

**Guidelines:**

- use formal language
- use font size 12 and justify your text
- use the same font type throughout (unless showing code, for example)
- check for punctuation, spelling and syntax errors
- put space after comma and full-stop

**Do not**

- use “we”, “I”, “you” or exclamation marks
- start a sentence with “And”, “But”
- use bold or italics for the entire text
- use acronyms without explaining what they stand for
- use etc.
- under any circumstances, copy text directly from another source and try to pass it off as your own