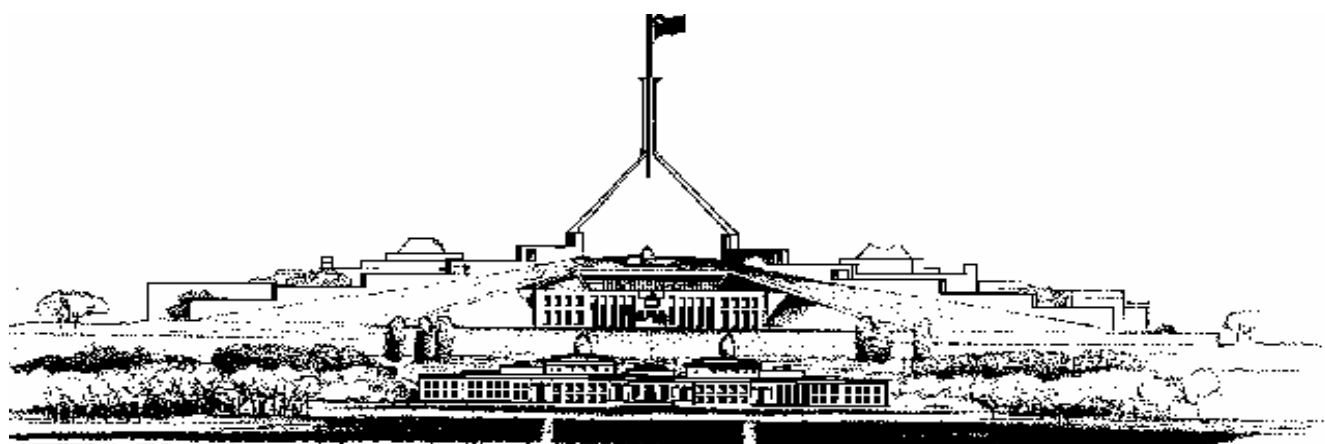




COMMONWEALTH OF AUSTRALIA



# HANSARD STYLE GUIDE

JUNE 2005

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# 1. INTRODUCTION

This document sets out the principles of style used in Hansard chamber reports and committee transcripts. It sets out principles for punctuation, capitalisation, numbers and the like. The *Hansard Style Guide* takes precedence over the *Macquarie Dictionary* if there is a conflict.

When you are working on transcripts, you may also need to refer to the following documents:

- *Hansard Committee Form Guide*
- *Hansard Editing Guide*
- *Hansard Editing Guidelines*
- *House of Representatives Form Guide*
- *Main Committee Form Guide*
- *Senate Form Guide*

The following style related documents can be found in the style subfolder of the Hansard resources folder (Hansard Resources/Editing/Style):

- *Hansard Style Guide*
- style guide index
- 'Case citation.doc'
- 'Committee list.doc'
- 'Common pharmaceuticals.doc'
- 'Honourable detail.doc'

To move between cross-referenced sections of this guide, click (or CTRL-click, depending on how your computer is set up) on the hyperlinks that appear at the end of some sections.

---

## 1.1 STYLE

Hansard style is generally based on the Commonwealth *Style manual* and the *Macquarie Dictionary* but differs in some areas, mainly capitalisation, where there are inconsistencies. In preparing this document, we have consulted as many people as possible, including parliamentary chamber departments, academic specialists in English language and style and professional editors in the public and private sectors.

We aim to achieve style consistency within reports and transcripts by setting out broad principles. We cover an unusually wide range of subject matter; transcription is often fragmented over a large number of staff; and we are required to meet very tight production deadlines. Consequently, we are not always able to be as flexible as we would like in adopting the preferred style of others. This practice is adopted in the interests of speed of production and consistency, not because we do not recognise that others may prefer a different style.

Where clients suggest different styles, we will consider accommodating them wherever possible, but to follow individual preferences could often lead to delays in production or serious inconsistencies in or between reports and transcripts. A style panel meets regularly to consider our style principles and whether they are consistent with style developments in the publishing industry.

---

## 1.2 SPELLING

The *Macquarie Dictionary* is Hansard's first point of reference for all spellings but not necessarily for capitalisation or style. If there is a conflict between *Macquarie Dictionary* and the style guide, follow the principles set out in the style guide. The *Oxford Australian Dictionary* and the *Oxford English Dictionary* (20 volumes located on the ground floor) can also be used to resolve issues. The following guidelines may help in using the dictionary:

- Where a spelling appears without a definition but with an arrow cross-referencing it to the main spelling, the main spelling should be used. For example, for ‘enquire’, see ‘inquire’.
- Where two spellings are given in the same entry (some words may be joined by an = sign) the first should be used. For example, if there is an entry for ‘adviser=advisor’, Hansard would use ‘adviser’.
- Use -ise, -isation and -ising endings (not -ize, -ization and -izing) when these are suffixes. Note, however, that -ize is needed in words which are not a suffix (for example: ‘prize’, ‘size’ and ‘seize’).
- Use ‘our’, not ‘or’ in words such as ‘colour’, ‘favour’, ‘favourable’, ‘honour’, ‘honourable’ and ‘labour’. (**Note** ‘Australian Labor Party’ (the official spelling) but ‘Labour’ for the equivalent parties in Britain and New Zealand.)

There are many variations in the plurals of words. ‘Criteria’ and ‘media’, for example, are plural forms and are often incorrectly used as singular forms. Some Latin and Greek plural words are now well established in English as singular nouns and may be so used: for example, ‘data’, ‘agenda’. Some words have an English plural as well as a foreign plural. Whichever plural is used by the speaker should be used: for example, ‘referenda’, ‘referendums’, ‘maxima’, ‘maximums’.

## 2. ABBREVIATIONS AND CONTRACTIONS

---

### 2.1 ABBREVIATIONS

A shortened form of a word that does not end with the same letter as the word itself is followed by a full stop:

Co.	Esq.	Hon.	Inc.
<b>BUT</b>			
voc (vocational)		rec (recreation)	super (superannuation)

A shortened form of a word that ends in the same letter as the word itself is not followed by a full stop:

Ltd	Mr	Mrs	Pty	Rtd
<b>BUT</b>	Col.			

[See also [Courtesy titles, section 2.7](#) and [Honourable, section 2.8](#).]

---

### 2.2 AMPERSAND

An ampersand should not be used in common phrases or in names of companies and organisations. The exceptions will be:

A&E	OH&S	P&C	PM&C	P&O	R&D
<b>Note</b> An ampersand should not be used in NHMRC as the council itself does not use one.					

[See also [Company names, section 2.5](#) and [Cases, section 6.2](#).]

---

### 2.3 AWARDS, GRADES, ORDERS AND TITLES

Do not use full stops or spaces:

ASO6	DLitt	EL1	MP
OBE	PhD	QC	SC
Hon. Daryl Williams AM, QC			

**BUT** SOG B

**Note** In a chamber turn heading **Williams, Hon. Daryl, AM, QC** and when putting up as a committee witness **WILLIAMS, Hon. Daryl, AM, QC**

[See also [Degrees, orders and awards, section 4.4](#).]

---

### 2.4 CENTS

Use c, without a full stop or a space, for cent or cents after a figure:

1c                  2c                  20c

For example: The bank pays 1c in the dollar.

**BUT** They did not donate one cent. (as a concept)

[See also [Currency, section 7.3](#).]

---

## 2.5 COMPANY NAMES

Use the style used by the company:

BT	JP Morgan
McDonald's	One.Tel
PepsiCo	PricewaterhouseCoopers (PwC)
Standard and Poor's	Telstra Country Wide

**BUT** use the following shortened forms, regardless of what the company prefers:

Co.	Inc.	Ltd	Pty	
Broken Hill Proprietary Co.	Ltd		News Ltd	
<b>BUT</b>				
Australian Ballet Company				

[See also [Ampersand, section 2.2.](#)]

---

## 2.6 CONTRACTIONS

Contractions such as 'don't' and 'can't' may be used when the full words would sound stilted and in interjections and direct speech if said:

Let's keep it that way.  
Can't you see what you're doing?  
You have read that report, haven't you?  
**NOT** You have read that report, have you not? (unless said)

[See also [Apostrophes in contractions, section 8.1.5.](#)]

---

## 2.7 COURTESY TITLES

Use abbreviations or contractions only in the following cases when they appear as part of a proper name:

Dr	Esq.	Hon.	Jr	Messrs
Mr	Mrs	Ms	Rt Hon.	Sr

When referring to 'the Honourable' and 'the Right Honourable', use:

Hon. John Howard  
Rt Hon. IMcC Sinclair  
Senator the Hon. Amanda Vanstone  
**BUT** the honourable member for Shortland

Courtesy titles not listed above, including 'Professor', 'Reverend' et cetera, should be set out in full in the text. For side names in committee transcripts, see *Hansard Committee Form Guide*.

[See also [Abbreviations, section 2.1](#) and [Honourable, section 2.8.](#)]

---

## 2.8 HONOURABLE

honourable (in full):

- The honourable member is mistaken.
- The honourable member for Lalor spoke earlier in this debate.
- The honourable members opposite may have a different opinion.
- The report to which the honourable senator refers has only just been released.
- The honourable senator Kerry Nettle is not in the chamber. [**Note:** this is **NOT** interchangeable with Senator the Hon. Kerry Nettle is not in the chamber.]

the Honourable (use ‘the Hon.’):

In parliament:

- prime ministers, federal ministers and parliamentary secretaries (current and former)
- the Presiding Officers—the Speaker of the House of Representatives and the President of the Senate
- senators who have served for more than 10 years continuously

Outside parliament:

Commonwealth:

- justices of the High Court
- judges of the Federal Court
- judges of the Family Court
- presidential members of the Australian Industrial Relations Commission

States and territories:

- members of the Executive Council
- members of the Legislative Council
- Speaker of the Legislative Assembly (not ACT)
- Leader of the Opposition (Tasmania)
- judges of the Supreme Court
- Chief Judge, Family Court (Western Australia)
- President, Industrial Court (South Australia)

the Right Honourable (use ‘the Rt Hon.’):

In Australia:

- For life: Doug Anthony, Sir Zelman Cowen, Malcolm Fraser, Sir Harry Gibbs, Ian Sinclair, Sir Ninian Stephen
- While in office: lord mayors of Sydney, Melbourne, Brisbane, Perth, Adelaide and Hobart

Outside Australia:

- For UK and Northern Ireland, Canada and New Zealand, see ‘Honourable detail.doc’ in Hansard Resources/Editing/Style.

[See also [Abbreviations, section 2.1](#) and [Courtesy titles, section 2.7.](#)]

---

## 2.9 INITIALS

Initials will not take full stops:

Mr TJ Smith    HR Nicholls Society    BA Santamaria  
Dr DH Evatt    Laurence H Meyer

Abbreviations containing two or more letters will not take full stops:

PO Box 5    12 BC    100 AD    PhD    8 am    2 pm

---

## 2.10 LATIN

Abbreviations such as viz., etc., e.g., i.e., lb, oz and cwt should not be used. Use namely, et cetera and so on.

---

## 2.11 MILLIONS, BILLIONS AND TRILLIONS

Spell out million, billion and trillion; the abbreviation m (\$200m) should **not** be used:

\$200 million                      \$2 billion                      \$4 trillion  
two billion people

---

## 2.12 NUMBER

Use No. for number and Nos for numbers when followed by a figure:

Appropriation Bill (No. 1)  
appropriation bills Nos 1 and 2  
No. 1 grower of apples  
No. 1 priority  
This is No. 1 on the list

**BUT**  
amendment (1)  
amendments (4) and (5)

**BUT** To dial Optus, press the number 1.

---

## 2.13 STREETS ET CETERA

Words such as Mount, Street and Crescent should be spelt out, with an initial capital, when part of a proper name:

Dampier Crescent  
Mount Isa  
Wall Street

**BUT** corner of George and Hunter streets

---

## 2.14 VERSUS

Use v for versus in the names of court cases if certain that the names are of the appellant/plaintiff and the respondent/defendant:

R v Smith                      Smith v Brown

If the speaker says ‘Smith and Brown’, there is doubt as to the correct name of the case and the details cannot be verified, leave as said:

Smith and Brown

[See also [Cases, section 6.2.](#)]

### 3. ACRONYMS AND COMPOUND NAMES

Often the best source for acronyms is the relevant department's web site and/or annual report, in which they are usually listed.

---

#### 3.1 ACRONYMS

You do not need to give the full name indicated by the acronym if it is not said. However, it is the editor's responsibility to check that the acronym used is correct.

##### 3.1.1 USE CAPITAL LETTERS WITHOUT FULL STOPS IN ACRONYMS AND SETS OF INITIALS

ABC	ACTION	ACTU
AIDS	ALP	CIF
CLERP 9	COB	DFAT
DOFA	DOTARS	
FA18		
FOI	GATS	GATT
HIV-AIDS	ILO	RAAF
UK	UN	UNESCO
UNICEF	USA	
<b>BUT</b> AiG	EMILY's List	FaCS
MiB		

**Note** The National Media Liaison Service is often referred to as aNiMaLS and should be so rendered.

##### 3.1.2 SOME ACRONYMS HAVE BECOME FULLY ACCEPTED AS INDEPENDENT WORDS

Follow the *Macquarie Dictionary* in these cases, using lower case letters but with an initial cap in some cases:

anzac biscuits	radar	scuba
<b>BUT</b> Anzac Day	Qantas	

[See also [Words derived from proper names, section 4.13.](#)]

---

#### 3.2 COMPOUND NAMES

Compound names combine elements of two or more words, as opposed to acronyms which consist strictly of initial letters. For compound names use capital letters in accordance with the style of the relevant organisation:

AusAID	AusIndustry	AusInfo
Austel	Austrade	Bankcard
BPay	Comcar	Comcare
ComSuper	CrimTrac	Dasfleet
giroPost	LiveCorp	ParlInfo
V/Line	WorkCover	

For company names use the style used by the company:

ACNielsen  
PricewaterhouseCoopers

**BUT** AUSTRAC (style used by organisation)  
NORCOM (style used by the Department of Defence)

[See also [Ampersand, section 2.2](#); [Schemes, policies, programs and agreements et cetera, section 4.5](#), for an overview of this topic; and [Schemes, policies, programs and agreements, section 10.4](#), for a list of schemes et cetera.]

---

### 3.3 BRACKETS

Brackets may need to be used in acronyms such as:

CE(EP) Act      CE(RR) Act  
SI(S) Act      **BUT** SIS legislation

---

### 3.4 PLURALS

Plurals are formed by adding s without using an apostrophe:

MPs              NCOs              P3Cs  
PhDs             POWs

---

### 3.5 POSSESSIVES

Possessives are formed by adding pos s or s pos:

the AMA's letter      both FASs' qualifications

## 4. THE FUNCTION OF CAPITAL LETTERS

Initial capital letters are most commonly used to start sentences and to indicate proper names. Their other functions are also dealt with in this chapter. The modern trend is to use capital letters sparingly, usually only for full proper names. This is the principle Hansard follow. We follow the general principles of the *Macquarie Dictionary* and the *Commonwealth Style manual*, while differing on some details where there are inconsistencies.

