# Victron Manual of Style (MoS)

The Victron Manual of Style (MoS), is a set of evolving and aspirational standards for the writing and design of documents. Victron's MoS is relevant to all documents that we produce, be they in digital, paper or web format.

# **Acronyms**

Start a document with the full name of the acronym and then the acronym in brackets. Use just the acronym after that. Example: Battery Management System (BMS) and thereafter use just BMS.

## Language

Use British English, as opposed to USA English. The online version of the Oxford English Dictionary can be accessed here. Username: 0305806250. Click: Somerset Libraries

## **Numbers**

The following example shows the decimal mark and the thousands separator usage for both currency and non-currency numbers.

1,234,567.89

Ref: http://en.wikipedia.org/wiki/Decimal\_mark#Examples\_of\_use

### **Punctuation**

A basic guide to punctuation: http://stylematters.margaretashworth.com/punctuation/

## **Product Acronyms**

Consider

- · Capitalisation,
- · Punctuation, and
- Omission or inclusion of spaces or hyphenation.

List of words that are often written incorrectly:

- VE.Direct
- VE.Bus
- VE.Can
- CAN-bus

- VictronConnect
- VEConfigure
- Color Control GX → CCGX
- Venus GX → VGX
- CCGX/VGX Referred to collectively as the Venus-device.
- Equalization (Equalisation is wrong)

# **Spelling**

There are several areas in which British and American spelling are different. Use the American spelling.

Ref:http://www.oxforddictionaries.com/words/british-and-american-spelling

# **Style**

If in doubt *The Economist* has one of the best style guides I know of: http://www.economist.com/styleguide/introduction

## **Type Faces Used**

- MyriadPro-Bold
- MyriadPro-It
- Helvetica Neue regular, bold and condensed black
- · Arial regular and bold

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