

## Definition List Reminders

**RULE:** Entry words are contracted **ONLY**, and are not repeated in uncontracted form.

- Ignore font attributes, except when distinction is required.
- Leave **ONE BLANK CELL** between an entry word and its definition, NOT TWO, when the entry word is **followed by punctuation**, or if the definition starts with an uppercase letter.

Example:

**Integrity:** The quality of being honest and having strong moral principles; moral uprightness.

- c. Leave **TWO BLANK CELLS** between entries and definitions when the entry words are phrases instead of individual words, if they are **not followed by punctuation**, or if the definition begins with a lowercase letter.

Example:

**Integrity** The quality of being honest and having strong moral principles; moral uprightness.

[illegible]

**Learning point:** Did you notice in the two examples above, the Boldface Word Indicator was not used for the word **Integrity**.

Source: 2016 Formats Section 17