RECOMMENDATIONS FOR AUTHORS

SPELLING RULES FOR THE KEY ELEMENTS OF SUBJECT-SPECIFIC TEXTS

ktu publishing house 1922

correct example

1 INTERVALS

- An em dash is **written without spaces** between two or more numbers (or words) marking the boundaries (interval, extent) of the place, time, quantity, order, etc. of objects and phenomena. Key combination – *Alt+0150*.

✓ Page 220–231
✓ Years 2010–2015

- A **hyphen is written without spaces** between numbers indicating the approximate quantity, size, or number.

✓ 2-3 grams
✓ 10-15 cm high

- If an approximate number (size, quantity) is written in words, a hyphen is added between them.

✓ Add one-two teaspoons of sugar

2 NUMBERS, MATHEMATICAL SYMBOLS

- Negative (positive) numbers with a minus (plus) sign are **written without a space**.

  Note. The hyphen is used.

✓ +2
✓ -2

- The minus sign in the index is **written without spaces**.

  Note. The **hyphen** is used.

✓ 10^{-6}, cm^{-1}

- There is **no space** between the inequality sign and the number.

✓ ≤1000
✓ >1000
✓ <0,6

- If the inequality sign is in-between several numbers or between a symbol of the measurement unit and a number, the **space is written on both sides**.

  Note. It is recommended to use a key combination *Shift+Ctrl+Space* to keep the text on the same line.

✓ $11 < 8$
$x \leq 0$
$S > 0{,}05$

- **No space** is written between numbers when indicating scale.

✓ 1:20, 1:50, 1:100

- **No space** is written when specifying the dimensions of an object or a ratio of sizes.

  Note. In this case, a cross (×) is used instead of the letter x of the Latin alphabet.

✓ 2000×2050 mm

- Mathematical symbols in formulae are written **with spaces.**

  Note. It is recommended to use a key combination *Shift+Ctrl+Space* to keep the text on one line.

✓ +, −, ×, ·, :

- A **full stop is used** to separate whole numbers from decimals and hundredths.

✓ 3.4, 2.348

3 FORMULAE, MEASUREMENT UNITS

- An equality sign between two numbers, letters or numbers and letters is **written with spaces**.

  Note. It is recommended to use a key combination *Shift+Ctrl+Space* to keep the text on one line.

✓ $l = 2{,}0$ °m
$\rho = f(t)$

- **A space is written** between the number and the measurement unit symbol, but **no space is required** between the number and the percentage symbol.

  Note. It is recommended to use a key combination *Shift+Ctrl+Space* to keep the text on one line.

✓ 50 m, 50 kg, 50 A, 50 Pa, 38 °C, however, 25%.

- **No space is written** between the number and the measurement unit symbol when specifying angle units (degrees, minutes, seconds).

✓ 90°, 45′, 45″

- When a single number or measurement unit consists of two components connected by a multiplication sign, **no space is written between them**.

  Note. In this case, the multiplication sign is a dot (·) instead of a cross (×).

✓ $1 + 3{,}322 \cdot \lg(16) = 5{,}0$
$m = 2 \cdot 13^{0{,}3333}$

- For certain dimensions, when it is necessary to indicate the relationship of some physical quantity to the basic quantities of the chosen system of units, the **slash is written without spaces**.

  m^3/s
  $W(m^2/K)$

- Value symbols (Latin or Greek alphabet letters) are written **in italics**.

  V, t, A, F
  μ, α

- Indexes of value symbols (Latin or Greek alphabet letters or abbreviations) are also written in **italics**. There is **no full stop** after the abbreviations.

  $K_{sw,}\ t_{d,}\ E_{abs}$

- Indexes expressed in numbers are written in **standard font**.

  $d^2, x_{2,5}$

- Specific functions and standard mathematical constants, as well as chemical elements and their compounds, are written in **standard font**.

  $\cos 30°$
  $\pi = 3,14$
  H_2O, NH_2

- The symbols of the measurement units are written in **standard font**.

  $\Omega/km, m^3$

- The first letters of abbreviations forming the index are **written in italics**. **No space is written** between the letters.

  m_{uw} – the mass of the wet unit
  T_{dp} – dew point temperature (K)

- **A full stop is not written** after international symbols for time, length, area, volume, measure and other measurements.

  h, min, s
  km, kg

- Do not confuse the **zero** (0) with the **degree symbol** (°). The key combination for the latter is *Alt+0176*.

  70°, 90 °C ir y_0