



Each case is unique and must be considered on its merits. It is for the person appointed to determine the case to satisfy him/herself that the application of the practice contained in this note is appropriate to the circumstances of the case. A reporter who intends to depart from the guidance should advise his/her SGL so issues emerging can be considered for future case work.

Guidance note:	Reporters' decisions – house style
DPEA practice:	<p>Decisions should be succinct, and written in plain English. Things to avoid include:</p> <ul style="list-style-type: none"> • very long sentences* and paragraphs • jargon • acronyms – unless their meaning will be evident to readers, including lay people • Latin terms. <p>* An average of 15-20 words is about right. This can be checked by looking at the readability statistics using the 'ABC Spelling and Grammar' icon (Review menu of Word 2010) (You may need to turn this feature on first. To do so, click on File, then 'Options', then 'Proofing'. Under When correcting spelling and grammar in Word, make sure the 'Check grammar with spelling' check box is selected and then select the 'Show readability statistics' check box.)</p> <p>Normal text must be written in Arial, point 12, in accordance with Scottish Government policy.</p> <p>Text must be left aligned, not justified. (Note: the RNIB states that paragraph text which is left aligned is easier to read.)</p> <p>The case reference, in both the introductory bullets and in the header, must be set out in the format: PPA-300-2020.</p> <p>A sentence should never start with a figure – it should always begin with a word.</p> <p>A figure should never be split from its subject. For example, '200 people' or '12 January' should be kept together on the same line. (Use shift/control/space.)</p> <p>Similarly, titles such as Mr or Ms should be on the same line as the subsequent surname (for example, 'Mr Smith'). If first names or initials are used, these should be on the same line as the title. For example, Mr John Smith may be split, with 'Mr John' on one line and 'Smith' on the next line.</p>

	<p>A line should not start with a mid-sentence dash. The dash should be on the same line as the word that precedes it.</p> <p>Two spaces should be inserted between sentences. There should be one space after a comma, a semi-colon or a colon.</p> <p>Words such as 'appellant', 'council', 'planning authority', 'planning officer' and 'local plan' should start with lower case letters. By contrast, the main words in 'Scottish Ministers', 'Scottish Government', 'Fife Council', 'Director of Planning' and 'Perth and Kinross Structure Plan' should start with upper case letters.</p> <p>Measurement units such as metres, kilometres, and especially less commonly used ones such as milligrams per litre, should generally be written in full.</p>
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