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3. Use ‘s’ in ‘-ise’ ‘-isation’ words; e.g., ‘civilise’, ‘organisation’. Use British spellings rather than American spellings. Thus, ‘labour’ not ‘labor’.

4. Use figures (rather than word) for quantities and exact measurements including percentages (e.g., 2 per cent, 3 km, 36 years old, etc.). In general descriptions, numbers below 10 should be spelt out in words. Use thousands, millions, billions, not lakhs and crores. Use fuller forms for numbers and dates—for example 1980-88, pp. 200-202 and pp. 178-84.

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