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### 4.1 NAMES OF BODIES

Use an initial capital letter for the official title of specific bodies, or divisions and branches of bodies, or a proposed body that has been foreshadowed in a ministerial statement, second reading speech or the like. Commonwealth government branches and divisions take an initial capital; state government and other branches and divisions take lower case. There is no need to use an apostrophe in names of bodies. The full title of any body—even if not said—should be used when first mentioned in a speech. When only part of the title is mentioned thereafter it should take lower case. In Committee of the Whole in the Senate and in consideration in detail in the House of Representatives and the Main Committee the full name of a body need not be used if not said. Acronyms need not be expanded in a speech. Lower case should also be used when specific bodies are referred to in the plural:

Aboriginal and Torres Strait Islander Services, ATSI  
Aged Care Standards and Accreditation Agency, the agency  
ASEAN+3  
Australian Capital Territory Legislative Assembly, the legislative assembly  
Australian Embassy, France; Australian Embassy, Paris; the Australian embassy  
Australian Heritage Council (formerly Australian Heritage Commission)  
Australian High Commission, United Kingdom; Australian High Commission, London; the Australian high commission  
Australian Industry Group, Ai Group, AiG  
Australian National University, the ANU, the faculty of law of the Australian National University  
Australian Workers Union, the union  
Canberra Hospital, the hospital, the radiology department of the Canberra Hospital  
Canberra Institute of Technology, the institute  
City of Greater Lithgow (administrative body), city of Greater Lithgow (geographic area), the city  
Department of Defence and the Department of Family and Community Services, the departments  
Department of Family and Community Services, the family and community services department, the department, my department  
Embassy of the United States of America, the American embassy, the embassy  
Engineering Branch, Materiel Division, Department of Defence, the branch, the division  
Group of Eight countries, G8  
the Labor opposition, the opposition  
Liberal Party of Australia and The Nationals, the Liberal and National parties, Liberal-National Party coalition/government, the parties  
Liverpool City Council, Liverpool council, the council  
Market Development Unit, the unit  
Moreton Shire Council, the shire council, the council  
National Farmers Federation  
National Water Commission  
Office of Asset Sales and Commercial Support (formerly the Office of Asset Sales and Information Technology Outsourcing), the office of asset sales, the office

Port of Newcastle (administrative body), port of Newcastle (location),  
the port  
Queensland and New South Wales governments  
Refugee and Humanitarian Division, Department of Immigration and  
Multicultural and Indigenous Affairs, the division  
Royal Commission of Inquiry into Drug Trafficking, the royal  
commission  
Shire of Moreton (administrative body), shire of Moreton (geographic  
area), the shire  
Standing Committee of Privileges, the committee  
St John's Anglican Church, the church  
Sydney Airports Corporation Ltd (SACL), the corporation  
United States congress, the congress  
Yarralumla Primary School, Yarralumla school, the school

When the words 'Australian', 'of Australia', 'Commonwealth', 'International', 'National', 'Royal', 'United Nations' or the name of an Australian state are the only words omitted from an official title or body, the remaining words should take an initial capital. As referred to above, the full title should be inserted the first time it is mentioned in a speech:

Australian Army, the Army  
Australian Broadcasting Corporation, the Broadcasting Corporation,  
the corporation  
Australian Labor Party, the Labor Party, the party, my party  
Australian Loan Council, the Loan Council, the council  
Australian Medical Association, the Medical Association, the  
association  
Australian National Audit Office, the Audit Office  
Australian Taxation Office, the Taxation Office, the tax office  
Federal Court of Australia, the Federal Court, the court  
Law Society of New South Wales, the Law Society  
Reserve Bank of Australia, the Reserve Bank, the bank  
Royal Australian Air Force, the Air Force  
Royal Australian Mint, the Mint  
Royal Australian Navy, the Navy  
South Australian Housing Trust, the Housing Trust, the trust  
United Nations Security Council, the Security Council, the council

Multilateral bodies and the bodies of other nation-states will take the Australian spelling:

International Labour Organisation  
World Health Organisation  
World Trade Centre

**BUT** United States Department of Defense

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## **4.2 COMMONWEALTH, STATE AND TERRITORY GOVERNMENT DEPARTMENTS**

In addition to the preceding general rules use the following guidelines:

If the portfolio name (or part thereof) appears before 'department' it should be in lower case; if only part of the portfolio name appears after 'department' it should be in lower case:

Department of Defence, the defence department  
Department of Education, Science and Training, the education  
department, the department of education  
Department of Health and Ageing, the health department  
Department of Immigration and Multicultural and Indigenous Affairs,  
the immigration department, the department of immigration  
Department of Industry, Tourism and Resources, the department of  
industry, the industry department, the tourism department

Department of the Environment and Heritage, the environment department

Department of the Treasury, the treasury department

**BUT** the Attorney-General's Department (its title), the Treasury

**Note** the Education, Science and Training portfolio, the education portfolio

**BUT** the Health and Ageing portfolio, the health portfolio, the Ageing portfolio

**BUT** if the full name of the department or part of the name is used without the word 'department', to avoid ambiguity use initial capitals:

I sent it to Attorney-General's.

Is this a problem for Immigration?

We will have to ask Tax about that.

The involvement of Transport is essential.

We expect Customs to report on that matter.

The committee will consider the Ageing portfolio.

As state and territory government departments change their titles from time to time, it will be necessary to check the respective government web sites for current titles. Capitalise as per the state and territory government web sites.

[See also [Defence terms, section 10.2](#) and [Parliamentary and Public Service terms, section 10.5](#).]

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## 4.3 TITLES OF POSITIONS

Use an initial capital letter for the holder of an official position when the full official name of the organisation appears as part of the title. Otherwise use lower case, provided no confusion or ambiguity is likely to arise.

Acting Minister for Justice and Customs, the acting minister

Administrator (of Norfolk Island, Christmas Island)

Australian Ambassador to France; the Australian ambassador in Paris, the Australian ambassador, the ambassador

Australian High Commissioner to the United Kingdom, the Australian high commissioner in London, the Australian high commissioner, the high commissioner

Australian Statistician, the Statistician

Chairman of the Commonwealth Banking Corporation, the chairman, the chairman of the corporation

Chair of the Senate Foreign Affairs, Defence and Trade References Committee, the chair, the chair of the committee

Chairman of the Joint Standing Committee on the National Capital and External Territories, the chairman, the chairman of the committee

Chief Executive Officer of the Confederation of Australian Sport, the chief executive officer

Chief Government Whip, the Deputy Opposition Whip, the whip

Chief Scientist, the scientist

Commissioner of Taxation, the taxation commissioner, the commissioner

Director-General, Recruiting; the director-general

Director of Public Prosecutions, the director

First Assistant Secretary, Higher Education Division; the first assistant secretary

Foreign Minister Downer, Defence Minister Hill, the foreign minister, the defence minister

former Minister for Industrial Relations (if correct full title)

General Manager of BHP, the BHP general manager, the general manager  
German Ambassador to Australia, the ambassador  
Inspector-General of Intelligence and Security, the inspector-general  
Leader of the Opposition, the opposition leader, the leader, my leader  
Lord Mayor of Sydney, the lord mayor  
Managing Director of Dalgety Ltd, Dalgety's managing director, the managing director  
Minister Assisting the Prime Minister for Reconciliation  
Minister for Education, Science and Training, the education minister, the minister for education, the minister  
Minister for Defence, former Minister for Defence, former defence minister, former Minister Reith  
Minister for Foreign Affairs, the foreign minister, the minister  
Minister for Health and Ageing, the minister for health, the health minister, the minister for ageing **BUT** the Ageing minister (otherwise ambiguous)  
Minister representing the Minister for Defence  
Parliamentary Secretary to the Minister for Trade, the parliamentary secretary  
President of the ACTU, the president  
Pro-Vice-Chancellor  
Secretary **of** the Senate Select Committee on Superannuation and Financial Services  
Secretary to/of (**NOT** for) the Department of Defence, the secretary, the secretary to/of the department  
Sex Discrimination Commissioner, the commissioner

**BUT**

You know, Minister, that that is not true.  
We wrote to Minister Hill about this.

However, note that the following are considered as the full titles:

the Chief Justice  
the Chief Minister  
the Clerk  
the Premier  
the President (of any country), President elect Jackson  
the President (of Australia) (foreshadowed)  
the Prime Minister

Lower case should be used when official positions are referred to in the plural:

Mr Justice Murphy and Mr Justice Mason, the justices  
the Premier of New South Wales and the Premier of Tasmania, the premiers  
the Prime Minister of Australia and the Prime Minister of Israel, the prime ministers  
the Secretary to/of (**NOT** for) the Department of Defence and the Secretary to/of the Department of the Treasury, the secretaries

[See also [Parliamentary and Public Service terms, section 10.5](#); [Defence terms, section 10.2](#); and [Legal terms and office holders, section 6.5](#).]

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## 4.4 DEGREES, ORDERS AND AWARDS

Follow the *Macquarie Dictionary* for the capitalisation of degrees, orders and awards. Sometimes you may have to look up the abbreviation (for example, MA) to find whether to use capitals or not:

Bachelor of Science	bachelor's degree
Certificate III in Youth Work	diploma
Doctor of Letters	Doctor of Philosophy
Master of Science	master's degree
Medal of the Order of Australia	Order of Australia
Queen's Counsel	Senior Counsel
Victoria Cross	

[See also [Awards, grades, orders and titles, section 2.3.](#)]

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## 4.5 SCHEMES, POLICIES, PROGRAMS ET CETERA

[See also [Schemes, policies, programs and agreements, section 10.4.](#); and [Compound names, section 3.2.](#)]

Use initial capitals for the full proper name of schemes, policies, programs, plans, strategies and initiatives **BUT NOT** for names of benefits, funds (unless the fund is a body with staff) and payments (**BUT** use an initial capital for names of payments that are not otherwise words—for example, Newstart allowance, Austudy payment). Also use initial capitals for proposed schemes, policies, programs, plans, strategies and initiatives that have been foreshadowed in a ministerial statement, second reading speech or the like.

A Fairer Medicare: Better Access, More Affordable; A Fairer Medicare  
the A New Tax system (policy), the new tax system  
Charter of Budget Honesty  
Community Development Employment Projects (CDEP)  
Financial Assistance Grants (FAGs) Scheme  
International Monetary Fund, IMF (a body with staff)  
Lifetime Health Cover  
Mid-Year Economic and Fiscal Outlook (MYEFO)  
Natural Heritage Trust  
R&D Start  
VET in Schools  
Work for the Dole

**BUT** beyondblue (the national depression initiative)  
national competition policy (NCP)

Use lower case for part names of schemes, programs, agreements et cetera. On occasions the names of prospective schemes will be mentioned. Use upper case for prospective schemes or programs until their titles can be verified. When the words 'scheme' or 'program' et cetera are used on their own, use lower case:

The program will cost \$4 billion over three years.

Also, upper case for the words 'scheme' or 'program' et cetera should not be used unless they form part of the title:

Commonwealth Superannuation Scheme  
Financial Management Improvement Program

**BUT** Home and Community Care (HACC) program  
Work for the Dole scheme (or program)

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#### **4.6 CONVENTIONS, TREATIES, AGREEMENTS, CONFERENCES, SEMINARS ET CETERA**

Use initial capital letters for the full name of conventions, treaties, conferences, seminars et cetera. Use initial capitals for the full names of agreements that are in force, and render those not yet in force in lower case. Do not follow *Macquarie Dictionary*:

Antarctic Treaty, the treaty  
Australia-United States Free Trade Agreement, Australia-US Free Trade Agreement, United States-Australia Free Trade Agreement, US-Australia Free Trade Agreement, AUSFTA, the free trade agreement  
Australia-Zimbabwe free trade agreement, Zimbabwe-Australia free trade agreement (a hypothetical agreement)  
ANZUS treaty, Security Treaty between Australia, New Zealand and the United States of America  
Beyond Survival (seminar)  
Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES)  
Declaration on Race and Racial Prejudice, the declaration  
Draft Declaration on the Rights of Indigenous Peoples  
Fifth ASEAN Summit  
Geneva convention  
General Agreement on Tariffs and Trade, GATT (for goods)  
General Agreement on Trade in Services, GATS (for services)  
ILO Committee of Experts, the committee  
ILO Convention 96, the convention  
International Convention on the Elimination of All Forms of Racial Discrimination, the convention  
International Convention on the Prevention of Marine Pollution by Dumping of Wastes and Other Matter (the London dumping convention)  
International Labour Conference, the conference  
International Year for the World's Indigenous People  
Kyoto protocol (**BUT** Kyoto Protocol for transcripts for the Joint Committee on Treaties)  
Register of the National Estate  
South Pacific Forum, the forum  
Timor Sea Treaty  
Townsville peace agreement  
Treaty of Amity and Cooperation in Southeast Asia, Treaty of Amity and Cooperation  
United Nations Charter, UN Charter, the charter  
United States-Australia Free Trade Agreement, US-Australia Free Trade Agreement, Australia-United States Free Trade Agreement, Australia-US Free Trade Agreement, AUSFTA, the free trade agreement  
World Heritage  
World Heritage Committee  
World Heritage convention  
World Heritage List  
World Heritage listed  
World Heritage listing  
Zimbabwe-Australia free trade agreement, Australia-Zimbabwe free trade agreement (a hypothetical agreement)

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## 4.7 HISTORICAL, POLITICAL AND SPORTING EVENTS

Use initial capital letters for a historical or political event, period or document. Lower case should be used for the common noun used thereafter and for the plural.

the Battle of Britain, the battle  
Black Thursday  
the Boer War  
the Boxer Rebellion  
the Brisbane Line  
Christmas Day  
the Cold War **BUT** a cold war  
D-Day **BUT** D-day for the students  
the Dark Ages  
the Depression, the Great Depression (in the 1930s)  
Doha Round  
Federation (that is, the founding of the Australian Commonwealth),  
    since Federation **BUT** Brazil is a federation  
the First World War, World War I  
the French Revolution  
the Great Leap Forward (China)  
the Great Society (Johnson administration)  
the Gulf War, Gulf War II  
the Industrial Revolution **BUT** an industrial revolution  
the Iron Age  
the Kennedy Round  
the Korean War  
the Long March (China)  
the Magna Carta  
the Marshall Plan  
the Melbourne Cup  
the Monroe Doctrine  
the New Deal  
October 12 (the event, not the date)  
Olympic Games, the games, Beijing Games, Beijing Olympic Games,  
    the Beijing Olympics, the Olympics, Olympic symbols, 2008  
    Games, Beijing Games  
Paralympic Games, the Paralympics  
the Pentagon Papers  
the Renaissance  
the roaring twenties  
the Russian Revolution, the revolution  
Seattle Round **BUT** millennium round  
September 11 (the event, not the date)  
the Six-Day War  
Strategic Arms Limitation Talks  
Sydney to Hobart Yacht Race  
the Truman Doctrine  
Uruguay Round  
the Vietnam War  
World War II, the Second World War, the war, the two world wars

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## 4.8 SPECIAL OCCASIONS

Use capital letters for recognised special times:

Anzac Day  
April Fools' Day  
Ash Wednesday  
Australia Day  
Centenary of Federation  
Christmas Day

Clean Up Australia Day  
the Fourth of July  
Good Friday  
International Year of Microcredit  
Lent  
National Wool Day  
New Year's Day  
Picnic Day  
Queen's Birthday  
Ramadan  
Red Nose Day  
Senior Citizens Week  
Show Day  
St Patrick's Day  
Yom Kippur

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## 4.9 PLACE NAMES

Use an initial capital letter for a generally recognised geographical area (see *Macquarie Dictionary*). The list below includes examples not covered by *Macquarie Dictionary*. Also, use a capital when referring to a specific street, place, building, property et cetera by name but not when using the common noun thereafter as a substitute for a specific proper name:

Asia-Pacific  
Asia-Pacific region  
Australian Capital Territory, the Capital Territory, the ACT, the territory  
Badgerys Creek  
Batemans Bay, the bay  
Birdsville Track, the track  
Cape York, the cape  
Captain Cook's Cottage, the cottage  
Casselden Place  
Central Australia  
Central Coast (of New South Wales)  
Central Queensland  
the Centre, the Red Centre  
Channel Country  
Cobourg Peninsula, the peninsula  
Como House, the house  
the Continent (of Europe but not others)  
Cooper Creek (formerly Cooper's Creek)  
Coral Sea, the sea  
Corio Bay, the bay  
Cunninghams Gap National Park, the gap  
Dandenong Ranges, the ranges  
the Deep North (of Queensland)  
the Deep South (of the USA)  
the East  
East Asia  
eastern Europe  
Eastern States  
the equator  
Eyre Peninsula  
the Far East  
the Far North (of Queensland)  
Far North Queensland  
Fishermens Bend  
Fitzroy Gardens, the gardens  
Fitzroy Crossing, the crossing  
Fort Denison, the fort  
George Street, the street  
Golden Mile  
Golden Triangle

