

Abbreviations

These should be expanded on first use in the format:

JISC (Joint Information Systems Committee).

Exceptions to this are:

- terms that are widely used in non-technical environments (e.g. MP3)
- acronyms that have such common currency (e.g. IP) that expanding them is inconsistent with the technical nature of the document
- documents that are so acronym-heavy that the text will be littered with expansions. In such cases they may be expanded in footnotes or in a glossary at the end of the document.

Where a glossary is included it should only contain abbreviations that occur more than once in the document, unless supporting text in the glossary entry further explains the expansion.

Dates

Use the form: DD Month YYYY

Graphics

Should be submitted as separate files in the original formats at a minimum resolution of 300 dpi. Do NOT embed diagrams in Word – despite what they look like on screen, their resolution is reduced so low as to make them unusable for printing.

Headings

Top level headings should have the first letter of all major words capitalised. Subheadings should be in lower case (other than the first word).

Italics

Should be used when quoting the titles of publications.

Commas

There should be no comma after the penultimate item on a list:

‘The agenda includes marketing, sales and IT.’

Lists

Use bullets unless they are steps in a process or you need to refer back to a specific point, in which case use numbers.

The stages of the project were:

- identification of requirements
- detailed specification and planning
- development of deliverables
- inspection and test
- product handover.

Where the list items are long and may themselves be more than one sentence:

The decision to archive is made in different ways for the three categories:

1. The issue of a replacement triggers automatic archiving of the previous version.
2. The document is reviewed after the period specified in the List of Publication and a decision to archive is made in consultation with the author. For external authors, the relevant Project Manager is consulted.
3. The document is automatically archived after one year of null distribution.

Logos

Copies of the JANET logos can be obtained from documentation@ja.net

Numbers

Numbers < 10 should be spelled out (three) **unless** the number is part of a measurement (2Mbit/s), a number range (4-15), a fraction, percentage, page, section or chapter number, figure heading, etc.

Numbers = or >10 should be written in numerals (25).

Page Numbers

Pages should be clearly numbered, and indicate how many pages there are in total (e.g. 3 of 12).

Personal Pronouns

Use the third person for formal documents i.e. do not use I, we, you etc.

Proper Names

When using proper names check carefully for the correct format e.g. UNIX not Unix, but Linux not LINUX.

Quotes

Use ‘single’ smart quotes. If you need to use a second set of quotes within existing quotes then use “double” quotes.

References (Identifiers)

Document references will be provided by Communications where required.

Terminology

- JANET is the overall network.
- SuperJANET5 was the name of the now concluded project to upgrade the JANET backbone.
- Organisations not institutions.
- JANET Roaming not JRS.

URLs

URLs should be placed on a separate line in bold and should finish with a trailing / if it is a directory location rather than a specific file. We do not include index.html. Thus:

- **<http://www.ja.net>** **not** **<http://www.ja.net/index.html>**

If In Doubt ...

The author’s job is essentially to provide the text, and whatever you provide will be copy edited and proof read by a Technical Editor. Leave the design up to us!

Technical Editors can be contacted via documentation@ja.net.