



Writing Style Guidelines

Updated 5/22/2018

- Acronyms: Always spell out the first use of any acronym in a document, even if you think your audience knows the acronym. If the acronym is used in an attachment that is part of the document (e.g. an attachment to a staff report), consider it a new document and re-spell out the acronym again
- Use the “FY 2017-18” format for fiscal year references rather than “FY 17-18” or FY “2017/18”
- Numbers under 10 should be spelled out
- Do not include cents for dollar amounts (e.g. \$25,000 not \$25,000.00)
- Do not use periods after bulleted items unless they are complete sentences
- Write out ‘percent’ in text, use % symbol in charts
- Always use a 0 before decimal points (e.g. 0.5 FTE)
- Use lower case for “state” and “federal” unless it is used in a title (e.g. State Board of Equalization)
- City is always upper case when referencing the City of San Rafael
- Use lower case for “division”, “department”, “program”, etc. unless used in the full name format (e.g. Streets Maintenance Division)
- Citywide, countywide and statewide are written as one word
- Use lower case for “courts” unless the full name is spelled out (e.g. Marin County Courts)
- Spell out all abbreviations in each section of the performance plan
- Italicize titles of publications, TV programs, videos, etc.
- Use of i.e. vs. e.g.
(i.e., in other words, further clarification, complete list)
(e.g., for example, incomplete list)