note that for example we are still using just 'EGEE' in the logo, not EGEE-III.

Try to avoid using EGEE-III when it will confuse people, e.g. in a short article where you can't explain the difference between EGEE, EGEE-II and EGEE-III. Try formulations such as: "The EGEE project, now in its third 2-year phase, ..."

In EGEE, we use 'Grid' when referring to EGEE's specific grid and 'grid' when referring to distributed computing in general. Never use GRID – all capitals infers that this is an acronym, but what would G.R.I.D. stand for?

### *Spelling*

- In EGEE we use British English, i.e. "computer centre" not "computer center".
- Use "s"-ing not "z"-ing, i.e. organisation, realise.
- Spell proper names according to the country of origin, except where there is a clearly established common alternative used in the UK, e.g. Geneva not Genève
- Specific cases:
  - 'programme' (e.g. of a conference) vs. 'program' (software);
  - 'licence' (noun) vs. 'license' (verb);
  - 'practice' (noun) vs. 'practise' (verb).

### *Grammar*

- 'Data' is a plural (e.g. medical data are stored)
- Use 'forums' as the plural of 'forum' (or use another word to indicate the plural, e.g. "user forum events")
- 'Participate in' (not 'participate to')

- 'economies of scale' (not 'economies of scales').

## Hyphenation and Dashes

- Use a hyphen to separate repeated vowels (e.g. 'co-operate', 're-engineer') or when it is necessary to make the sense clear (e.g. 're-cover' vs. 'recover').
- Use the en-dash (Alt+0150) to indicate ranges, e.g. '10–20 applications', with no spaces around it unless the units change, e.g. '10v – 20kv'.
- Do not mix 'from...to...' and dashes, i.e. '1–3 March', instead of 'from 1–3 March'.
- Use the en-dash (Alt+0151) with spaces around to separate off parts of sentences, e.g. 'the application – which is running on 100 computers – gives the results'.
- Common cases:
  - 'worldwide'
  - 'online'
  - 'a long-term project' vs. 'will be important in the long term'
  - 'high energy'
  - 'e-Science', 'e-Infrastructure' etc.
  - 'website'

## Numbers

- Spell out one to nine, use figures for larger values.
- Don't mix digits and words for numbers.
- Spell out large, round numbers used imprecisely (e.g. 'hundreds of computers').
- Use digits with units of measurement and dates and keep a space between the digit and the unit (e.g. '2 cm').
- Use digits for cross references, e.g. 'figure 2'.
- Don't use spaces for 1000 to 9999 but use a small fixed space from 10 000 onwards.
- If a number is at the beginning of a sentence, always spell it out.
- Don't split a number and its unit over two lines, e.g. '100 computers' – use a non-breaking space (e.g. Ctrl+Shift+Space).

## Date and Time

- '1 April 2008' (no 1<sup>st</sup>, no inverse ordering);
- 24 h clock, i.e. 14:00 instead of 2 pm.

## Acronyms

Use acronyms only where absolutely necessary or if they are more familiar to the reader (not to the writer) than the full version. If you do use an acronym, introduce it the first time it is used, e.g. the EGEE (Enabling Grids for E-sciencE) project.

- Don't use points in upper case abbreviations, e.g. 'VO' (not 'V.O.').
- Don't use an apostrophe for plurals ('several VOs'), only for possessives ('the VO's resources').
- Use 'US' not 'USA'.
- Use 'GB' and 'Gbit'.

## Capitalisation

- Avoid capitals where possible.
- Keep upper case initials for titles, institutions and names.
- 'e-Science', 'e-Infrastructure' etc.
- Use lower case initials for cross-referencing, e.g. 'figure 2', 'section 5'.

- Don't use accents on capital letters.
- In tables, use an upper case initial for the first word of column headings.

## Quote marks

- Use smart quotes, i.e. "..." instead of "...".
- Use double quote marks for quoted material.
- Use single quote marks for highlighting words.
- Use a full stop inside the quotation marks if the quote forms a full sentence, outside if it forms an incomplete sentence. (e.g. The speaker said that "this is an interesting feature." Vs. The speaker called this an "interesting feature".
- Use square brackets for additions to quotations, e.g. "this [application] has produced..." and ellipses in square brackets "[...]" for omissions.

## Headings

- Use capitals for nouns and adjectives in titles, but for lower headings use a capital letter only at the very beginning.
- Don't use a full stop at the end of headings.

## Lists

- As far as possible, make each item in the list of a similar structure. For example, all list items could be whole sentences or all list items could be phrases but preferably not a mixture of the two.
- In principle introduce a list with a full sentence ended with colon.
- The way to punctuate each list item varies according to the nature of the item:
  - For single words or short items that are less than full sentences, start with a lower-case letter and use no punctuation at the end of each item.
  - The exception to the rule above is where the list item – although not a full sentence itself – completes the introductory sentence, in which case you should use a semi-colon at the end.
  - If each list item is a full sentence, start with a lower case letter and end with a semi-colon.
  - The exception to this rule is when one or more items contain more than one sentence. In this case, all items and all sentences within items should begin with a capital letter and end with a full stop. This is how this current list is punctuated.
  - Always use a full stop at the end of the last list item, whatever the nature of the items in the list.

## Captions and labels

- Use a full stop at the end of a caption.
- Use lower case initials for labels unless they are proper nouns.

## Punctuation

- Semicolon: lighter than a full stop, heavier than a comma. Use to separate sentences that could stand separately but are closely connected in sense.
- Parenthesis: should be used for material that can be skipped without changing the meaning.
- Dashes: use en-dashes (Alt+0150) as a parenthetical dash to mark an interruption in the structure of a sentence, e.g. 'the task – although not specified explicitly – is important'.

- Comma: a comma should not be used before 'and' unless it is needed to clarify the sense or makes reading easier.

Note that in English there is no space before commas, full stops, question marks, exclamation marks, closing quotation marks or closing brackets.

## ***Italic and Bold***

- Avoid italic and bold for emphasis.
- Use italics for foreign words, e.g. '*in silico* docking'.

## ***Gender-sensitive language use***

- Use terms which leave open the possibility that women and men may both fulfil all roles within EGEE (e.g. 'godparent' instead of 'godfather').
- Avoid using pronouns that refer to only one gender. If 'he/she' is clumsy, consider rewriting in the plural ('they').
- Hypothetical illustrations should feature women as frequently as men. This also applies to visual representations of users, developers etc. used in dissemination material.