



STYLE GUIDE

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| Language | Australian English e.g. – ise, -our, -er (as in adviser, not advisor) |
| Quotations | <ul style="list-style-type: none">• Double quote marks (“ ”) for direct speech; single quote marks (‘ ’) for anything else. |
| Numbers | <ul style="list-style-type: none">• In sentences, spell out one to nine, use digits from 10 onwards.• Use digits for scores, percentages and measurements.• Per cent (not percent or %) in text; % in tables or break out boxes• Spaces in numbers of five digits or more, no commas (e.g. 50 000, not 50,000)• Spell out the word “million” (e.g. \$2.5 million, not \$2.5m)• \$A, \$US• 124-127 (unspaced en dash) |
| Times | <ul style="list-style-type: none">• Generally, write times in full, using double 00s (e.g. 10.00am, not 10am)• Use unspaced en dash between times (e.g. 10.00am-12.15pm)• “Am/pm” and double 00s can be left out when describing a period of time in the morning or afternoon (e.g. 10-11am, 4.30-6pm) |
| Dates and Years | <ul style="list-style-type: none">• Spell out months in full (e.g. 8 August 2011, not 8 Aug 2011)• To describe a period of time use unspaced en dash (e.g. 5-15 August 2011)• Spell out years in full (e.g. 1990s, not ‘90s) |
| Abbreviations | <ul style="list-style-type: none">• Generally, name in full on first mention followed by abbreviation, use abbreviation only thereafter• Names commonly used as acronyms can be used without spelling out, e.g. UNHCR, UNICEF, LGBT• No full points (e.g. USA, not U.S.A)• Spell out words like “up to” or “more than”, rather than using symbols (e.g. < or +) |

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| References | <ul style="list-style-type: none">• Hyperlinks are preferred where possible.• We do not have a preferred referencing style, but please ensure that all reference formats are consistent within the post. |
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