

# Lists-numbered or bulleted

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Try to make bullet points as short as possible. If the bullet points are full sentences they probably should be part of a numbered list.

Sentence fragments are not full sentences so they have **no initial caps** and **no punctuation at ends** of items.

## Example:

- a bulleted list should follow on from a colon (see above)
- each bullet points starts with lowercase letter
- we don't put any punctuation at the end of each bulleted point
- a bulleted list should contain a minimum of three bullets

**Full sentences** have **initial caps** and **full points at ends** of items:

- Potentially, it presents a 'once and for all' solution that, because of its simplicity, should become readily accepted and applied by the user community in the medium to long term.
- The formations defined in this scheme are closest in concept to the definitions of the North American Commission on Stratigraphic Nomenclature (1983, 2005).
- It is the most favourable option for construction of 'seamless' digital maps and 3D subsurface models to formation level.

**Avoid lengthy lists.** Short bullet points, sentence fragments, are more desirable when writing for the web.

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