

# Actuaries

Gooder Grammer and Spelling Guide

The principal objective in proofing is to ensure that the content of the article is clearly articulated and (like an actuarial exam response) does not say anything dangerous. However the overall presentation and professionalism of the magazine is enhanced if the style is internally consistent and of course correct (plus it gives our graphic designer more time to design rather than fix minutiae). This guide was put together by Stephen Woods, it should not be considered as gospel – but is a working document for the Editorial Committee and subject to continuous review and discussion.

## Punctuation

### Commas

Generally commas are used to separate parts of a sentence, to join items in a list and to avoid ambiguity. Common sense should prevail when proof reading for the use of commas.

### Quotation marks

Generally single quotation marks indicate an 'unusual phrase'  
Generally double quotation marks indicate a "quote"  
Punctuation goes inside quotation marks in a quote.

### Web links and email addresses

No punctuation afterward web links and email addresses unless at the end of a sentence.

### Use of i.e. and e.g.

Should always appear as "i.e." and "e.g." NOT "ie" or "eg"

### No double spaces between sentences – single letter-space only.

## Spelling

### UK English (not American)

- \* Use an 's' wherever possible, not 'z': eg. organisation, analysing
- \* Some letters are doubled when adding a suffix: eg travelled

## Conventions

### Capitalisation

All proper nouns should be capitalised – eg. Institute, President, Council, any regulator, the name of any committee or taskforce in full, the name of any publication in full, job titles in full.

For all other words, when in doubt make them lower case: actuary, committee, taskforce, guidance note, professional standard, life insurance, director, general manager, etc

The [comments](#) from the Wikipedia entry for Noun are worth noting:

“Proper nouns (also called proper names) are nouns representing unique entities (such as London, Jupiter or Johnny), as distinguished from common nouns which describe a class of entities (such as city, planet or person).

Proper nouns are not normally preceded by an article or other limiting modifier (such as "any" or "some"), and are used to denote a particular person, place, or thing without regard to any descriptive meaning the word or phrase may have.”

# Actuaries

Gooder Grammer and Spelling Guide

"Owing to the essentially arbitrary nature of orthographic classification and the existence of variant authorities and adopted house styles, questionable capitalization of words is not uncommon, even in respected newspapers and magazines. Most publishers, however, properly require consistency, at least within the same document, in applying their specified standard."

## **Names**

\* Italics for the name of any publication in full or abbreviated, any *ActMag* article, song, CD, film or television show

\* Quotation marks for the name of an article from any publication other than *ActMag*.

## **Ampersands**

Should be replaced with "and" unless article has been reproduced from another source.

## **Dates**

Written as "Day Month Year", not "Dayth Month Year".

## **Numbers**

Numbers less than 10 written as text.

## **Bullet Points**

Generally each bullet should start in lower case and use ";" and "; and". Discretion can be used here.

## **Hyphens**

Use hyphens for "short-term" and "long-term".

## **Focus**

"Focusing" and "focused" should only have one "s" each.

## **Headings**

Yes, "and" and "to" etc would normally be in lower case, but not where they start a sentence or phrase.