



<p>Abbreviations and acronyms</p> <ul style="list-style-type: none"> ● Use if more common or appropriate (OECD, OPEC); otherwise spell out ● Avoid ad hoc acronyms ● Don't use in headings or in table, box, or figure titles ● Limit use; identify on first use 	<p>Tables</p> <ul style="list-style-type: none"> ● WDR style — three rules ● Capitalize the first word of each cell/section ● Indent subentries 2 spaces, runover lines 1 space ● No bold ● n.a. Not applicable ● .. Negligible ● — Not available
<p>Headings</p> <ul style="list-style-type: none"> ● A– flush left, bold ● B– flush left, italic ● C– run in, italic ● Text required between headings ● At least two headings at each level ● Do not indent paragraphs that follow a and b heads ● Do not hang notes on headings 	<p>Figures</p> <ul style="list-style-type: none"> ● Clearly defined purpose and shadings ● No colon after figure number (in title) ● Capitalize first words in title ● Requires source ● Lower case callouts; usually number by chapter. Place callouts before or on same page as figure/table/box
<p>Numbers</p> <ul style="list-style-type: none"> ● Spell out numbers below 10 (except percentages, measurements, or in sentences contrasting fewer than 10 with more than 10) ● \$2,000–\$7,000, not \$2–\$7,000 ● two-thirds, not two thirds ● 1972–89, not 1972–1989 ● pp. 672–87 ● fiscal 1992, not FY92 or fiscal year 1992 ● Avoid numbered lists 	<p>Notes</p> <ul style="list-style-type: none"> ● Make footnotes into endnotes (call them notes) or incorporate in text ● Incorporate sources in text (Bennett 1990) ● Do not hang a note on headings or titles ● Ordering for figure, table, notes: n.a. Not applicable <i>Note:</i> (text) a. (text) <i>Source:</i> (text)
<p>References/Lists and bullets</p> <ul style="list-style-type: none"> ● See World Bank style guide ● Always use serial comma ● Use semicolons only with parallel independent clauses not joined by a conjunction ● Use periods to end long bullets ● Initial cap for each bullet point ● Avoid numbered lists 	<p>Typography</p> <ul style="list-style-type: none"> ● Single space after all punctuation ● En dash in date spans (1972–89) ● Double hyphens become em dashes
<p>Miscellaneous</p> <ul style="list-style-type: none"> ● Table, figure, and box callouts should not be the subject of a sentence. ● US\$/U.S. dollars unnecessary in most cases; \$ or dollars sufficient. Conversions of currency values to dollars should be supplied whenever possible. ● "Introduction" or "Overview" unnecessary as heading/chapter start. ● Avoid commas after short introductory phrases that are not absolute constructions or that do not contain verbs (By 1989 the economy had collapsed; In Venezuela the process culminated...). ● Government (upper case as a noun in operational documents only; lower case everywhere else) ● Spell out agencies' name as they do (Organisation for Economic Co-operation and Development) 	