

## PROGRAMME REVIEW PROOFREADING GUIDE

### Tips:

- Remember your audience
- Delete any unnecessary content

Does the report include the following?	Yes	No
Font ARIAL black 11		
Unitec is referred to the first time by the full trading name 'Unitec Institute of Technology' and 'Unitec' subsequently		
Macrons are used for Māori vocabulary when required		
Acronyms are written in full the first time with the acronym in brackets (eg, Reform of Vocational Education (ROVE)) & the acronym is used when mentioned again		
Initialisms are written in full the first time with the abbreviation in brackets (eg, Graduate Profile Outcomes (GPOs) & the abbreviation is used when mentioned again		
'And' is used instead of '&'		
Capital letters are used for proper nouns, job titles, programme names, etc (eg, New Zealand Certificate of Study and Preparation)		
Statements are evidence-based (eg, instead of 'the past few months', use 'over the past <i>three months...</i> ')		
Correct spelling & grammar ( <i>Use Grammarly if necessary</i> )		
Use of a colon before a list (eg, Actions to keep undertaking:)		
Numbers one to nine are written in full <i>except</i> if used with numbers greater than nine in the same sentence (eg, there were 7 international students and 20 domestic students)		
Numbers are written in full if they start a sentence (eg, Three graduates said....)		
Figures are used for dates (eg, 23 January 2021)		
Figures are used where numbers are part of a list (eg, There were 5 Pacific, 3 international and 8 Māori graduates)		
Consistent use of headings and subheadings (same font & size, in <b>bold</b> , without capital letters unless the words are proper nouns or the start of the heading) (eg, <b>Internal and external moderation activities</b> )		
Consistent use of spacing between paragraphs and sections		
All quotations are in quotation marks and italics and indented if longer than 40 words		
Table captions are placed <i>above</i> the table in <b>bold</b> text without a full stop		
Figure captions are placed <i>under</i> the figure in <b>bold</b> text without a full stop		
All appendices included at end of report		

