

## BATOD conventions and house style

abbreviations	all abbreviations to be defined initially, including those that are well known. First time full word plus abbreviation in brackets then use abbreviation Eg Qualified Teacher of the Deaf (QToD), Speech and Language Therapist (SaLT)
drop all stops	eg, ie, NDCS
bullet points	no capital letters or stops if list follows a colon or if list is a continuation of the stem sentence or semicolon after each item (depends on sense) final item finishes with stop a continuing sentence to have a lower case letter
commas	comma, space, next word no comma to be included in addresses eg no comma after the number (99, BATOD Drive should now read 99 BATOD Drive)
deaf	BATOD uses deaf not hearing-impaired with this explanation – the term ‘deaf’ is used throughout this magazine to cover the full range of hearing loss. <ul style="list-style-type: none"><li>- The word deaf is only capitalised when the author is making a specific reference to the Deaf BSL-using community</li><li>- Hearing-impaired or hard of hearing will be retained if used by a non-UK</li></ul>
author	
email	email and web addresses underlined and in blue; no punctuation at end please remove ‘https://’ from beginning of web links unless essential for link to work
emphasis	only italic, semi bold or bold in magazine
hyphenation	not used – complete words on same line two words hyphenated may be split NB hearing-impaired is hyphenated, hearing impairment is not UK-wide Hearing-aided
quote marks	actual speech and quotations - double “ ” titles and in other places single ‘ ’ eg This was followed by another Romanian presentation entitled ‘Being deaf in an inclusive Europe’ which was the last presentation of the day “When Playmakers was piloted, OHF provided funding,” said Gayle Bryans
sentence ends	. (stop one space)
stops	drop punctuation from acronyms eg N.D.C.S becomes NDCS, National Deaf Children’s Society; Mrs. becomes Mrs
underlining	underlining is avoided
/	no spaces either side of slash unless split over a line – then after the slash eg cats/dogs not cats / dogs

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however	sentences that start with 'However,' are acceptable
subject titles	article titles need to be kept reasonable, over approx. 8 words causes problems
capitals in headings	use as sentence case NOT each word in headings
...	spaces before and after ...
Qualified Teacher	always capitals for Teacher and Deaf. Abbreviate to QToD (plural QToDs) of the Deaf
Audiologist	lower case unless a specific job title is being discussed rather than just referring to an audiologist Eg "we recently appointed an Educational Audiologist"; but "the parents said the audiologist had tested their child's hearing"
Date format	3rd May
Numbers	One to ten inclusive spelled out then 11+ in digits
Words to note	some words in English have two permitted spellings (each in UK English) eg focused and focussed - but BATOD prefers "focused" Lipreading (one word) Multi-agency Multi-sensory impairment, Vision impairment Subtitles Paediatrician, Paediatrics Aetiology Proofreaders Programme (unless computer program) MED-EL Cochlear implant - usually lower case unless part of a title (eg Cochlear Implant Centre) or the acronym CI Cochlea is the 'organ'; cochlear is the adjective. An implant it is cochlear
has or have	"has" with "none" as none is singular BATOD has as BATOD is singular  authors' spellings are left in American format when they are non-UK authors for example center, trialed (one I)