

Subject	English
Numbers	0 – 9: write out in words 10 and higher: write as ciphers
	Numbers in the thousands are set off with a comma <i>14,000 students</i>
	Telephone numbers: Phone: +31 43 388 xxxx
Dates	dd-mm-yyyy <i>15-06-2010</i> <i>15 June 2010</i> Use a capital letter when you write out the month. Never use 'th', 'rd' or 'st', as in 15th June 2010. Academic Year 2009/10 23–29 April 2009 2 May–4 June 7 and 8 May From 8 to 12 May
Lists	Use as little punctuation as possible. Don't capitalise or punctuate in lists of single or few words. Don't use punctuation marks in list entries. <ul style="list-style-type: none"> • <i>passport</i> • <i>diploma</i> • <i>transcript of marks</i> Capitalise the first letter and end with a period only if the list entries are complete sentences.
Titles	Mr Mrs MSc/MA after the name: K. Molenaar, MSc/MA Dr LLB/LLM after the name J. Smeets, LLB Use only the most senior title: Prof. Edwards (not Prof. dr. Edwards)
Web addresses	<ul style="list-style-type: none"> • Make the link with relevant words • Use a period after a web address only when it is used in a complete sentence, not, for example, when the address is part of the contact details. • Don't use http:// • The e-mail address should precede the website address in contact details, as follows: E-mail: Internet:

<p>Capital letters</p>	<p>The first word of the title of a book, film or tv-programme should begin with a capital letter. If there is more than one word in the title of a newspaper, 'the' is not capitalised when the title is used in a running sentence: ...The Economist ...the Financial Times</p> <p>We don't use italics. Please use single quotation marks to emphasize the title.</p>
<p>Holidays and seasons</p>	<p>The names of holidays are capitalised: Ascension Day Christmas Eve</p> <p>The names of days and months are capitalised: Monday October</p> <p>Seasons are not capitalised: summer winter</p>
<p>Testimonials</p>	<p>For the teaser, please use a quote from the testimonial that covers the topic. When inserted in GX, the teaser will automatically appear in the right format.</p> <p>On the following page (the actual testimonial page) we use double quotes to open and close the testimonial.</p> <p>At the bottom of the testimonial, the signature should look as follows:</p> <p>Jack Smith, United Kingdom Arts and Culture student</p>
<p>UM name</p>	<p>In running text, use Maastricht University (without 'the') When 'Maastricht' is not present, don't capitalise 'university'.</p> <p>Avoid using the abbreviation UM as much as possible. When you do use the abbreviation, make sure to introduce it first by writing Maastricht University in full, followed by: (UM).</p> <p>NB: When you use the abbreviation in English, it remains UM, not MU.</p> <p>Capitalise 'faculty' only when you are writing out the whole name of the faculty (Faculty of Law); otherwise 'faculty' is not capitalised: Maastricht University has six faculties.</p>

Bachelor-master	<p data-bbox="483 226 1252 390">In English the words 'bachelor's' or 'master's' are written separately from 'programme', and both with lower case letters. Don't forget the 's' after 'bachelor' or 'master', and use the British spelling of 'programme'. (Don't write 'program'.)</p> <p data-bbox="483 422 786 548">bachelor's programme master's programme master's student bachelor's thesis</p> <p data-bbox="483 554 1078 583">A title is always written with a capital letter:</p> <p data-bbox="483 617 831 743">Bachelor of Arts (BA) Bachelor of Science (BSc) Master of Arts (MA) Master of Science (MSc)</p> <p data-bbox="483 749 1243 905">Example: A master's degree in International Journalism, a Master of Arts in International Journalism, or a Master of Science in International Journalism. When you graduate from a master's programme, you will have a master's degree.</p> <p data-bbox="483 911 1235 1003">research master's - the research master's in International Journalism; research master's programme is too long</p>
PGO	<p data-bbox="483 1041 1230 1100">Problem-Based Learning (PBL), 3 words, all capitalised, and with a hyphen between 'problem' and 'based'</p> <p data-bbox="483 1106 976 1136">Vaardigheidstraining = skills training</p> <p data-bbox="483 1142 967 1171">Onderwijsgroepen = tutorial groups</p> <p data-bbox="483 1178 756 1207">Een blok = a course</p>