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## BODY STRUCTURE

Full paragraphs should always start with either a number or an asterisk (one per level).

1. This is the first paragraph.

1.1 This is sub-paragraph of the first paragraph

\* First bullet

\*\* Second bullet

To create and/or bullet-lists, use **\* AND** or **\* OR** or **\* AND/OR** as the very first bullet. Comma"s, semicolons and the relevant word (and – or – and/or) will then be automatically inserted in accordance with the styling.

1. #Contractor will perform the following tasks every Monday:

\* AND

\* clean the windows

\* wash the dishes

Text fragments can be split up through @REFERENCE, to avoid repetition and/or improve readability.

.... Dear @FULLNAMES, ...

FULLNAMES = Dear Mr. and Mrs. Smith, ...

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## INCLUDING CONTENTS OF OTHER FILE: @#file-code

Dear @#employee-name-and-title...

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## INCLUDING A CONCEPT

Concepts will automatically receive an article and/or an initial capital, in accordance with the applicable styling. As a basic principle, you should not insert an article yourself, and you should only use an initial capital only at sentence start.

Exceptionally you have to deviate from this basic principle:

- force the article to be dropped: #-  
... The company will be called #-newentity.
- force undefined article (a / an): #?  
... Each entity will then be called "#?party"
- force defined article (the): #+  
... If #+party mentioned previously is being ...
- force the use of this/these: #°  
... If #°contract is terminated, then ...

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## REFER TO A DATAFIELD WITHIN A CONCEPT: ^

... with registered address at #company^address ...

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## CROSS-REFERENCE TO OTHER ARTICLES:

To another article that implements a concept: \$#concept

... Subject to \$#liability-cap, the service provider will ...

To another article that implements a certain tag: \$tag

... Subject to \$liability-cap, the service provider will ...

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## CROSS-REFERENCES WITHIN A CLAUSE: \$...

- numbered paragraph: \$13.1.3
- surrounding article: \$this and \$this-title

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## CONJUGATIONS: < ... >

While strictly speaking only needed to avoid ambiguity, it is good practice to include the referenced term after a colon (:)

When #staff <receives: staff> the shares, <it: staff> will ...

#Buyer shall request #seller, which <he: buyer> <warns: buyer> in advance ...

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## CONDITIONS: { condition1: x| condition2: y .... | else: z }

- a condition consists of a left value, an operator (<, <=, >, >=, =, !=, in, !in) and a right value
- the operator for "not equal to" is !=, and "not in list" !in
- text values should be quoted (single or double quotes)
- durations: 16 days / weeks / months / years / quarters
- dates: 2018\_12\_25
- conditions can be combined through and/or/not
- as from the second condition, the left value and/or the operator (< > = ...) can be left out
- when "else: " is left out and no condition matches, the result will be empty

{#country^name = "Belgium" : 1st text }

{#country^name != "Belgium" : 1st text }

{#country^name = "Belgium" : 1st text | = "France" : 2nd text | else: 3rd text }

{#country^name = "Belgium" : 1st text | = "France" : 2nd text | else: 3rd text }

{"Belgium" in #country^names: 1st text | "France" in #country^names: 2nd text | else: 3rd text }

{#deal^value >= 5000: 1st text | < 3000: 2nd text }

{(#deal^value < 5000) or (#deal^value > 6000): 1st text }

{#project^term < 3 weeks: 1st text | >= 1 month: 2nd text }

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## FORMATTING TEXT

Should only exceptionally be used for individual words or sentences. For general changes, use (custom) styling settings.

To force certain text to become bold, ~enclose it in tildes~

To force certain text to become italic, `enclose it in backticks`

To force certain text to be underlined, \enclose it in backslashes\

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**MATH:** { value1 operator1 value2... }

{(#deal^value \* 1.5 \* 12) + 1} or {@today + 3 weeks}

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## SUPERFLUOUS TEXT: [ ... ]

... will [acknowledge and] agree ...

... anything concerning [and/or [explicitly] relating to] assets...

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## "ARTICLE": \_ ... \_

Avoid hard-coding a word like "article", "clause" or "section": use \_article\_ to automatically apply the correct styling.

\_+article\_ / \_^article\_ / \_-article\_ / \_?article\_

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## NUMBERING: \_ 123456 \_

... shall have a duration of \_5\_ months ...

Depending on the styling chosen by the user, this will result in either "5 months", "five months" or "five (5) months".

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## ENUMERATIONS

- numbering is optional
- besides AND, also OR and LIST (= no suffixes) are allowed.

{AND | alpha | beta | gamma}

{AND | 1. alpha | 2. beta | 3. gamma}

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## ALERTS: !! .... !!

Anything in between will be highlighted in the output.

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## SPECIAL FUNCTIONS: @function-name

Consult the entire list (with over 100 functions).

- @bullets(list/datafield): transforms a list to a bulleted list, with each individual element included in a separate bullet
- @implemented(concept/cross-tag): create a condition based on the implementation of a concept/cross-tag in a document
- @count(list/datafield): calculates the amount of elements in a list

See [help.clausebase.com/keys](http://help.clausebase.com/keys) if you have trouble typing special characters, such as {}[]|~\$