

Content Style Guide

Expressions in use

OK to use	Avoid (and why)
Free / Libre / Open Source Free and Open Source Open Source	opensource or open source or open-source Ref.: https://opensource.org/blog/is-open-source-ever-hyphenated https://perens.com/2017/09/26/on-usage-of-the-phrase-open-source/ https://twitter.com/dirkriehle/status/1526488122531381248
proprietary software	Commercial software as it's ambiguous.

General tips

"&" vs. "and"

Generally, don't use the ampersand in regular text, headings or titles as a replacement for "and" except inside tables or parentheses when space is limited, or in company names or other instances (paraphrased from <https://www.probizwriters.com/PBW-blog/index.php/ampersand-usage/>). See also [When to use & instead of "and"](#).

Capitalization in headings

Capitalize the first, last, and other important words, including

- Adjectives (tiny, large, etc.)
- Adverbs (quietly, smoothly, etc.)
- Nouns (tablet, kitchen, book)
- Pronouns (they, she, he)
- Subordinating conjunctions (when more than five letters); see list [here](#).
- Verbs (write, type, create)

See also <https://www.scribbr.com/academic-writing/capitalization-titles-headings>.

- On <https://avan.tech/RFP-Response-Red-Deer-College-Contract-Management-System>, I capitalized all important words and suggest this pattern. Maybe h4, h5 could be first word only. We could see how it looks.

Currency

When you're referencing specific amounts of money, use the currency code, followed by the amount, with no space. (Source: <https://docs.microsoft.com/en-us/style-guide/global-communications/currency>)

+Example +The company generated BRL2.89 billion (USD1.42 billion) in net revenue in 2015.

+If it's clear which currency you mean, it's OK to use just the symbol. When referring to a specific amount in euros,

WikiSuite: The most comprehensive and integrated Open Source enterprise solution.

use the euro symbol (€), not the word euros. +Examples +One of the largest companies in the United States, Adatum Corporation generated \$1.42 billion in net revenue in 2015. +Adatum Corporation generated €1.42 billion in net revenue in 2015.

See also [Branding Guidelines](#)