1 SPELLING • Section 1.1.1
programme or program?

2 PUNCTUATION • Section 2.11.1
the 1990’s or the 1990s?

3 CAPITALISATION • Section 3.3.1
rector or Rector?

4 ABBREVIATIONS AND SYMBOLS • Section 4.1.1
Erasmus or ERASMUS?

5 NUMBERS • Section 5.5
15.30 or 3.30 p.m.?

6 GENDER • Section 6.1.2
his or her or their?

7 SINGULAR AND PLURAL • Section 7.2.1
the data shows or show?

8 TRANSLATION • Section 8.1.4
the Serra de Tramuntana or the Tramuntana Range?

9 WRITING IN ENGLISH • Section 9.7
Students will acquire the experience, skills and have the knowledge or Students will acquire the experience, skills and the knowledge

10 TOOLS FOR TEXT PRODUCTION • Section 10.4
How to configure language tools