Great Barrier Reef, Barrier Reef, the reef  
 Great Barrier Reef Marine Park, the marine park, the park  
 Great Dividing Range, Dividing Range, the range  
 Greater Lithgow  
 the Great Southern (Western Australia)  
 Gulf Country  
 Gulf of Carpentaria, the gulf  
 Gulf States  
 Hume Highway, the highway  
 Indochina  
 Indo-European  
 Iron Triangle (comprising Port Augusta, Port Pirie and Whyalla)  
 Jenolan Caves, the caves  
 Jervoise Bay  
 Jervis Bay  
 Kakadu National Park, the park  
 Kembla Building, the building  
 King George Sound  
 Kings Highway  
 Kokoda Trail/Track, the trail, the track  
 Korean peninsula  
 electorate of La Trobe  
 La Trobe Library  
 La Trobe University  
 Latrobe (Tasmania)  
 Latrobe River  
 Latrobe Valley  
 Lake George, the lake  
 the Lodge  
 the Middle East  
 Mount Beauty  
 Mount Isa  
 Mrs Macquarie's Chair, Mrs Macquarie's Point  
 Murray-Darling Basin  
 Murray River, Darling River, Murray and Darling rivers, Murray-  
     Darling river system, Murray-Darling river  
 Murrumbidgee Irrigation Area  
 19th parallel  
 Norfolk Island, the island  
 North Asia, North-East Asia  
 the North Atlantic  
 North Coast (of New South Wales)  
 Northern Queensland, North Queensland  
 North Shore (area of Sydney)  
 North Star  
 North West Cape  
 North West Shelf  
 Northern Australia  
 Northern Hemisphere  
 the Northern Rivers  
 Northern Tasmania  
 Northern Territory, the Territory, Territorians  
 Pacific Islands (a specific group of islands), Pacific islands (general)  
 Panama Canal, the canal  
 Pearl Harbor  
 Persian Gulf, the gulf  
 Princes Highway  
 Recherche Bay (**NOT** Research Bay)  
 Rushcutters Bay  
 St Albans, St Marys  
 Sapphire Coast  
 South Coast (of New South Wales)  
 South-East Asia, South Asia  
 Southern Hemisphere  
 Spencer Gulf

Sunraysia  
the Sunshine Coast  
Sydney Harbour, the harbour  
Sydney Harbour Bridge, Harbour Bridge, the bridge  
Sydney Harbour Tunnel, Harbour Tunnel, the tunnel  
Sydney Opera House, Opera House  
Sydney (Kingsford Smith) Airport, Sydney airport  
Sydney West airport  
the Third World  
Thredbo Village, the village  
Tinaroo Falls, the falls  
the Top End (of the Northern Territory)  
the Track (Darwin to Alice Springs road)  
Tropic of Cancer  
Tropic of Capricorn  
Warragamba Dam, the dam  
Western Australia, WA **Note** a Western Australian **BUT** the *West Australian* newspaper  
Western District  
western Europe  
Western Sydney  
World Trade Centre

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#### 4.10 GROUPS OF PEOPLE

When groups of people and institutions are referred to in a collective sense follow the *Macquarie Dictionary* for capitalisation:

the bar  
the bench  
the church, in the collective sense **BUT** the Uniting Church in  
    Australia  
the establishment  
the fourth estate  
the press  
the state (in a national sense or in the sense of a country considered as  
    a political community)

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#### 4.11 ETHNIC AND RELIGIOUS GROUPS

Follow the *Macquarie Dictionary* capitalisation when referring to the name of an ethnic or religious group:

Aboriginal, Aborigines, Aborigine, Aborigines (use whichever the member or senator uses)  
for Australian Aborigines

aboriginal, aboriginals, aborigine, aborigines (use whichever the member or senator uses) for  
the original inhabitants of any other country (*Macquarie Dictionary*)

Arab(s)	Christian(s)	Jew(s)
Maori(s)	Moslem(s)	Muslim(s)*

\* Use whichever is said. If not clear, prefer Muslim; if both used, be consistent and use Muslim.

**BUT** capitalise 'Indigenous' when it refers to the original inhabitants of Australia—as in 'Indigenous Australians' and 'Indigenous communities'. It needs no capitals when used in a general sense to refer to the original inhabitants of other countries. [See *Commonwealth Style manual*, 6th edition.]

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## 4.12 IDEOLOGIES

Follow the *Macquarie Dictionary* capitalisation when referring to an ideology. If the word does not appear in the dictionary, use the following rules:

Use an initial capital letter when the name is derived from a person:

Fraserism  
Keynesian  
Leninist(ism)  
Marxism  
McCarthyist(ism)  
Reaganomics  
Stalinist  
Thatcherism

Use lower case when the name is not derived from a person:

communist (ism)      dries      fascist (ism)  
green, greenies      socialist (ism)      tory      wets

**BUT** East, Eastern bloc  
Nazi, Nazism  
West, Western world, Westerner

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## 4.13 WORDS DERIVED FROM PROPER NAMES

In this section the *Macquarie Dictionary* style for capitalisation should **NOT** be followed. Do not use an initial capital for common words derived from proper names:

anzac biscuit	bandaid solution
bathurst burr	biro
brazil nut	brussels sprouts
chinese wall	christian name
clayton's policy	corriedale sheep
doberman pinscher	down syndrome
draconian	dutch oven
epsom salts	federation wheat
french poodle	french window
freudian	geiger counter
german measles	german shepherd
gladstone bag	guernsey cattle
homerich	iceland poppy
jersey cow	linotype
macadam	machiavellian
manila folder	mickey mouse proposal
molotov cocktail	morse code
murray cod	murray valley encephalitis
newcastle disease	norfolk island pine
pap smear	patagonian toothfish
pekingese	persian carpet/rug
philistine	phillips head screwdriver
plaster of paris	platonic
plimsoll line	quisling
ridley wheat	rugby football
santa gertrudis bull	shanghai (kidnap, catapult)
siamese cat/twins/fighting fish	spoonerism
turkish bath/delight	venetian blind/glass

Exceptions to this rule are names followed by an apostrophe and those including the contraction 'St':

Abbott's booby	Alzheimer's disease
Paterson's curse	St Bernard dog
St Germain pear	Sturt's desert pea

[See also [Some acronyms have become fully accepted as independent words, section 3.1.2.](#)]

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#### 4.14 SCIENTIFIC TERMINOLOGY

Use an initial cap (and italics) for the genus name but not for the names of subspecies or species:

*Macropus rufus*  
*Eucalyptus tereticornis*  
*Giardia monoleucus*  
*Macropus rufus rufus*

The generic name may thereafter be abbreviated to the initial capital with a stop (and a space after the stop):

*M. rufus*  
*E. tereticornis*  
*G. monoleucus*  
*M. rufus rufus*

For generic names that have become common names, use lower case roman (use *Macquarie Dictionary* as a guide):

banksia  
eucalyptus tree  
salmonella

The names of families and orders take initial capitals but are not italicised:

Canidae  
Carnivora

Names of chemical elements and their compounds are not capitalised:

calcium  
carbon dioxide  
hydrogen peroxide

Use a hyphen in isotope numbers:

iodine-123  
U-238

Use subscript and superscript where appropriate:

CO<sub>2</sub>      H<sub>2</sub>O      E=mc<sup>2</sup>

[See also [Scientific names, section 5.3](#); see [Trademarks, section 4.15](#) for drug names.]

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## 4.15 TRADEMARKS

A capital letter should generally be used for a word or phrase if it can be established that it is a trademark or a proprietary name:

Bankcard (if a point is being made about the brand name)  
Coca-Cola (if a point is being made about the brand name)  
Ford Falcon  
Hill's hoist  
Minties  
Rinso  
Shape milk  
Tip Top bread  
Vegemite (if a point is being made about the brand name)  
Weet-Bix

A capital letter should not be used for trademarks or proprietary names that have become part of the language. In this respect, be guided by the *Macquarie Dictionary*:

bankcard (in generic sense)  
biro  
esky  
gladwrap  
laminex  
pyrex  
thermos  
vegemite (in generic sense)  
coca-cola (in generic sense)

Proprietary/brand names of drugs should take an initial capital:

Celebrex  
Panadol  
Valium  
Viagra  
Visudyne  
Zoloft  
Zyban

Generic names of drugs, and proprietary/brand names when used in a generic sense, should be in lower case:

aspirin  
diazepam  
panadol (in a generic sense)  
paracetamol

[See 'Common pharmaceuticals.doc' in Hansard Resources/Editing/Style.]

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## 4.16 TITLES

### 4.16.1 BOOKS, POEMS, PLAYS, OPERAS, BALLETS, BROCHURES, MUSICALS, FILMS, SONGS, WORKS OF ART, AND RADIO AND TELEVISION PROGRAMS

Initial capitals should be used:

*A Hard Day's Night*  
*AM program*  
*Barber of Seville*  
*Blue Poles*  
*Four Corners*  
*The Tempest*

[See also [Books, poems et cetera, section 5.2](#) (italics) and [Quotations from songs and poems, section 9.4.](#)]

### 4.16.2 NEWSPAPERS AND MAGAZINES

Initial capitals should be used. Where the title begins with a definite or indefinite article, the article should not take a capital letter:

*the Age*  
*the Australian*  
*the Bulletin*  
*the Land*  
*the Sydney Morning Herald*  
*the West Australian*

[See also [Names of newspapers and periodicals, section 5.1](#) (italics).]

### 4.16.3 REPORTS (INCLUDING AUDIT REPORTS AND REPORTS OF COMMITTEES OF THE PARLIAMENT) AND WHITE PAPERS

Use minimal capitalisation. The first letter of the first word of the title and of those words that normally bear an initial capital should be capitalised:

*A cautionary tale: fish don't lay tomatoes*  
*Australian Public Service statistical bulletin 2005-06*  
*Australia's relations with the Middle East*  
*Australia's national security: a defence update 2003*  
*Boys—getting it right: report on the inquiry into the education of boys*  
*Defence 2000: our future defence force*  
*Finding a balance: towards fair trading in Australia (the Reid report)*  
*Intergenerational report, IGR*  
*State of the service report 2005-06*  
*Workplace diversity report 2005-06*

Where titles contain more than one line, with no specified punctuation between them, the segments should be separated by colons:

Audit report No. 5 2001-02: *Performance audit: parliamentarians' entitlements: 1999-2000\**  
Report 384: *Review of Coastwatch\**

\* Do not italicise 'Audit report No. 5' et cetera or Joint Committee of Public Accounts and Audit report numbers.

[See also [Titles and subtitles, section 8.3.5.](#)]

#### 4.16.4 ANNUAL REPORTS

Do not capitalise the names of annual reports:

annual report of the Commonwealth Bank of Australia  
Department of Parliamentary Services annual report 2005-06

#### 4.16.5 COLLECTIONS AND EXHIBITIONS

The names of art or photographic collections and exhibitions should be italicised:

*Surrealism by Night*

[See also [Books, poems, plays et cetera, section 5.2](#) (italics).]

#### 4.16.6 WEB SITES AND WEBPAGES

Use initial capitals, not italics, for names of web sites and webpages:

Crikey                      Google  
Windows on Women      Yahoo!

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### 4.17 SACRED WRITINGS

Use an initial capital letter for the names of sacred writings and specific creeds, confessions of faith and prayers:

Apostles' Creed	Bible
Dreaming	Dreamtime
II Chronicles 4:7	Koran
Lord's Prayer	New Testament
Old Testament	Proverbs
Revelation 22:21	Ten Commandments

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### 4.18 CAPITALS ASSOCIATED WITH PUNCTUATION

#### 4.18.1 HYPHENATED PROPER NAMES

In an initial capital and lower case heading, a title or the name of an organisation, use an initial capital letter for a major word following a hyphen:

Anti-Discrimination Bill  
Inter-State Commission  
Pro-Vice-Chancellor  
Vice-Chairman Smith **BUT** the vice-chairman  
Vice-Chancellor Brown  
Vice-President of the Executive Council **BUT** the vice-president

**BUT** Vice Admiral Jones, the vice admiral

#### 4.18.2 COLONS

Do not use a capital letter after a colon except when it is followed by small font or quotation marks or is rendered so in a published book title. It is not a terminal punctuation mark.

[See also [Colon, section 8.3](#).]

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#### **4.19 PARLIAMENTARY AND PUBLIC SERVICE TERMS**

[See [Parliamentary and Public Service terms, section 10.5.](#)]

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#### **4.20 DEFENCE TERMS**

Capitals should be used in accordance with the capitalisation guidelines.

[See [Defence terms, section 10.2.](#)]

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#### **4.21 NEWSPAPER HEADLINES**

Use minimal capitalisation. The first letter of the first word of the title and of those words that normally bear an initial capital should be capitalised. Put newspaper headlines in single quotes.

[See also [Quotation marks, section 8.12.](#)]

## 5. ITALICS

Italics should be used in the following instances.

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### 5.1 NAMES OF NEWSPAPERS AND PERIODICALS

**Note** The definite article preceding the title, even if it forms part of the title, should not be italicised:

the *Australian Financial Review*, *AFR* (or, subsequently, the *Financial Review*)  
the *Bulletin*  
the *Land*  
the Melbourne *Age* (name of city not part of title)  
the Sydney *Morning Herald*, *SMH* (name of city part of title)

When the possessive s is added to an italicised name the 's' should not be italicised:

the *Bulletin*'s critique

[See also [Newspapers and magazines, section 4.16.2](#) (capital letters); and <http://www.nla.gov.au/npapers/>.

---

### 5.2 BOOKS, POEMS, PLAYS, BOOKLETS, HANDBOOKS, BROCHURES, OPERAS, BALLETS, MUSICALS, FILMS, LEAFLETS, WORKS OF ART, SONGS, COLLECTIONS, EXHIBITIONS, AND RADIO AND TELEVISION PROGRAMS

Include the definite article if it is part of the title:

*The 7.30 Report*  
*AM*  
*A Tale of Two Cities*  
*Blue Poles*  
*Candle in the Wind*  
*Four Corners*  
the *Hansard* record  
*Insiders*  
*Journals of the Senate*  
*Lateline*  
*Nineteen Eighty-Four*  
*Notice Paper*  
*Official Hansard*  
*Pirates of Penzance*  
*Proof Hansard*  
*Surrealism by Night*  
*Swan Lake*  
*TaxPack*  
*The Tempest*  
*The Theory of Everything: The Origin and Fate of the Universe*  
*Today* show  
*West Side Story*  
*Yes, Minister*

**BUT** use quotation marks, not italics, around the titles of lectures, essays, chapters of books, titles of articles, submissions, papers and newspaper headlines:

Yesterday's *Sydney Morning Herald* front page article 'Labor to win' contained some interesting information.

[See also [Books, poems et cetera, section 4.16.1](#) (capital letters); [Collections and exhibitions, section 4.16.5](#); [Quotation marks, section 8.12](#); and [Quotations from songs and poems, section 9.4](#).]

---

### 5.3 SCIENTIFIC NAMES

Use italics for genus, species and subspecies names, with an initial capital for the genus name and lower case for the species name:

*Macropus rufus*  
*Eucalyptus tereticornis*  
*Giardia monoleucus*  
*Macropus rufus rufus*

If a genus name is used generically it is not italicised (or capped):

eucalyptus  
giardia

The names of families and orders take initial capitals but are not italicised:

Canidae  
Carnivora

[See also [Scientific terminology, section 4.14](#).]

