

Style and grammar conventions
CO ₂ should appear with a subscript '2' in all cases
Spell out acronyms and initialisms at the time of first use
Provide full names at time of first use
Use 'percent' in text and '%' in tables
Put all dates in the format: July 5th 2005
Use 'university' except when saying 'University of Toronto'
Use 'city' except when saying 'City of Toronto'
Please use the Oxford comma: when listing facts, or figures, or anything else please put a comma
Please put only one space after a period
Please spell out numbers from one to ten, and use arabic numerals (for example, 10,000) for larger
In lists - if the items are complete sentences, put punctuation at the end. If not, do not put periods or other punctuation at the end
Standardize abbreviation for kilowatt-hour (kWh)
'arctic' does not need to be capitalized
The names of academic journals, newspapers, and magazines should be italicized
The names of court decisions should be put in "double quotation marks"
The names of laws should be italicized
Titles of books should be italicized
Block quotations should not be surrounded by quotation marks, but they should have a citation at the
United States should be abbreviated to U.S. in all cases
United Nations should be abbreviated to U.N. in all cases
United Kingdom should be abbreviated to U.K. in all cases
European Union should be abbreviated to EU in all cases