

- For the names of television shows, song titles, titles of articles, poems or chapters of a book mentioned in the text. These are set off by quotation marks.

5.2 Bold

Bold type should be reserved for headings and for text requiring particular emphasis. It may also be used to draw the reader's eye to important telephone numbers or web addresses. But be careful about using boldface for emphasis: overuse will defeat the purpose.

5.3 Superscript

Note that departmental publications generally do not use raised (superscript) type in ordinal numbers: use 10th, not 10th; 32nd, not 32nd; 51st, not 51st.

Superscript type must be used for footnote references in text or tables, and both superscripts and subscripts are used in certain abbreviations (e.g. cm², m³, CO₂).

5.4 Footnotes

Departmental style

Use as few footnotes or endnotes as possible. If the material is important enough to be mentioned, it may belong within the text.

Often footnotes are set in a smaller point size than the main text.

Footnotes to text

Numbering

Footnotes or endnotes to the text are numbered consecutively throughout the document or chapter with superscript arabic numerals.

Position

The note number should be outside any adjacent punctuation.

This footnote number is correctly positioned.¹
He said, "This footnote number is correctly positioned."²

If there are many notes (e.g., in a historical overview), the use of endnotes rather than footnotes may contribute to a cleaner-looking document.