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### 5.4 SHIPS, AIRCRAFT AND TRAINS

Note that any article before the name should not be italicised:

the Collins class submarine *Farncomb*  
the *Columbia* space shuttle  
the Daring class destroyer *Voyager*  
the helitankers *Elvis*, *Georgia Peach* and *Incredible Hulk*  
HMAS *Westralia*  
Kingsford Smith's *Southern Cross*  
MV *Cormo Express*, the *Cormo Express*  
MV *Tampa*, the *Tampa*  
the oil rigs *Northern Explorer III* and *Ocean Champion*  
the *Oriana*  
the *Southern Aurora* train  
the training base HMAS *Cerberus*  
USS *Enterprise*

**BUT** classes of ship and types of aircraft should be in roman:

Hercules aircraft  
Iwo Jima class amphibious assault ship

**Note** A comprehensive list of Royal Australian Navy vessels, aircraft and establishments can be found in an appendix to the Defence annual report. [See also [Defence terms, section 10.2](#).]

---

## 5.5 DESCRIPTIVE LINES NOT PART OF THE NORMAL FORMS OF PROCEDURE

*An incident having occurred in the gallery—*

*A video was then shown—*

*Evidence was then taken in camera—*

*(Extension of time granted)*

*Friday, 3 July 1998 (the date at the beginning of the day's proceedings)*

*Honourable members interjecting—*

*In division—*

*More than the number of members required by the standing orders having risen in their places—*

*Mr Joe Bloggs then entered the chamber, and was seated accordingly.*

*(Quorum formed)*

*Slides were then shown—*

*Submissions incorporated at page S102—*

*The bells having been rung—*

*The document read as follows—*

*The member for O'Connor then left the chamber.*

*The speech read as follows—*

---

## 5.6 DO NOT USE ITALICS

Do not use italics for emphasis or in:

- foreign words and phrases
- names of statutes
- names of court cases
- headings of articles
- names of properties



## 6. LEGISLATIVE AND LEGAL TERMS

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### 6.1 LEGISLATION

Bills are draft legislation which usually have clauses, subclauses, paragraphs and subparagraphs. Once bills have been passed by the parliament (or, more precisely, once they have received royal assent), they are called acts. Acts usually have sections, subsections (not clauses and subclauses), paragraphs and subparagraphs.

A list of acts administered by each department appears at the beginning of that department's entry in the *Commonwealth Government Directory*. Text of acts can be found at <http://scaleplus.law.gov.au/html/pasteact/browse/TOC.htm> or <http://www.austlii.edu.au/>. Text of bills and bill related documents can be found at <http://www.aph.gov.au/bills/index.htm> or on ParlInfo.

#### 6.1.1 BILLS

[See also [Parliamentary and Public Service terms, section 10.5.](#)]

The full title of a bill, including the year of its introduction, is accessed in HPS using ALT-P for the purpose of marking text for ParlInfo. If a bill has been accessed once in a speech through ALT-P, it is not necessary to use ALT-P for subsequent references to that bill.

If a bill has already been given its full title in a speech, and there are no other bills with similar titles with which it could be confused, an abbreviated form may be used. For example:

The Telecommunications (Transitional Provisions and Consequential Amendments) Bill 1997 has been introduced ... The telecommunications bill ...

**BUT** a package of bills, if not enumerated by a speaker at the beginning of a speech, may be referred to as, for example, 'the telecommunications bills' or 'the telecommunications legislation', the principle being that the bills should be identified in some way as soon as possible.

For full bill titles in acronym form, use a capital letter for the word 'bill'. For example:

TSI Bill  
ARPNS(LC)A Bill

In cases where a speaker does not refer to the legislation in full and it is unclear which bill is being referred to, transcribe the title exactly as it has been given by the speaker and render in lower case.

In the case of appropriation bills (or budget bills), there are no initial capitals unless the full title of the bill is given. For example:

Appropriation Bill (No. 1) 2005-06

**BUT** appropriation bills

Bills usually contain clauses (for example, clause 150A), subclauses (2), paragraphs (c) and subparagraphs (iv) and should be expressed by the greater element, with no spaces between the elements. For example:

clause 150A(2)(c)(iv)  
subclause (2)(c)

**NOT** subclause 150A(2)(c)(iv)

In chamber reporting, if a speaker refers to a section or subsection as part of a bill, these terms should be changed to 'clause' or 'subclause' or 'proposed section' or 'proposed subsection'. However, in the editing of committee transcripts generally give speakers what they say.

Clause numbers should always be checked in the relevant bill(s).

Elements of bills are as shown in the following examples:

clause 150A  
division 1  
first reading  
item (in an amending schedule)  
paragraph (a)  
part I or part 1 (check bill)  
preamble  
schedule (first schedule et cetera)  
second reading  
subclause (2)  
subitem  
subparagraph (ii)  
title

### **6.1.2 PROPOSED AMENDMENTS TO BILLS**

Amendments should be written as follows, regardless of whether the speaker says the word 'number/s':

amendment (1)  
amendments (1), (3) and (5)  
amendments (1) to (7)

**NOT** amendment No. 1 or amendment Nos 1 and 2.

Amendment numbers should be written in the order in which they are spoken:

I want to ask some questions about amendments (1), (7), (3) and (6).

[See also [Brackets, section 8.2.](#)]

### 6.1.3 ACTS

Editors must check the full names of acts. Hansard does not italicise the full name of an act. Capitalisation of the full title of an act should follow that used in its proper title, even when the year of enactment is not included. If only part of the title is mentioned, no capitals are used (this follows Hansard's standard capitalisation rule). It is particularly important to adhere to the capitalisation rule when it is not clear which piece of legislation is being referred to by the speaker. Note the following examples:

Administrative Decisions (Judicial Review) Act, AD(JR) Act, ADJR  
legislation  
Corporations Act  
Environment Protection and Biodiversity Conservation Act 1999  
Income Tax Assessment Act  
Members of Parliament (Staff) Act, MOP(S) Act, MOPS legislation  
Superannuation Industry (Supervision) Act, SI(S) Act, SIS legislation  
USA PATRIOT Act (Uniting and Strengthening America by Providing  
Appropriate Tools Required to Intercept and Obstruct  
Terrorism Act) (US act)  
Wool Tax (Administration) Act

**BUT**

environment protection act  
tax act  
wool tax act

**Note** Exceptions are Corporations Law (now superseded but still takes capitals), the Criminal Code and the Model Criminal Code.

Acts usually contain sections (for example, section 73A), subsections (2), paragraphs (a) and subparagraphs (i). Sections should be expressed by the greater element used, and there are no spaces between the elements of the section. For example:

section 73A(2)(a)(i)      subsection (2)(a)(i)

**NOT** subsection 73A(2)(a)(i)

In chamber reporting, if a speaker refers to a clause or subclause as part of an act, the terminology should be changed to 'section' or 'subsection'. However, in the editing of committee transcripts generally give speakers what they say.

Section numbers should always be checked in the relevant act(s).

Elements of acts are shown in the following examples:

appendix 1  
article IV  
division 3  
explanatory memorandum  
paragraph (a)  
part II or part 2 (check act)  
placitum (xxv) of section 51 of the Constitution  
preamble  
section 73A  
subparagraph (i)  
subsection (2)  
title

## 6.1.4 CODES, ORDINANCES AND REGULATIONS

The full titles of codes, ordinances and regulations take initial capitals; part titles require no capitalisation.

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## 6.2 CASES

Where possible, case titles should be checked and written in full. Follow the style used in the report series concerned. Do not use italics for case names. Cases can be checked in the Australian case citator through the Parliamentary Library site or Austlii. For further information on finding case citations using these sources see ‘Case citation.doc’ in Hansard Resources/Editing/Style.

Full case citations may contain the following elements:

Oates v Attorney-General (2003)	214	CLR	496
<i>case name</i>	<i>year</i>	<i>volume</i>	<i>series page No.</i>

That is:

Oates v Attorney-General (2003) 214 CLR 496  
Calwell v Ipec Australia Ltd [1973] 1 NSWLR 550  
ACCC v C G Berbatis Holdings P/L [2003] ATPR 41-916

Other examples of the way cases may be written are as follows:

Mabo No. 2  
Re Wakim; Ex parte McNally  
Ah Hin Teoh v Minister of State for Immigration and Ethnic Affairs  
[the Teoh case]  
Konrad v Victoria Police [Federal Court of Australia]; Victoria Police  
& Anor v Konrad [High Court of Australia]  
The Queen v Hughes [High Court]; Regina v Hughes [Supreme Court  
of Western Australia]  
Patrick Stevedores Operations No. 2 Pty Ltd & Ors v Maritime Union  
of Australia & Ors  
Victorian Council for Civil Liberties Inc. v Minister for Immigration  
& Multicultural Affairs [the Tampa case]

**Note** If the speaker says ‘and’ and not ‘versus’, leave it as said, unless you are certain ‘v’ is correct. Be careful not to confuse two parties united in an action against another party with two parties in an action against each other. The same parties can be involved in two or more distinct but related cases, so be careful when you specify the case (see Hughes case and Konrad case mentioned above). Also, ‘Anor’ means ‘another’ and ‘Ors’ means ‘others’.

Links:

<http://www.aph.gov.au/library/intguide/law/auslaw.htm>  
[The Australian case citator can be found under the heading, ‘Court and Tribunal decisions, law reports etc’, and the link, ‘Commonwealth Law Reports, Federal Court Reports, Federal Law Reports, Australian Digest, Australian Case Citator’.]

<http://www.austlii.edu.au/>

[See also [Versus, section 2.14](#), and [Ampersand, section 2.2](#) and ‘Case citation.doc’ in Hansard Resources/Editing/Style.]

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## 6.3 COURTS

All full titles of specific courts have initial capitals, as follows:

Children's Court  
Court of Appeal  
Court of Disputed Returns  
Court of Petty Sessions (Tasmania and Western Australia)  
Court of Summary Jurisdiction (Northern Territory and South Australia)  
Criminal Court  
District Court (New South Wales and Queensland)  
Family Court  
Federal Court (or full Federal Court)  
Federal Magistrates Service  
High Court (or full bench of the High Court)  
Koori Court  
Land and Environment Court  
Local Court (New South Wales)  
Magistrates Court  
Murri Court  
Nunga Court  
Supreme Court (or full court of the Supreme Court)

Reference to any of the above as 'the court' follows Hansard's standard capitalisation rule.

Some court names are used generically, for example:

federal courts                      industrial court

---

## 6.4 COMMISSIONS AND TRIBUNALS

Full titles of commissions and tribunals require initial capitals:

Australian Industrial Relations Commission  
Law Reform Commission  
Royal Commission of Inquiry into Drug Trafficking

**BUT**

the royal commission into drug trafficking  
the royal commission

---

## 6.5 LEGAL TERMS AND OFFICE HOLDERS

The following is a guide to style for legal terminology and forms of address for legal office holders:

Attorney-General, Attorney, attorneys-general, A-G  
**Note** New South Wales Attorney General—no hyphen  
the bar  
the bench  
Chief Justice of the High Court of Australia  
Chief Justice Gleeson, the chief justice(s)  
Commissioner Fitzgerald, the commissioner(s), the royal commissioner(s)  
Corporations Law  
Criminal Code, Model Criminal Code  
the Crown (referring to sovereign or governing power)  
Crown Prosecutor

Crown Solicitor, Deputy Crown Solicitor  
Employment Advocate  
His Honour Judge Smith, His Honour, the judge  
Mr Charles QC (no comma)  
\*Mr Justice Kirby or Kirby J, the justice  
native title  
Solicitor-General, solicitors-general

\*Mr Justice X is used by some state superior courts and tribunals (Victoria, Tasmania and Queensland). Justice X is used by federal courts (the Family Court, the Federal Court and the High Court), by tribunals and by South Australian superior courts. If in doubt, follow the forms of address provided in the *Commonwealth Government Directory* or *Who's Who in Business in Australia*.

**Note** When a judge is addressed directly the title is capitalised, in the same way as when a minister is directly addressed in speech. For example:

I ask you, Judge, whether ...

A list of judges and courts is provided under 'courts' in the *Commonwealth Government Directory*.

[See also [Titles of positions, section 4.3.](#)]

## 7. NUMBERS

---

### 7.1 GENERAL RULES

#### 7.1.1 ONE TO NINE

Express numbers one to nine in words except when accompanied by a fraction.  
Numbers above nine are expressed in figures:

three people  
eight per cent  
8½ per cent  
50 people  
The cargo included 120 sheep, 72 goats, 18 cows, one ox and five horses.  
**BUT** a rating of 4, a 4 rating, a grade of 4, a 4 grade

[See also [Specific rules, section 7.2.](#)]

#### 7.1.2 NUMBERS FOLLOWING A NOUN

When a number follows a noun, use figures:

day 1, 2, 3 of the strike  
grade 7, year 12  
Kangaroo 92, Crocodile 99  
page 9, chapter 2  
round 1, rounds 1 and 2  
stage 1 of federalism  
**BUT** certificate II, certificate III (vocational training)  
**Note** (as concepts)  
back to square one  
from day one

[See also [Parts of books, section 7.13](#); and [Sizes, section 7.18](#).]

#### 7.1.3 ORDINALS

Express first to ninth in words, thereafter use figures:

first  
eighth  
10th  
nth degree  
II Corinthians  
22nd  
100th  
156th  
200th

**BUT** the eleventh hour (see *Macquarie Dictionary*)

[See also [Military formations, section 10.2.3](#).]

---

## 7.2 SPECIFIC RULES

[See also [General rules, section 7.1.](#)]

### 7.2.1 ADDRESSES

Express as follows:

10 Downing Street  
16 Sixth Avenue  
22/146 Stowe Street  
3-5 National Circuit  
4th Floor  
Flat 8  
Level 2  
PO Box 4

### 7.2.2 AGES

Follow general rules:

54/11 (a CSS retirement age reference)  
He died at the age of 55.  
He was aged 4½ years.  
Her child is 16 years old.  
He is under 18 (years of age).  
They are aged 70-plus.  
She has a three-year-old.  
She has an under-16-year-old child.  
The baby is three months and 11 days old.  
The over-50s have to pay more insurance.  
They are under-18-year-olds.  
They had a nine-year-old son and a 15½-year-old daughter.  
This involves six- to 10-year-olds.  
This rule applies to people in their 40s and 50s.

[See also [Compound words not in \*Macquarie Dictionary\* and not covered under the ambiguity rule, section 8.8.3.](#)]

### 7.2.3 BEGINNING SENTENCES

Use words except where it would be unwieldy to do so:

Fifty per cent is not enough.

**BUT** (in interjections)

**Senator Lundy**—\$560 million?

**Senator Cook**—2008.

[See also [Amounts at beginning of sentences, section 7.3.6.](#)]

### 7.2.4 BILLS, ACTS AND AGREEMENTS

[See [Legislative and legal terms, section 6.](#)]

### 7.2.5 CLOCK TIME

Use figures when am, pm follows the time, otherwise follow general rules:

10 am  
3 pm  
3.05 pm **NOT** 3.5 pm  
one o'clock  
six o'clock  
10 o'clock  
half past six, half six  
half past 11, half 11  
12 minutes to seven  
12 noon  
nine to five  
quarter to 12, quarter past four  
six to 6.30  
six to 6.30 pm  
2300 hours

**BUT** time style is as follows in pro formas, to conform with ParlInfo:

**Mr TURNBULL** (Wentworth) (7.00 pm)

**Mr NEVILLE** (Hinkler) (10.05 am)

**Mr GARRETT** (Kingsford Smith) (12.00 pm)—(that is, midday)

**Mr ROBB** (Goldstein) (12.00 am)—(that is, midnight)

**Proceedings suspended from 11.58 am to 1.15 pm**

**Sitting suspended from 6.30 pm to 8.00 pm**

**Sitting suspended from 1.00 pm to 2.00 pm**

### 7.2.6 COMBINATION NUMBERS

When two numbers appear consecutively and one is used as an adjective, express one number in words and the other in figures. Try to show the larger number in figures:

seven 32-horsepower motors  
two 10-minute tea breaks  
10 four-piece lounge suites  
250 ten-foot poles  
15,000- to 20,000-tonne range

**BUT** four two-month periods

### 7.2.7 COMPOUND EXPRESSIONS

Follow general rules:

one hour 20 minutes  
three months and 11 days

---

## 7.3 CURRENCY

As a general rule, use figures and symbols to express amounts in currency. The cent is represented by the lower case c, without a full stop and with no space. The dollar is represented by the dollar sign (\$).

