

Polykum

D 2021-04-26
R Polykum
P C. Kästli/K. Reimann

Fact Sheet: Text

Dear Polykum Author,

first I'm very happy that you have decided to write for the Polykum and to support our new student editorial board with contemporary and exciting content. Thank you! As the production times are always very stressful and time consuming, you can help us by paying attention to the following Polykum rules and special cases before sending us your text / article / interview.

General

- spelling / orthography
- consistent spelling of names
- For interviews, please include a portrait of the interviewee(s)
- If a picture is requested, please leave enough space for pictures (i.e. provide shorter text/less characters)
- preferential official neutral spellings (no gender): "police officer" instead of "policeman" etc.
- control of mail addresses, links, names, places
- please set the languages in your word document to english (united kingdom)

Additions

- Information about the author
- Image sources & captions
- Info boxes
- Title, Lead, Intertitle: Title, subtitle and lead are set by the editor; suggestions are welcome but can't always be realized
- Please use the common abbreviations such as I'm, you're, that's, we're ...

Spelling Rules & Special Cases.

Numbers

- Numbers: write in full up to 15 (fifteen), from 16 as a digit; write in full the tens (20, 30, 100, etc.) as well, from 1000 as a digit
- Age: a 100-year-old man
- Decades: 1980-1989 = 80s, 80s (time), the eighties (era, phase)

Dates

- (on) Friday, October 16 (2021) or (on) October 16 (2021)

Time of day

- as information / for orientation: 10.30 o'clock, 12 o'clock
- in a story: at half past ten, it's twelve o'clock

Currencies

- in text: 13 francs, 10 euros, 100 000 francs
- possible in info box: 10 francs, 10.-, Fr. 10.-

Names

- Title (Dr., Prof.): only at the first use of the name in text

Polykum

- Organizations: handle like proper names

Compound words

- in combination with german words: connect with hyphen

Punctuation

- Direct Speech, Quotes: “Please always use the English inverted commas as quotation and closing signs!”
- Ironical expressions, own creations, colloquial words, etc. write in italics: *schwizerdütsch*
- Please distinguish between a dash – and a hyphen -