

INTERUNIVERSITY STYLE GUIDE

FOR WRITING INSTITUTIONAL
TEXTS IN ENGLISH

MANUAL D'ESTIL INTERUNIVERSITARI

PER A LA REDACCIÓ DE TEXTOS
INSTITUCIONALS EN ANGLÈS

www.ub.edu/criteris-cub/guide

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

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Universitat de Barcelona

Serveis Lingüístics