### 7.3.1 AMOUNTS IN DOLLARS IN WHICH THE AMOUNT IS LESS THAN ONE DOLLAR (IF EXPRESSED AS DOLLARS)

\$0.25      \$0.75

### 7.3.2 AMOUNTS IN DOLLARS AND CENTS IN WHICH THE NUMBER OF CENTS IS LESS THAN 10

\$3.05 NOT \$3.5

### 7.3.3 AMOUNTS IN CENTS

1c    5c      10c      56½c    99c      68.5c

**BUT** (as a concept) They did not donate one cent.

[See also [Cents, section 2.4.](#)]

### 7.3.4 AMOUNTS IN EXACT DOLLARS

\$1    \$5      \$10      \$1,000

### 7.3.5 AMOUNTS IN DOLLARS AND CENTS

\$1.05                      \$6.95                      \$55,996.20

### 7.3.6 AMOUNTS AT BEGINNING OF SENTENCES

Write out in full an amount of money appearing at the beginning of a sentence, except where to do so would be unwieldy:

Sixty-five thousand dollars was the true figure.

**BUT** (in an interjection)

**Senator Conroy**—\$64,543 was the true figure.

[See also [Beginning sentences, section 7.2.3.](#)]

### 7.3.7 MILLIONS, BILLIONS AND TRILLIONS OF DOLLARS

\$1 million      \$3½ million      \$3.03 billion      \$2.5 trillion  
half a million dollars

### 7.3.8 FOREIGN CURRENCY

When distinguishing between Australian dollars and foreign currency:

Australia	\$A5	\$A50	\$A5,000
Canada	\$Can5	\$Can50	\$Can5,000
EU	€5	€50	€5,000
Hong Kong	\$HK5	\$HK50	\$HK5,000
Japan	¥5	¥50	¥5,000
Malaysia	\$M5	\$M50	\$M5,000
Switzerland	SwF5	SwF50	SwF5,000
USA	\$US5	\$US50	\$US5,000

The euro sign is found in Word by using the shortcut CTRL+ALT+E or by typing in 20AC (a Microsoft Word character code) followed by ALT-X. **Note** Voice recognition users say 'euro sign' to get the symbol.

The yen sign is found in Word by typing in A5 (a Microsoft Word character code) followed by ALT-X. **Note** Voice recognition users say 'yen sign' to get the symbol.

Australia, Canada, Hong Kong, Singapore, United States of America: dollar (\$)  
China: yuan, renminbi  
European Union: euro (€)  
Indonesia: rupiah  
Japan: yen (¥)  
Malaysia: ringgit or dollar (\$)  
North Korea, South Korea: won  
Switzerland: Swiss franc  
Thailand: baht  
United Kingdom: pound (£)

### 7.3.9 UNITED KINGDOM

United Kingdom currency should be expressed as follows:

6p 97p £1.10 **NOT** £1.10p £5,000 £1 million

The pound sign is found in Word by typing in A3 (a Microsoft Word character code) followed by ALT-X. **Note** Voice recognition users say 'pound sign' to get the symbol.

### 7.3.10 FORMER CURRENCIES

Some former European currencies:

Austria: schilling  
Belgium and France: franc  
Germany: deutschmark (DM)  
Italy: lira

For former Australian currency, express as follows:

£9 8s 7d (no full stops) 5s 6d **NOT** 5/6 or £0 5s 6d

### 7.3.11 UNITED STATES CENTS, NEW ZEALAND CENTS

Express as follows:

US25c NZ60c

### 7.3.12 GENERAL

\$19-odd million, \$19-plus million, \$19 million plus  
\$60 million company  
10c in the dollar  
30.8c Australian (if other currencies are also mentioned)  
a 5c piece  
a billion dollar industry  
around \$5,000 million this year  
between \$1 million and \$2 million  
dollar for dollar basis  
half a million dollars  
minus \$145,000  
Mr Six-hundred Dollar Man  
nearly \$500,000 **OR** nearly half a million dollars (use whichever is said)  
negative \$45 billion  
on a \$2 for \$1 basis  
one petrodollar and 10 petrodollars  
put value back in the dollar  
the government spent not one cent of taxpayers' money (as a concept)  
the sixty-four dollar question  
the sixty-four thousand dollar question  
twenty-five \$10 notes  
two-point-something thousand dollars  
X dollars

---

### 7.4 DAYS AND DATES

When the day stands alone, use a figure with an ordinal ending; otherwise use a figure without an ordinal ending. In other instances follow these general rules:

1 April 1965 (not 1st April 1965 or 1.4.65)  
the first of the month  
the first day of the month  
the 11th day of the 11th month  
Monday, the 8th  
Monday, 8 June 1998  
October 12 (the event, not the date)  
On 17 and 18 December he visited friends.  
On the 22nd he left for overseas.  
September 11, 9-11 (the event, not the date)

---

### 7.5 DECIMAL NUMBERS

When decimal numbers are less than one, place a nought before the decimal point, except in some special instances such as gun calibres and all blood alcohol levels:

0.25— <b>NOT</b> .25—per cent	.05 blood alcohol level
.303 calibre	.08 blood alcohol level
.22 calibre	.11 blood alcohol level

---

## 7.6 FRACTIONS

Fractions with a denominator up to a hundredth are expressed in words, except where this would entail two hyphens or where the numerator requires a hyphen:

1/200th (denominator more than a hundredth)  
2½ thousand  
24/122nds (denominator more than a hundredth)  
27 thirty-seconds  
41 hundredths  
half-a-dozen  
half-hour  
nineteen-twentieths  
one thirty-third (avoid two hyphens)  
one-quarter of a million dollars  
one-third  
quarter-hour  
12 thirty-seconds  
two-hundredths  
two-thirds of the members

**BUT** half a million dollars (if said)  
one half of the flag is red; the other half black  
year and a half

When a fraction is combined with a whole number, use figures:

a performance lasting 2½ hours  
I had a two- to 2½-hour appointment.

---

## 7.7 HOURS AND MINUTES

Express as follows:

24/7  
a half-hour break  
five minutes  
3½ hours  
10 hours  
one hour  
one hour 20 minutes

**BUT** at the eleventh hour (*Macquarie Dictionary*)

---

## 7.8 IDENTIFICATION NUMBERS, CALL SIGNS AND STANDARDS

Express as follows:

AASB 10462CN  
2XX  
AAA rating  
Accord Mark VI, the accord, mark VI version  
Channel 10  
Channel 4 (UK)  
Channel 5 (UK)  
Channel 7  
Channel 9  
CLERP 7  
EL1 (executive level 1)  
F111  
FM104.7

Henry VIII  
Highway 1  
Imparja  
ISO 9000  
IT 26/83  
Job Network mark 3  
MiX 106.3  
mark 2 version  
model 40  
NewsRadio  
PEL1 (parliamentary executive level 1)  
Prime Minister's XI  
radio 2UE  
SALT I  
SOG B (senior officer grade B)  
Telstra 2, T2  
Triple J  
Triple M  
World War II  
XXXX (brand name)

**BUT** Nine Network  
Seven Network  
Ten Network

---

## 7.9 INDEFINITE NUMBERS

Express as follows:

101 different ways  
60 per cent plus  
80,000-plus private binding rulings  
I have told you that a hundred times.  
minus two per cent  
No. 1 apple grower  
No. 1 CD in the list  
No. 1 priority  
We have a fifty-fifty chance of winning.

---

## 7.10 LISTS

When listing points, use whatever is said but be consistent:

(1) (2) (3) **NOT** one, two, three  
(a) (b) (c)  
first, second, third  
firstly, secondly, thirdly

However, do not start sentences/paragraphs with (1), (2), (3) or (a), (b) or (c) except in quotes. Dot points can be retained in second reading speeches and report presentation speeches.

---

## 7.11 MEASUREMENTS

For dimensions, temperatures, weights, distances, speeds, fluid measures, electrical measures and angles, follow the general rules:

12 grams	20 degrees Celsius
20/20 vision	2½ litres
30 metres	a 10-tonne truck
a five-watt bulb	a room 10 metres by four metres
an angle of 45 degrees	eight kilometres per hour
five tonnes	nine knots
six kilograms	six-cylinder car
temperature of eight degrees	two litres

---

## 7.12 MILITARY FORMATIONS

[See [Military formations, section 10.2.3.](#)]

---

## 7.13 PARTS OF BOOKS

Use arabic or roman figures. Follow the style of the book if practical:

appendix 2  
chapter 6  
chapter X  
page (ii)  
page 12  
paragraph 9  
part 4  
section 6  
table 6

[See also [Numbers following a noun, section 7.1.2.](#)]

---

## 7.14 PERCENTAGES

Express whole percentages up to nine per cent in words; thereafter use figures. Do not convert percentages to fractions or fractions to percentages. Do not use the % sign.

0.1 per cent  
1½ per cent or 1.5 per cent (whichever is said)  
80 to 90 per cent  
between one and two per cent  
minus two per cent  
one or two per cent  
12 per cent  
one-half of one per cent  
three per cent  
three percentage points  
zero per cent

---

## 7.15 RATIOS

Numerals linked by a colon are used to express scale (the representation of very large units by very small units) as in 1:500,000 to represent distance on a map where one centimetre represents five kilometres. In all other cases, where a scale is not involved, separate the elements with the word ‘to’:

12 to one  
a two to one multiplier  
one for one  
one to one  
The book industry uses a 70 to 30 ratio.  
The correct ratio of rice to water is one to three.  
The typical ratio is one to 100.  
two to one

**BUT**  
20/20 vision  
60-40 rule  
a fifty-fifty chance  
a fifty-fifty mixture  
The council vote was split 60-40.  
The child-staff ratio is improving.

[See also [Ratios, section 8.3.4.](#)]

---

## 7.16 RESULTS AND SCORES

Express as follows:

Australia beat New Zealand 3-1.  
Lleyton Hewitt won the match 6-2, 6-4, 6-7, 7-6.  
The First XV won 22-15.  
The game resulted in a 14-0 win to the Brumbies.  
The High Court brought down a majority judgment of 4-3.  
The Prime Minister’s XI scored 8-202 (or 202-8).  
The result of the division is 86-54 in favour of the ayes.  
The result of the State of Origin game was 32-12 to Queensland.

---

## 7.17 ROMAN NUMERALS

Express as follows:

Elizabeth II  
First XV  
George V  
part IV  
Second XI  
World War II

---

## 7.18 SIZES

Express as follows:

a size 4 ball  
a size 7½ hat

[See also [Numbers following a noun, 7.1.2.](#)]

---

## 7.19 TELEPHONE NUMBERS

Express as follows:

(02)62771234  
0411799SKY  
0418123456  
1800 and 0055 numbers  
1800REVERSE

---

## 7.20 THOUSANDS AND MILLIONS

Express as follows:

1,000  
3,125,000  
\$5,000  
page 1423

Numbers of a thousand or more may be expressed thus:

\$2 million, \$2 billion, \$2 trillion  
2½ thousand  
10 million  
1½ million people  
tens of thousands of people  
three-quarters of a million trees  
two million people

---

## 7.21 YEARS AND SPANS OF YEARS

Follow general rules:

20 to 24 years (not 20-24 years)  
4½ years  
AD 55 or 55 AD, 50 BC, 56-55 BC  
from 1982 to 1986  
in 10 years time  
in 1997-98  
in 2000-01  
in 2007-08  
in a year's time [See [Apostrophe, section 8.1.](#)]  
Kangaroo 92, Crocodile 99 (military exercises)  
mid-1980s, mid-eighties  
post-1980s phenomenon  
the 1914-18 war  
the 1960s, the sixties  
the 21st century  
the Labor government of 1972-75  
The Labor Party was in power post 1990.  
the roaring twenties  
They were in their 70s in the seventies.

**BUT** the class of '83  
1999-2000  
the noughties (current decade)



## 8. PUNCTUATION

The main function of punctuation is to make the meaning of the spoken word perfectly clear when rendered as the written word.

It is not possible, nor is it desirable, to impose definitive rules on the use of punctuation. The prevention of ambiguity, the length of a sentence, the amount of pause required and the particular context are factors which will determine the use of punctuation.

However, as punctuation is largely a creature of syntax and grammar, it is possible to set a framework of rules which should be followed in reporting and editing.

For the punctuation of second reading speeches and incorporations, see the relevant form guides.

---

### 8.1 APOSTROPHE

The purpose of inserting an apostrophe before or after the final 's' is to indicate the possessive case and has nothing to do with the formation of the plural.

#### 8.1.1 NOUNS AND INDEFINITE PRONOUNS

Use the pos s to form the possessive for nouns or indefinite pronouns in the singular or plural that end in any letter except s:

anyone's guess  
each other's jobs  
for heaven's sake  
one's rights  
somebody else's book  
the gentlemen's hats  
the mice's food  
the minister's office  
the people's war

#### 8.1.2 PLURAL NOUNS

Use s pos for plural nouns that end in s:

the ladies' dresses  
the riders' mounts

And for more than one person with the same surname:

the Creeds' air show (that is, an air show run by Mr and Mrs Creed)

#### 8.1.3 SINGULAR NOUNS

For singular nouns that end in s, add a pos s, just as is done with singular nouns ending in other letters:

ASIS's view  
the boss's office  
Burns's poems  
Dickens's novels  
Griffiths's views  
Senator Evans's speech  
United States's motive

However, in personal names of more than one syllable that end with 's' and where the final syllable begins with an 's' or 'z' sound, use s pos, as in:

Francis' realm  
Jesus' disciples  
Knossos' palace  
Menzies' speeches

### 8.1.4 WHERE POSSESSION IS NOT DEFINED

Neither the pos s nor the s pos is needed in the following cases where the idea of possession is tenuous and/or the term is adjectival:

a teachers training college  
arms-length funding **BUT** at arm's length  
Australian Workers Union  
Democrats amendments, Democrat amendments  
drivers licence  
Greens amendments  
news report  
plant breeders rights **BUT** use apostrophe in title of bill and act  
sales representatives  
savings accounts  
six months time  
sports coat  
Sydney Boys High School, a boys high school  
three days rest  
two weeks pay  
two years time **BUT** a year's time  
veterans affairs, veterans entitlements **BUT** use an apostrophe in title  
of legislation and department  
visitors book  
workers compensation

**BUT** the King's School, St Paul's Cathedral, and other exceptions as listed in *Macquarie Dictionary*.

In the above examples when the pos s or the s pos is not used, the meaning is 'a licence to drive', 'a high school for boys', 'a training college for teachers' et cetera.

However, a plural noun that does not end in s should always take the pos s:

children's hospital  
Country Women's Association  
Federated Engine Drivers and Firemen's Association of Australasia  
women's affairs  
Women's Electoral Lobby

There is generally no need to use an apostrophe in names of organisations, programs, trade unions et cetera:

Queensland Nurses Union  
National Farmers Federation

**Note** Badgerys Creek, Frenchs Forest, Kings Cross, St Albans (the way they are spelt)

**Note** When the sense is clearly possessive the apostrophe should be used. Compare the following sentences:

The Queen wrote her name in the visitors book.  
The visitor's book was stolen from his bedroom.

### 8.1.5 APOSTROPHES IN CONTRACTIONS

Use an apostrophe to indicate the omission of letters in contractions:

do not            don't  
it is                it's

[See also [Contractions, section 2.6.](#)]

The possessive of 'it' is 'its' (without an apostrophe).

