



Complinet abbreviated style guide for contributors

This is an abbreviated style guide detailing some key rules, which we suggest contributors should follow when submitting articles for publication. A full (and much longer) version of our house style guide is available on request.

Our main request is that you submit your articles within the agreed submission deadline. If this is not possible, then please let us know as soon as possible.

On submission

It would be useful if, on submission of your article, you could also supply:

- The email address of the lead author.
- A short bio (one or two sentences at most) for each author.
- Your company logo.
- A photo of each author in jpeg format, sized 110 x 140 pixels.

Style

- We use per cent not %.
- We use € not EURO.
- We spell out acronyms in the first instance (i.e., Financial Services Authority, Committee of European Banking Supervisors, etc).
- Numbers: one to nine are spelt out, except fractions.
- Dates: November 1, 2007.
- We do not use contractions, i.e., don't, can't, except in reported speech.
- We do not use footnotes or endnotes.
- We use straight quotes, not curly quotes.
- We use single spacing, not double spacing between sentences.
- We lower case words wherever possible, e.g., chief executive, managing director.
- We use while, not whilst, and we use among, not amongst.

Formatting

We ask that articles are between 800 and 1200 words in length, unless your contact has specified otherwise.

Sub-headings should be in bold only.

We use the following HTML coding and we would be grateful if you could follow these rules, if possible.

`` for bold ``

`` for emphasis ``

`` for bullet points ``

Should you have any queries, then please do feel free to contact us, as below:

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