

Bulleted, Lettered, and Numbered Lists

Bulleted Lists:

Use bullet points when a list does not need to be in sequential order, e.g.,

Informed consent includes the following:

- explanation
- purpose
- risks and benefits
- alternative options
- right to decline

Lowercase the first word of each point. At the end of each bullet point either use no punctuation or, for a more complex list, use a comma or semicolon, whichever is appropriate, and end the final point with a full stop.

If the bulleted points contain complete sentences, punctuate and capitalise as normal.

Lettered lists:

Use lettered lists for a series of points or to draw attention to items, e.g.,

Abstracts summarise all parts of an article: (a) introduction/background, (b) research question/purpose, (c) methodology, (d) results, and (e) conclusion.

If one or more of the listed items contains a comma, use semi-colons to separate the listed items.

Numbered Lists:

Use numbered lists when the points are sequential and contain complete sentences, e.g.,

1. Collect all bibliographic details of your source.
2. Add the citation to your point.
3. Add the reference to your reference list.

Punctuate and capitalise the sentences as normal.

Updated 24 January 2025