### 8.1.6 NON-WORD PLURALS

Use the pos s to avoid confusion in such expressions as:

dos and don'ts  
dot the i's and cross the t's  
mind your p's and q's

Do not use an apostrophe in the following cases:

all As  
eyes and noes  
the BHPs of the world  
DVDs  
ifs and buts  
the 1970s  
the three Rs

### 8.1.7 POSSESSIVE ABBREVIATIONS

The possessive of an abbreviation is formed in the same way as the possessive of a noun or pronoun:

ALP's                      BHP's                      USSR's

---

## 8.2 BRACKETS

Brackets may be used when other punctuation has been exhausted. For amendments, company names, titles of acts and Public Service positions use as follows:

amendment (1)  
amendments (1), (2) and (3)  
Argus Real Estate (Holdings) Pty Ltd  
Assistant Chief of the Defence Force (Operations)  
CE(RR) Act  
Superannuation Industry (Supervision) Act, SI(S) Act, SIS legislation

[See [Proposed amendments to bills, section 6.1.2.](#)]

---

## 8.3 COLON

The colon indicates a pause or degree of separation longer than a semicolon but shorter than a full stop. A capital letter does not follow a colon except where the word following the colon is a proper noun or as set out in section 8.3.3. The word ‘that’ should not preface the colon when introducing quotations. Generally, do not use a colon after the word ‘include’ within sentences. The use of the colon should generally be restricted to the following situations.

[See also [Colons, section 4.18.2.](#)]

### 8.3.1 INTRODUCING LISTS, QUOTATIONS ET CETERA

Use a colon to separate a clause that introduces a list, quotation, summary or corollary from the actual list et cetera:

This country has few exports: wool, wheat, coal and timber.  
**BUT** This country’s exports are wool, wheat, coal and timber.

[See also [Introduction of text, section 9.2.1.](#)]

### 8.3.2 INTRODUCING A STATEMENT

Use a colon to introduce a statement which explains, enlarges or summarises the one that precedes it when no conjunction is used:

In business there is something more than barter, exchange, price,  
payment: there is the sacred faith of man in man.

### 8.3.3 PREFACING DIRECT SPEECH OR QUOTATIONS

Use a colon to preface a passage of direct speech or a quotation which is more formal or elaborate than a conversational quotation or where the direct speech or quotation is longer than one sentence. In such cases, the direct speech or quotation **will not** be placed in small font.

The Prime Minister addressed them in these words: ‘We have been called upon to undertake a very difficult and dangerous task.’  
I ask the minister: what are we doing now?  
I heard Mr Crean in full cry: ‘We need more money for health and education.’

During the course of the budget in May 1999 the Treasurer said: ‘This budget is presented on an accrual basis for the first time. It allows us to properly budget for future expenditures. This puts Australia at the forefront of transparency in the conduct of fiscal policy.’

**BUT** where the direct speech or quotation is longer than one sentence and the speaker continues after that direct speech or quotation, use a comma:

During the course of the budget in May 1999 the Treasurer said, ‘This budget is presented on an accrual basis for the first time. It allows us to properly budget for future expenditures. This puts Australia at the forefront of transparency in the conduct of fiscal policy,’ and he was right.

[See also [Quotations, section 9;](#) and [Short complete quotations, section 9.1.2.](#)]

Use a colon to preface material quoted by a speaker, which then appears below in small font:

**Mr SMITH**—I refer you to Prime Minister Hawke, who said:  
By 1990, no child shall live in poverty.

### 8.3.4 RATIOS

Use a colon to indicate a ratio in scales:

The scale of the map is 1:10,000.

[See also [Ratios, section 7.15.](#)]

### 8.3.5 TITLES AND SUBTITLES

Use a colon to indicate a change from title to subtitle or from heading to subheading where no punctuation marks already appear and it is appropriate, as in newspaper headlines, book titles, report titles et cetera:

The headline was ‘The big chill: towns cut off by snow’.  
The report was entitled *The people’s palace: parliament in modern Australia*.  
The report was entitled *Ringling in the changes: Telecom’s zonal charging policies*.

**Note** There is no comma before the headline.

[See also [Quotations marks, section 8.12](#) and [Reports et cetera, section 4.16.3.](#)]

Do not use a colon to separate hours and minutes, as in 1.30 pm.

### 8.3.6 INTRODUCTIONS

A colon is used after the introduction in a written speech:

Your Excellency, Prime Minister, ladies and gentlemen: I am ...

---

## 8.4 COMMA

Commas have a grammatical function in separating words, phrases and clauses. They also give emphasis, meaning and clarity to sentences. Thus they are an essential aid to the reader.

### 8.4.1 BETWEEN ADJECTIVES

Use commas to mark off two or more adjectives that qualify the same noun if the effect of their use is cumulative or if each adjective qualifies the noun separately:

She was a quiet, gentle, compassionate woman.

Do not use commas if the first adjective qualifies the second adjective when used in conjunction with their noun:

There was a distinguished foreign visitor in the House.  
The only wealthy man in the district was the local doctor.

## 8.4.2 INTRODUCTORY ADVERBIAL CLAUSES

Generally, use a comma to mark off an introductory adverbial clause:

If there is no substance to the rumour, the minister should say so.  
As honourable members would be aware, this is a state responsibility.  
When we introduced this reform last year, it was opposed by the  
Liberal Party.  
If the minister can, will he do so?

An introductory adverbial phrase is sometimes marked off with a comma and sometimes not. A choice about whether or not to use the comma will be influenced by such things as nuance, clarity, length of the phrase and other punctuation in the sentence:

In this context you may not want a comma.  
On the other hand, you may be inclined to use one in this sentence.  
If so, you have made an informed choice.  
So you have made an informed choice.  
In the evening, paper lanterns lit the courtyard.  
In 1993 we handled 1,990 cases.  
In 1993, 1,990 cases came to our attention.

## 8.4.3 ADVERBS, ADVERB PHRASES AND ADVERB CLAUSES

When using commas to mark off adverbs, adverb phrases and adverb clauses in the middle of a sentence, use them in pairs—one at the beginning and one at the end. One comma is not sufficient.

In a simple sentence:

It was, fortunately, a success.  
It was, in my opinion, a success.  
It was, as everyone knows, a success.

Following a conjunction at the start of a sentence:

But, if it is not true, we will find another option.  
But if it is not true we will find another option.

Following a coordinating conjunction in a compound sentence:

We tried hard and, fortunately, we made a success of it.  
We tried hard and, in my opinion, we made a success of it.  
We tried hard and, as everyone knows, we made a success of it.

Following a subordinating conjunction in a complex sentence:

(1) SUBORDINATING TO AN ADJECTIVE CLAUSE:

I went to a shop where, fortunately, I was able to buy the item I  
wanted.  
I went to a shop where, in my opinion, customers get good service.  
I went to a shop where, as everyone knows, customers get good  
service.

(II) SUBORDINATING TO AN ADVERB CLAUSE:

I was able to meet the deadline because, fortunately, I had good help.  
I was able to meet the deadline because, in my opinion, I had good help.  
I was able to meet the deadline because, as everyone knows, I had good help.

(III) SUBORDINATING TO A NOUN CLAUSE:

I can tell you that, fortunately, we did it correctly.  
I can tell you that, in my opinion, we did it correctly.  
I can tell you that, as everyone knows, we did it correctly.

This also holds true for any parenthetical element.

#### 8.4.4 WHEN LINKED BY CONJUNCTIONS

Generally, use a comma or other punctuation stop between clauses linked by coordinate conjunctions, particularly when the grammatical subject of each clause is different:

I liked that movie, but the others did not like it very much.  
Let us make the most of today, for tomorrow may never come.

If the clauses are short and closely related, and if no ambiguity arises, a comma before the conjunction may not be necessary:

It began to snow and I became very cold.  
I saw the football game and I enjoyed it.

Generally not use a comma if the second clause has no stated subject:

She fell over and hit her head.  
His manner was polite but not condescending.

#### 8.4.5 DEFINING AND NON-DEFINING CLAUSES

The insertion or omission of a comma before a relative (or adjectival) clause is necessary to inform the reader whether that clause is defining or non-defining.

If the relative clause defines—that is, contains information which is an essential part of the meaning of the sentence—it should not be marked off with commas:

She bought the jewellery that pleased her.  
The John Smith who joined the department last week is no relation to the John Smith who will be 65 next year.

Use commas to mark off non-defining relative clauses—that is, a clause that adds a new point to the main clause that is not essential to the sense of the sentence:

She bought the jewellery, which pleased her.  
John Smith, who will be 65 next year, has been with the department for 30 years.

[See also [Nouns, section 8.4.7.](#)]

#### **8.4.6 NAMES OR TITLES OF PERSONS**

Use commas to mark off the names or titles of persons addressed:

I wish to inform you, sir, that I will be absent from the chamber.  
Your ruling, Mr Speaker, is acceptable to me.  
Well done, sir.

#### **8.4.7 NOUNS**

Note the use of commas with nouns in the following:

The minister at the table, the Minister for Finance and Administration,  
was not in the chamber when this bill was debated previously.

#### **BUT**

My colleague the member for Banks will second the motion.  
The author Patrick White addressed the group.  
I congratulate my friend the honourable member for Franklin.

[See also [Defining and non-defining relative clauses, section 8.4.5.](#)]

#### **8.4.8 OMISSION OF WORDS**

Use commas to indicate the omission of one or more words common to two parts of a sentence:

In 1953 there were 14 applications; in 1954, 27; and in 1955, 10.

#### **8.4.9 PARTICIPLES AND PARTICIPLE PHRASES**

Participles and participle phrases that have an adjectival function are generally marked off by commas, regardless of where they occur in a sentence:

Stunned, I was unable to speak.  
Smiling, she turned to the next applicant.  
Stopped by the policemen, she protested her innocence.  
She turned around and, replying to me, said that she did not know the  
answer.  
He resigned from his position, having tired of the long hours.

A participle phrase that has its own subject (the absolute construction) is always marked off by commas. Note that in the absolute construction the subject is not separated from the participle by a comma:

The Hansard editors having completed the transcript, their day was  
finished.  
The Hansard editors, having finished their transcript, had finished for  
the day.  
The Hansard editors, their transcript completed, had finished for the  
day.

Participles and participle phrases that have a verb function are not marked off by commas:

I saw my friend stopped by the policeman.  
I was stunned by the answer.

#### **8.4.10 HONORARY TITLES OR DEGREES**

Commas should not be used to separate names from titles or degrees:

Mr Jackson QC represented the accused.  
Mr Jackson AO, QC, MP

#### **8.4.11 CLARIFYING GROUPS OF WORDS OR NUMBERS**

Use commas to separate words or numbers that might be misunderstood:

By 2008, 563 more men will be needed.

#### **8.4.12 USE WITH ‘AND’, ‘OR’ OR ‘ET CETERA’**

When a series of items separated by commas concludes with an ‘and’, an ‘or’ or an ‘et cetera’ before the final item, do not place a comma before the final ‘and’, ‘or’ or ‘et cetera’:

He opened the letter, read it and made a note of its contents.  
The balloons were pink, red or maroon.  
Why not hire your skis, boots, overpants et cetera?

If any ambiguity is likely to arise, place a comma before the final item:

The shops involved were Myer, David Jones, Marks and Spencer, and  
Woolworths.

#### **8.4.13 AMBIGUITIES WITH SINGLE WORDS OR SHORT PHRASES**

Careful use or non-use of commas is necessary to avoid ambiguity or momentary misunderstanding with certain single words or short phrases: for example, ‘because’, ‘however’, ‘no doubt’, ‘meanwhile’, ‘too’ et cetera.

Note the distinctions in the following sentences:

However his attitude may be interpreted, he failed to solve the  
problem.  
However, his attitude may be interpreted as being indicative of the  
general view.  
His attitude, however, may be interpreted as being indicative of the  
general view.  
No doubt the inclement weather had much to do with the cancellation.  
She considered, no doubt, that the inclement weather had caused the  
cancellation.

Do not enclose ‘too’ or ‘also’ within commas unless its use qualifies a sentence or statement as a whole:

While full credit must be given to the staff, the office system too (also)  
played a part.  
Full account must be taken, too, (,also,) of the size of the vote.

#### **8.4.14 INTRODUCING QUOTATIONS**

[See [Quotations, section 9.](#)]

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## 8.5 ELLIPSIS

[See also [Interruptions, section 9.2.7.](#)]

Use ellipses to indicate omitted material.

### 8.5.1 OMISSION OF WORDS

Use three ellipsis points to indicate the omission of words at the commencement, in the middle or at the end of a quotation in small font, leaving a space before (except at the margin) and after the ellipsis points:

The minister said, *inter alia*:  
... the government will do everything possible ... to remedy the problem ...  
However, nothing has been done.

### 8.5.2 OMISSION OF PARAGRAPHS

Use three sets of three ellipsis points (ALT-D) to indicate the omission of a paragraph or paragraphs from a quotation in small font:

Single engine helicopter operations are presently being conducted from Darling Harbour.  
...  
In conclusion, I say without hesitation that the site is unsuitable for consideration as a city heliport.

---

## 8.6 EM RULE (DASH)

### 8.6.1 PARENTHETICAL STATEMENTS

Use an em rule to mark off a parenthetical statement:

His excuse—and I must say that I think it is a very lame one; time alone will tell—is that he did not know he had to pay income tax.  
The Treasurer—or was it the Minister for Finance?—told us so.

### 8.6.2 CHANGE IN STRUCTURE OF SENTENCE

Use an em rule to mark an abrupt change in the structure of a sentence:

I went to Rome to see the churches, to Paris to look at the galleries, to Vienna to hear the opera—but I must be boring you with this account of my travels, and I will stop now.

### 8.6.3 LONG LISTS IN SENTENCE

Use an em rule to gather up the subject or object of a sentence which consists of a long list:

An unbroken view of the bay with its sweep of battered cliffs, a secluded beach, acres of unspoiled bushland, the ease of constructing an access road and the short distance between Sydney and the site—all these made this the perfect place to build the motel.

## 8.6.4 DRAMATIC EFFECT

Use an em rule to introduce a statement with greater dramatic effect:

When I was a boy my conduct was shaped by two simple principles—  
my father’s word was law, and a child’s first duty was unquestioning  
obedience.

## 8.6.5 INTERRUPTIONS

Use an em rule to indicate that a speaker has been interrupted:

**Mr CREAN**—Mr Speaker, I draw your attention—  
**Mr SPEAKER**—Order! The member for Hotham will resume  
his seat.

## 8.6.6 INTERPOLATIONS

Use an em rule to indicate an interpolation within a sentence in a quotation in small font:

The minister said:  
As I said last year— [Note This em rule must be in small font.]  
this statement was made in May this year—  
the Labor Party will not follow this course.

**Note** Do not use an em rule, either with a colon or alone, to introduce lists or quotations in small font. Use a colon alone.

---

## 8.7 EXCLAMATION MARK

### 8.7.1 TRUE EXCLAMATIONS

Use an exclamation mark to indicate true exclamations:

**Mr HOWARD**—Did the government lower interest rates?  
**Opposition members**—No!

He said nothing—typical!—about the issue.

### 8.7.2 COMMON PARLIAMENTARY TERMS AND INTERJECTIONS

It is used after terms such as ‘Order!’, ‘Hear, hear!’ and interjections such as ‘Oh!’

### 8.7.3 IRONY OR SARCASM

It may also be used to indicate irony and sarcasm. For instance, if a member of the Liberal Party says, ‘Of course I support everything the Labor Party does!’ an exclamation mark is necessary to show that this is irony.

### 8.7.4 PSEUDO-QUESTIONS

An exclamation mark may also be used after pseudo-questions:

How dare you say a thing like that!

[See also [Question mark, section 8.11.](#)]

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## 8.8 HYPHEN

### 8.8.1 COMPOUND WORDS IN *MACQUARIE DICTIONARY*

Follow the *Macquarie Dictionary* as to whether a compound is set separate, set solid or hyphenated.

#### **BUT**

Due to an apparent conflict between different versions of the third edition of *Macquarie Dictionary*, use child-care (adj) and child care (n) in all instances.

Compounds with the word ‘grower’ (cane grower et cetera) will always be set separate.

Adjective and adverb forms prefixed by ‘non’ will always be hyphenated (non-party) while noun forms containing this prefix will always be set solid (nonmember).

