

If you wish, you may use the solidus for “per” when reporting numbers in non-scientific text.

Departmental staff work 37.5 hours/week.

Do not use a solidus if it would occur twice in the same expression

3.5 kg/person per year **not** 3.5 kg/person/year

or with expressions of quantity written out in full.

100 kilometres per hour

3.2 Units

Use metric or SI (International System of Units) units for measurements. Replace any imperial measurements with SI units. If the reader is likely to be confused, be as clear as possible.

Use numbers and units in short form or, if appropriate, write them in full in descriptive text. (**Note:** There is no “s” in abbreviated plurals, e.g. 10 km, not 10 kms.)

2 m or two metres **not** two m

When no amounts are stated, write the unit name in full.

How many kilometres is it to the border?

Exception

It is acceptable to use imperial measurements when writing about certain economic sectors, such as real estate, where these measurements are still the standard, or when referring to official programs of other governments.