



ICCF Style Guide

Version 0.2 (Draft)

Last Modified 12 July 2018

This document describes the appearance and style of web content and official ICCF documents.

General

The ICCF logo must be used on all official documents.

Where possible, documents should be proof read by a native English speaker before release.

Use of fonts and visual style

Fonts should not be specified by the author for online documents. The font used for announcements etc. should be inherited from the website style.

Spelling

“Oxford Spelling” (IEFT [en-GB-oxendict](#)) is preferred, however US (IEFT en-US) and UK (IEFT en-GB) English are both acceptable as alternatives. Spelling conventions should be internally consistent for official ICCF documents.

Dates

Dates generated by the server will be formatted according to the user’s preferences. Date in documents should be formatted unambiguously with the month spelled out in full, for example “23 September 2018”.

Capitalization

Common nouns are not capitalized unless they start a sentence, are part of a title, or are abbreviations.

“Congress” is a proper noun and capitalized when used to refer to the ICCF governing body (*all decisions should be referred to Congress*). When used to refer to a meeting of Congress it is a common noun and not capitalized (*a decision was made at the recent congress in Poland*).

The names of chess titles are common nouns unless used as part of someone’s name, so “*James Brown was a well-known international master*” and “*the tournament was won by International Master James Brown*”.

“National federation” and “national delegate” are other commonly miscapitalized common nouns.

| Incorrect | Correct |
|--|--|
| The Tournament Director will have responsibility for the smooth running of the event. | The tournament director will have responsibility for the smooth running of the event. |
| The 2018 Congress was opened by the ICCF President. | The 2018 congress was opened by the ICCF president. |
| After some brief introductions, president Ruch opened congress. | After some brief introductions, President Ruch opened Congress. |
| Three International Masters participated in the tournament. | Three international masters participated in the tournament. |
| The winner of the Semi-Final will qualify for the Final. | The winner of the semi-final will qualify for the final. |
| Please would all National Federation Delegates send their entries to the Tournament Organizer. | Please would all national federation delegates send their entries to the tournament organizer. |