### 8.8.2 COMPOUND WORDS NOT IN *MACQUARIE DICTIONARY*

#### **Ambiguity Rule**

If the *Macquarie Dictionary*, the *Oxford Australian Dictionary* or the Hansard determinations below do not provide a ruling, Hansard’s ambiguity rule may apply. To assess ambiguity—and therefore hyphenation—select the most obvious meaning. If there is glaring ambiguity, hyphenate to show meaningful clusters of words. Ignore far-fetched or contrived ambiguity.

#### **Compare:**

national infant immunisation program (normal sequence, no ambiguity)

flood control study (normal sequence, slight ambiguity)

new stock exchange report (modified normal sequence, potential ambiguity)

Costello-led reforms of tax (potential ambiguity)

country-wide roads (normal sequence, glaring ambiguity)

Hyphenating ‘country-wide’ and ‘Costello-led’ facilitates understanding and readability and avoids a possible misreading. The Hansard general rule to hyphenate only to avoid obvious ambiguity—based on practical publishing and entry considerations as much as readability—would suggest that ‘stock exchange’ be unhyphenated. The use or nonuse of hyphens in such a case would, however, depend on the immediate context.

### 8.8.3 COMPOUND WORDS NOT IN *MACQUARIE DICTIONARY* AND NOT COVERED UNDER THE AMBIGUITY RULE

Where the *Macquarie Dictionary* does not have a particular compound, the treatment of that compound may be covered under a specific Hansard ruling on how to treat certain prefixes and suffixes or common compounding principles. These rulings and principles are covered briefly below.

#### CAPITAL AND STAND-ALONE LETTERS

(1) *Hyphenate* where the second element begins with a capital letter:

anti-Semitism (n)	anti-Taliban (adj)
mid-Victorian (n, adj)	post- <i>Tampa</i> (adj, adv)
pre-Christian	un-Australian (adj)

**Note** The hyphen is required even in predicate adjectival forms of these words:

The policy was post-*Tampa*      He is anti-American

**Note** ‘anti’, ‘post’, ‘pre’ and ‘pro’ can be used as stand-alone prepositions:

post the American Civil War	pre the gold rushes
post September 11	I am anti compulsory voting.
He is pro the war,	

(2) *Hyphenate* between the names of places linked by roads, railways et cetera:

Neutral Bay-Double Bay  
New York-Osaka-Sydney service  
Sydney-Melbourne line  
Wagga Wagga-Melbourne run

(3) *Hyphenate* when a single letter is used with a word:

A-bomb	B-grade (adj)	D-notice
e-commerce	L-shaped	R-rated
S-bend		
<b>BUT</b>		
A side	email	O ring
Q factor	Q fever	Q value
VE Day	X chromosome	Y chromosome

#### NUMBERS (as words or figures)

(4) *Hyphenate* fractions:

one-third      three-quarters      25 thirty-seconds

(5) *Hyphenate* adjectival compounds where the first element is a number and the second is a noun:

12-monthly review	24-hour service
a one-third share	four-time prime minister
one 30-centimetre ruler	one-bedroom unit

**BUT** set separate similar elements with symbols:  
\$5 million payout

(6) *Hyphenate* chemical elements used in combination with figures:

iodine-31                      strontium-90                      uranium-235

(7) *Hyphenate* to show a financial year or a span of years:

1914-18 war                      1999-2000  
2000-01                      Labor government of 1972-75

**BUT** from 1972 to 1975

## NOUNS AND VERBS

(8) *Hyphenate* derived words combining the prefix ‘ex’ when it means former:

ex-boxer                      ex-member                      ex-wife

(9) *Hyphenate* compound nouns formed of rhyming elements:

nitty-gritty (n)                      owner-driver (n)

(10) *Hyphenate* all compounds denoting relations preceded by ‘great’. These require a hyphen to avoid ambiguity:

great-aunt                      great-grandmother

(11) *Hyphenate* noun compounds based on phrasal verbs:

claw-back                      fight-back                      hang-out  
hang-up                      knock-back                      roll-back  
stuff-up

(12) *Set separate* compounds with the agentive ‘grower’:

cane grower                      wheat grower  
wine grower                      wool grower

## ADJECTIVES AND ADVERBS

(13) *Hyphenate* where two or more hyphenated compounds have a common basic element and this element is omitted in all but the last term:

15,000- to 20,000-tonne range  
long- and short-term money rates  
two- to three- and four- to five-kilogram parcels

**BUT** small to medium sized businesses

(14) *Hyphenate* adjectival combinations of colours:

a blue-grey haze                      black-and-white copies

(15) **Hyphenate** compound adverbs and adjectives in the attributive position formed of rhyming, repetitive or conflicting terms and compounds consisting of short phrases:

boom-bust (adj)	free-to-air (adj)
not-for-profit (adj)	win-win (adj)

(16) **Hyphenate** compound adjectives in the attributive position, including those containing the following italicised parts:

<i>all-party</i>	<i>big-ticket</i>
<i>double-barrelled</i>	<i>duty-free</i>
<i>ever-present</i>	<i>full-scale</i>
<i>half-price</i>	<i>high-performance</i>
<i>ill-tempered</i>	<i>long-term</i>
<i>low-income</i>	<i>medium-term</i>
<i>middle-income</i>	<i>non-inclusive</i>
<i>part-time</i>	<i>pro-choice</i>
<i>quasi-official</i>	<i>self-generated</i>
<i>shark-proof</i>	<i>short-term</i>
<i>single-minded</i>	<i>upper-class</i>
<i>well-known</i>	<i>wide-open</i>

**Note**

a well-known fact	<b>BUT</b>	this fact is well known
he is a low-income worker	<b>BUT</b>	he is on a low income
she is a part-time worker	<b>BUT</b>	she works part time
a long-term process	<b>BUT</b>	the process is long term
a GST-free item	<b>BUT</b>	the item is GST free

**Note** set separate modified adverb and past/present participle compounds:

extremely well known fact	very low income family
---------------------------	------------------------

(17) **Hyphenate** adjectival compounds where the second word ends with ‘ing’:

awe-inspiring event	data-matching legislation
law-abiding citizen	people-smuggling offences

(18) **Set separate** adjectival compounds ending in ‘based’, ‘funded’, ‘owned’, ‘related’, ‘powered’, ‘sized’, ‘type’ and ‘led’ where the meaning is unambiguous:

government funded schools  
privately owned buildings  
school based learning

(19) **Set separate** compounds consisting of a present or past participle preceded by the comparative or superlative of an adjective or adverb, or in a compound in which ‘more’ and ‘most’ are used to form the comparative and superlative, respectively:

better known writers	least visited countries
lower rated engine	more advanced classes
longer term process	

## MISCELLANEOUS

(20) **Hyphenate** midpoint compass directions and variations thereof:

north-east (n, adj, adv)	south-east by south (n)
south-south-west (n)	south-westerly (adj, adv, n)

**BUT**

North West Cape	North West Shelf
South East Cape	South West Cape
South West Rocks	

(21) **Hyphenate** when the last vowel of a prefix is the same as the first letter of the root word:

anti-inflationary (adj)	de-escalate (v)
pre-eminent (adj)	re-engage

**BUT** cooperation, coordinate

(22) **Hyphenate** when the word formed would otherwise be confused with another word:

co-op (coop)	re-cover (cover again)
re-form (form again)	re-sign (sign again)
re-sort (sort again)	re-sound (sound again)

(23) In Hansard, adjective and adverb forms prefixed by 'non' will be **hyphenated**, while noun forms combining these prefixes will be **set solid**. (Do not follow *Macquarie Dictionary*.) **Note** for 'self' and 'quasi' follow *Macquarie Dictionary*.

non-party (adj)	nonmember (n)
-----------------	---------------

(24) **Hyphenate** prepositional phrase compound nouns consisting of three or more words:

commercial-in-confidence	non-English-speaking
background	
not-for-profit	whole-of-government

(25) **Hyphenate** verb compounds consisting of adjective and noun or noun and verb:

black-ban	cherry-pick	cost-shift
fast-track	people-smuggle	short-list

(26) **Set separate** where a letter or numeral is the second element:

article 3 provisions	grade A milk
----------------------	--------------

**BUT** a catch-22 situation

(27) *Set solid* derived words with the following prefixes:

a (negative)	aero	after
ante	anti	astro
auto	bi	bio
chemo	co	counter
cyber	de	demi
dis	eco	electro
en	endo	ex (not former)
exo	extra	fore
geo	haemo	hemi
hydro	hyper	hypo
im (negative)	in	infra
inter	intra	iso
macro	maxi	mega
meso	meta	micro
mid	milli	mini
mis	mono	multi
neo	neuro	organo
ortho	osteo	out
over	para	peri
petro	photo	physio
phyto	poly	post
pre	pro (general)	pseudo
psycho	pyro	radio
re	retro	semi
socio	step (relation)	stereo
sub	super	supra
tele	theo	there
thermo	trans	tri
turbo	ultra	un
under	uni	up
what	where	who
whom	xeno	xero

---

## 8.9 OBLIQUE STROKE (FORWARD SLASH)

Use of the oblique stroke is permissible to separate equal alternatives (when the words apply to the same entity):

and/or	either/or	he/she
oral/aural	secretary/treasurer	win/lose
yes/no		

---

## 8.10 PARAGRAPH

The trend has been towards shorter paragraphs. Paragraphs that run for a screen's length or more are too long. Paragraphs should be no more than half a screen's length and paragraphs shorter than this are quite acceptable.

Short one-sentence paragraphs should be avoided but may be acceptable where there is a clear change of subject matter.

In the case of turn breaks, text may have to be passed on to the previous editor or text from the preceding turn taken into the following turn to make a paragraph of satisfactory length, particularly if a turn will be held up—for example, a question time turn.

Paragraphs after material in small font should be commenced on the margin (.Block style, obtained by pressing ALT-C with cursor in the text of the paragraph.) This includes when the break coincides with the start of a new turn. Do not start sentences or paragraphs with (1), (2), (3) or (a), (b), (c) except in quotes.

Questions without notice are not paragraphed. Answers to questions without notice may be paragraphed, as may answers given by witnesses appearing before parliamentary committees.

All motions and formal amendments, if not numbered, begin with a paragraph indent.

Paragraphs in second reading speeches should be left as they appear in the typed speech provided by the minister.

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## 8.11 QUESTION MARK

A question mark is used at the end of a sentence or parenthetical clause which asks a direct question:

How many pages will be needed?  
The Treasurer—or was it the Minister for Finance and  
Administration?—told us so.  
Would the minister inform the House of recent reports on the benefits  
to the work force of Australian workplace agreements?

A question mark is not used after an indirect or reported question:

He asked whether we should still do it.  
He asked how many pages would be needed.

A question mark is not used after a statement which is a request rather than a question:

Can I stop you there for a second.  
Would you please let me know the answer as soon as possible.  
Will the honourable member please resume his seat.  
Don't report that, will you.  
Might I say that he was speaking off the cuff.  
Might I turn now to another matter.

Sometimes the tone of voice may turn a statement into a question:

You really saw it?

A question which concludes with a passage in small font need not be rewritten:

Does the minister know that in the *Australian* of today's date the  
following statement appeared:  
The Prime Minister has indicated that he will leave Australia within the next few  
days to visit China.

[See also [Pseudo-questions, section 8.7.4.](#)]

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## 8.12 QUOTATION MARKS

### Use single quotation marks—

Around newspaper headlines, the titles of magazine articles, essays, discussion papers and lectures. Use minimal capitalisation. The first letter of the first word of the title and of those words that normally bear an initial capital should be capitalised. [See also [Books, poems et cetera, section 5.2](#) (italics) and [Titles and subtitles, 8.3.5](#).]:

The essay was ‘On the origin of the dinosaurs’.  
In an article entitled ‘Dogs savage teenager’, John Smith claimed ...  
The headline in the *Daily Telegraph* was ‘An act of war’.  
The minister has recently released a discussion paper ‘Higher education at the crossroads: an overview’.

To indicate technical terms in non-technical writing, colloquial words in formal writing, nicknames, slang and coined or humorous words the first time they are mentioned:

Sir Edward ‘Weary’ Dunlop  
**BUT** Weary was a great Australian; Weary Dunlop was a great Australian

He said he would ‘keep the bastards honest’.

When a member indicates—sometimes by gesture—that certain words are to be enclosed in quotation marks.

To enclose the exact words of a writer or speaker, unless these are shown in small font. [See also [Quotations, section 9](#) and note [Incomplete quotations, section 9.1.1](#); and [Short complete quotations, section 9.1.2](#).]

To indicate italics within italics.

To mark off a term:

the word ‘mark’

**Note** Use double quotation marks only for quoted material within a quotation.

---

## 8.13 SEMICOLON

The semicolon indicates a pause or degree of separation greater than is marked by the comma but less than would justify a full stop. Do not overuse the semicolon.

### Use semicolons—

#### 8.13.1 SINGLE SENTENCE FROM TWO OR MORE CLAUSES

Use a semicolon to form a single compound sentence from two or more clauses which are grammatically complete and not joined by a conjunction:

It is nearly half past six; we cannot reach town before dark.

### **8.13.2 BEFORE A CONJUNCTION**

Use a semicolon before a conjunction or generally in a context that requires a slightly more pronounced pause:

When they reached the frontier, they were deprived of their tickets, their passports and their heavy luggage; so there they had to stay.

He is a sick man; nevertheless he remains cheerful.

### **8.13.3 SEPARATING CLAUSES OR PHRASES**

Use a semicolon to separate clauses or phrases which already contain commas:

The practice of medicine is an art, not a trade; a calling, not a business; a calling in which your heart will be exercised equally with your head.

The rate of inflation for Australia is 10 per cent; West Germany, six per cent; Japan, four per cent; and Korea, two per cent.

On the table were knives, forks and spoons; cups and saucers; and plates, bowls and glasses of all kinds.

### **8.13.4 SEPARATING PARALLEL CLAUSES**

Use a semicolon to separate parallel clauses, instead of joining them with a conjunction:

To be poor and not complain is difficult; to be rich and not arrogant is easy; to be neither is the fate of most.

## 9. QUOTATIONS

Hansard deals with quotations in three ways:

Single quotation marks for incomplete quotations or short complete quotations:

The honourable member said that the government was ‘guilty of misrepresentation’.

The honourable member said, ‘The government is guilty of misrepresentation.’

Small font size for longer quotations (separated from the preceding and following text by hard returns and introduced with a colon):

The honourable member said:  
The government is guilty of misrepresentation and if this continues it should be thrown out of office.

Neither quotation marks nor small font size for indirect quotations:

The honourable member said that the government was guilty of misrepresentation.

[See also [Prefacing direct speech or quotations, section 8.3.3.](#) and [Quotation marks, section 8.12.](#)]

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### 9.1 INCOMPLETE QUOTATIONS AND SHORT COMPLETE QUOTATIONS

#### 9.1.1 INCOMPLETE QUOTATIONS

Do not use an introductory comma or an initial capital letter, except for a proper name, at the start of the quotation:

The Prime Minister said that he would introduce the bill ‘next week’.

Place outside the quotation marks any punctuation marks that relate to the sentence rather than to the quotation:

The Prime Minister said that he would introduce the bill ‘next week’.

The Prime Minister said that he would introduce the bill ‘next week’, but he did not say what would be in it.

The Prime Minister said that he would introduce the bill ‘in my own time’.

The Australian Democrats were formed by Don Chipp to ‘keep the bastards honest’.

If the speaker is interrupted during a short quotation and does not continue the quote, use the following style:

**Senator JACOBS**—He said, ‘That’s a good’—  
**Senator Barnes**—Why?  
**Senator JACOBS**—Will you stop interrupting me.

**Note** If using quotation marks to enclose the exact words of a writer or speaker, use Hansard style for the enclosed words. Do not use the grammar, spelling or font style of the original quote as is done with quotes in small font. [See [Format, section 9.2.3.](#)]

## 9.1.2 SHORT COMPLETE QUOTATIONS

Place a comma before the opening quotation mark UNLESS there is a formal introduction to a quotation, in which case you would use a colon:

The Prime Minister said, ‘I will introduce the bill next week.’

The member replied, ‘That is not good enough.’

‘I will introduce the bill next week,’ the Prime Minister said.

‘The bill,’ the Prime Minister said, ‘will be introduced next week.’

### **BUT**

The Prime Minister addressed us with these words: ‘I will introduce the bill next week.’

[See also [Prefacing direct speech or quotations, section 8.3.3.](#)]

Place punctuation marks inside the final quotation mark unless the introductory clause is a question and the quotation is a statement or the quotation is interrupted by a parenthetical element:

The minister asked, ‘When will you understand this?’

The minister asked, ‘When will you understand this?’ believing they never would.

‘What is the time?’ he asked.

The minister said, ‘You will never understand this,’ laughing as he rose to his feet.

The minister said, ‘I will introduce the bill next week.’

The minister exclaimed, ‘Wouldn’t you know it!’

The minister exclaimed, ‘Wouldn’t you know it!’ but the member did not react.

**BUT** Did I hear the Prime Minister say, ‘I will introduce the bill next week?’

Did he hear the Speaker call, ‘Order’?

[because the introductory clause is a question and the quotation is a statement]

**AND** The Prime Minister said, ‘I will introduce the bill’—we all know what sort of bill it will be—‘next week.’

[because of the interpolation]

It may be helpful to know that for short complete quotations the punctuation mark nearly always goes inside.

**Note** If using quotation marks to enclose the exact words of a writer or speaker, use Hansard style for the enclosed words. Do not use the grammar, spelling or font style of the original quote as is done with quotes in small font. [See [Format, section 9.2.3.](#)]

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## 9.2 LONGER DIRECT QUOTATIONS

These quotations are typed in a small font size. To get the correct font, put the cursor anywhere in the quoted text and use the macro ALT-S (for ‘Small’ style—paragraph indented with small text) or the macro ALT-A (for ‘Small Block’ style—paragraph starting on the margin with small text) as per the original quoted material.

### 9.2.1 INTRODUCTION OF TEXT

The quoted text is in small font, is introduced with a colon and has one hard return before and after it:

**Mr JENKINS**—The relevant council minute reads:  
The Council stands firm in its backing of the proposal and undertakes to pay for all the legal expenses incurred.

**Note** The word ‘that’ should not preface the colon when introducing quotations.

[See also [Introducing lists, quotations et cetera , section 8.3.1.](#)]

### 9.2.2 WHEN SPEAKER RESUMES

When the speaker resumes his own words, do not indent for a new paragraph but resume on the margin. This text should be in ‘.Block’ style, which can be applied by placing the cursor anywhere in the paragraph and pressing ALT-C.

**Mr JENKINS**—The relevant council minute reads:  
The Council stands firm in its backing of the proposal and undertakes to pay for all the legal expenses incurred.  
This should be noted by everyone here.

### 9.2.3 FORMAT

Follow the spelling, paragraphing, indenting, grammar, punctuation and capitalisation style of the document:

**Mr JENKINS**—The relevant council minute reads:  
The Council stands firm in **it’s** backing of the proposal and, undertakes to pay for all the legal expenses incurred.

Follow the font style of the document with regard to words/sentences in italics, capitals, bolding and underlining, unless the entire document/paragraph is italicised, capitalised, bolded or underlined (in which case use normal font).

**BUT** Do not follow the font size style of the words/sentences in the document.

Follow the style of the document and use single or double quotation marks for quoted material within a quotation rendered in small font.

**Note** If the grammar or spelling are wrong, still follow what is in the original.

[See also [Incomplete quotations, section 9.1.1](#) and [Short complete quotations, section 9.1.2.](#)]

### 9.2.4 OMISSION OF WORDS

Show omission of a few words or phrases by ellipsis:

**Mr JENKINS**—The relevant council minute reads:  
The council stands firm ... and undertakes to pay for all the legal expenses incurred.

### 9.2.5 LENGTHY OMISSIONS

Show a lengthy omission from the text by a line of ellipses (ALT-D):

**Mr JENKINS**—The relevant council minute reads:  
The council stands firm in its backing of the proposal and undertakes to pay for all the legal expenses incurred.  
...  
The council has dealt with this kind of situation for many years.

### 9.2.6 INCOMPLETE QUOTATIONS

Use ellipsis to show that the beginning or end of the quotation is incomplete:

**Mr JENKINS**—The relevant council minute reads:  
The council stands firm in its backing of the proposal and undertakes to pay ...

**Mr JENKINS**—The relevant council minute reads:  
... council stands firm in its backing of the proposal and undertakes to pay for all the legal expenses incurred.

### 9.2.7 INTERRUPTIONS

Use an em rule to indicate an interruption:

**Mr JENKINS**—The relevant council minute reads:  
The council stands firm— [Note This em rule is in small font.]  
but I cannot imagine why it would—  
in its backing of the proposal and undertakes to pay for all the legal expenses incurred.

[See also [Ellipsis, section 8.5.](#)]

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## 9.3 INDIRECT QUOTATIONS

Do not enclose indirect speech (indicated by the word ‘that’) in quotation marks:

Members asked when the Prime Minister would introduce the bill.

The Prime Minister said that he would introduce the bill next week.

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## 9.4 QUOTATIONS FROM SONGS AND POEMS

Follow the usual Hansard rules for quoting a short, incomplete quotation or a short, complete quotation from a song or poem. [See [Incomplete quotations and short complete quotations, section 9.1.](#)]

For a longer direct quotation from a song or poem, set it against the margin (in Small Block style) and follow the spelling, paragraphing, grammar, punctuation and capitalisation style of the song or poem:

**Mr McGAURAN**—This is the second verse of our national anthem, *Advance Australia Fair*:  
Beneath our radiant Southern Cross,  
We'll toil with hearts and hands,  
To make this Commonwealth of ours  
Renowned of all the lands,  
For those who've come across the seas  
We've boundless plains to share,  
With courage let us all combine  
To advance Australia fair.  
In joyful strains then let us sing,  
Advance Australia fair.

[See also [Books, poems, plays et cetera, section 4.16.1](#) (capitals); and [Books, poems, booklets et cetera, section 5.2](#) (italics).]



## 10. SPECIAL STYLE

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### 10.1 COMPUTER AND INFORMATION TECHNOLOGY TERMS

As computer and information technology terms are rapidly evolving, follow this section and **NOT** the *Macquarie Dictionary*.

#### A

analog  
applet  
ASCII, American standard code for information interchange  
ASP, application service provider

#### B

bar code  
BASIC, beginners all-purpose symbolic instruction code  
bit  
bit-map  
blog, blogging/web logging  
bps, bits per second  
broadband  
BSRAM/burst SRAM/SynchBurst SRAM  
bulletin board  
byte (a byte is a unit of data that is eight binary digits long; 1 byte=8 bits)

#### C

card swipe reader  
CDMA, code division multiple access  
CD-ROM, compact disc-read only memory  
CGI, common gateway interface  
chat room  
CIDR, classless inter-domain routing  
cookie  
cybercourt  
cybercrime  
cybermall  
cyberpunk  
cyberspace  
cybersquatting  
cyberstore  
cyberterrorism  
cybervandalism

#### D

database  
data capture  
datacast  
datamatch  
dataset  
debug  
desktop publishing  
dial-up (adj), dial up (v)  
disc/compact disc (music)  
disk/ floppy disk/diskette (computers)  
DNS, domain name system

DOS, disk operating system  
dotcom  
.NET (n, adj—pronounced ‘dot net’) (a Microsoft business strategy)  
download  
DRAM, Dynamic RAM

#### E

e-activist  
e-author  
e-banking  
e-biz  
e-book  
e-box  
e-brief  
e-business  
e-card  
e-cash  
e-commerce  
e-contract law  
e-copy  
e-crime  
e-cycling  
e-democracy  
EFTPOS, electronic funds transfer at point of sale  
e-journal  
e-governance  
e-government  
E-layer, Heaviside layer  
email  
email address  
emoticon  
e-motion (parliamentary)  
end user  
e-newsstand  
e-politics  
e-privacy  
e-publishing  
e-pulp  
e-real estate  
e-retail  
e-subscription  
e-tag  
e-tailing  
e-tales  
ethernet  
e-topia  
e-trade  
e-trash  
e-wallet  
e-zine, electronic magazine

## F

FAQ(s) frequently asked question(s)  
filename  
firewall  
format, formatting  
FORTRAN, formulation translation

## G

gateway  
GIF, graphics interchange format (the original and preferred pronunciation is DJIF)  
Google (the company), to google  
groupware  
GSM, global system for mobile  
GUI, graphical user interface

## H

hard copy  
hard disk  
hard drive  
hardware  
Heaviside layer/E-layer  
home page  
hotlink  
HTML, hypertext mark-up language  
HTTP, hypertext transfer protocol  
hyperlink  
hypertext

## I

infoglut  
information superhighway  
input  
internet, the net  
interplanetary web  
IP address, internet protocol address  
IRC, internet relay chat

## J

Java  
JPEG  
junk spam

## K

keyword  
kilobit/kbps/kbits (commonly used for measuring the amount of data that is transferred in a second between two telecommunication points)  
kilobyte/kb/kbyte (a measure of computer memory or storage)

## L

LAN, local area network  
laptop/notebook computer  
Linux  
login  
logon  
logoff

logout

## M

mainframe  
MAN, metropolitan area network  
mark-up language  
m-commerce, mobile commerce  
megahertz  
metadata  
me-zine  
MIDI, musical instrument digital interface  
modem  
motherboard  
MPEG, moving picture experts group  
MP3  
multimedia  
multi-task

## N

narrowcasting  
net, the  
netiquette  
netsurfing  
newsgroup  
notebook/laptop computer

## O

off-line  
online  
OSI, open systems interconnection

## P

PDA, personal digital assistant  
palmtop  
PAN, personal area network  
PC, personal computer  
phishing  
portal  
PowerPoint presentation

## Q

QPS, query per second  
quadbit  
QWERTY keyboard  
queuing theory

## R

RAM, random-access memory  
real-time  
rebroadcast  
reboot  
retransmit  
ROM, read-only memory

## S

screen saver  
SGML, standard generalised mark-up language  
shareware  
SIM card, subscriber identity modules  
SMS, short message service

software  
spam  
spammed/spamming  
spellcheck  
spellchecker  
spreadsheet  
SQL, structured query language  
SRAM, static random-access memory  
stand-alone  
supercomputer

## T

TDMA, time division multiple access  
telemedicine  
tech wreck  
the net  
the web  
trojan horse

## U

UDA, universal data access  
UNIX  
uplink  
upload  
URL, uniform resource locator  
userid  
username

## V

V-chip  
voice mail  
VPN, virtual private network

## W

WAN, wide area network  
WAP, wireless application protocol  
web, the  
web browser  
Webby Award/Webby, the  
web.hansard@aph.gov.au  
weblog, weblogging/bloggging  
webpage  
web server  
web site  
Word  
WordPerfect  
word wrap  
work page  
World Wide Web, the web  
WYSIWYG what you see is what you get  
WYSIWYP, what you see is what you print

## X

XML, extensible mark-up language  
X terminal  
X-modem  
xSP

## Y

Yagi aerial/antenna

Y-modem

## Z

ZV port  
Z-modem  
Zip drive

**Note** A valuable source of information for computer terms can be found at <http://whatis.techtarget.com/>

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## 10.2 DEFENCE TERMS

Defence (when clearly referring to the department **BUT** if unclear or referring to the armed forces, use lower case):

The committee will consider the Defence submission (a submission from the department).

The committee will consider the defence submission (a submission from the armed forces or where it is unclear whether it is from the armed forces or the department).

**BUT** defence (the concept):

The committee will consider the defence submission (a submission about defence as a concept, as opposed to being from the Department of Defence or from the armed forces).

Abrams tank	Defence, Department of (Australia)
ADF Reserves	<b>BUT</b> Defense, Department of (USA)
Aegis air warfare system	Defence Force, Australian; the Defence Force
AEWAC, airborne early warning and control	Defence Force Review
AWAC, airborne warning and control)	defence forces
Air Force (the Royal Australian), the Air Force	defence housing
Air Force Reserve, AF Reserve, the reserve	Defence Materiel Organisation
AIRN (Army individual readiness notice)	defence minister
ANZAC (original WWI corps)	defence personnel
Anzac (for example, personnel, frigates et cetera)	Defence Reserves
armed forces	Defence Science and Technology Organisation
armed services	defence services
army (foreign)	Director of Military Prosecutions
Army (the Australian), the Army	exercise: for example, Kangaroo 95
Army Presence in the North (program)	ex-serviceman, ex-servicemen <b>BUT</b> ex-service men and women
Army Reserve (ARes), the reserve	force, regular
Assistant Chief of the Defence Force (Operations)	Headquarters Australian Defence Force
Australian Defence College	Headquarters Australian Theatre
Australian Defence Force, the Defence Force	Inspector-General of the Australian Defence Force
Australian defence organisation	Jindalee Operational Radar Network, JORN
Australian fleet	Maritime Command
Australian Naval Reserve, ANR, the reserve	Materiel Division
Cadet Corps	military time zone codes—
Chief of Air Force	golf time (zone includes parts of Russia and Western Indonesia)
Chief of Army	hotel time (zone includes China, Hong Kong and other countries)
Chief of Navy	zulu time (zone includes Britain, Portugal and other countries)
Chief of the Defence Force, CDF	National Anti-Terrorist Plan
Chief of Staff <b>BUT</b> chiefs of staff	Navy (the Royal Australian); the Navy
Defence (when clearly the department)	NORFORCE
defence (the concept)	RAAF Base Edinburgh,
defence (when it is unclear whether it is the armed forces or the department)	Edinburgh RAAF Base, RAAF base, the base
Defence annual report	Operation Phoenix

Ready Reserve(s), the; the reserve(s)  
regular force  
Regular Army, the regulars  
reserve—  
    ADF Reserves  
    Air Force Reserve  
    Army Reserve  
    Australian Naval Reserve  
    General Reserve  
    Ready Reserve  
    Reserve  
    reserves, reservists  
    reserve command  
Royal Australian Air Force, the Air  
    Force  
service—  
    senior service, the  
    service pensions  
    service people  
    service minister(s)  
    servicewoman, servicewomen  
    serviceman, servicemen  
    **BUT** service men and women  
    services, the (in the defence  
    sense, for all or any of the Air  
    Force, Army or Navy)  
    services, the three  
SIEV (suspected illegal entry vessel);  
    for example, SIEV4, SIEVX  
sit rep (situation report)  
Special Air Service, SAS  
Special Air Service Regiment, SASR  
Strategic Command  
Tandem Thrust, Operation Tandem  
    Thrust  
triservice  
victualling (pronounced ‘vittalling’)

[See also [Commonwealth, state and territory government departments, section 4.2](#); [Titles of positions, section 4.3](#); and [Ships, aircraft and trains, section 5.4](#). See Defence annual report for current acronyms.]

### 10.2.1 TITLES

Titles are spelt out in full in the body of the text. However, they are abbreviated when used as side names in committee transcripts. [See also *Hansard Committee Form Guide*.]

Admiral	Adm.
Air Commodore	Air Cdre
Air Vice Marshal	Air Vice Marshal
Brigadier	Brig.
Captain	Capt.
Colonel	Col.
Commander	Cmdr
Commodore	Cdre
Flight Lieutenant	Flt Lt
General	Gen.
Group Captain	Group Capt.
Lieutenant, 2nd Lieutenant	Lt
Lieutenant Colonel	Lt Col.
Lieutenant Commander	Lt Cmdr
Lieutenant General	Lt Gen.
Major	Major
Major General	Major Gen.
Rear Admiral	Rear Adm.
Regimental Sergeant Major	Sgt Major
Sergeant	Sgt
Squadron Leader	Sqn Ldr
Vice Admiral	Vice Adm.
Warrant Officer	Warrant Officer
Wing Commander	Wing Cmdr

### 10.2.2 AIRCRAFT NAMES ET CETERA

Aircraft names et cetera should not be hyphenated:

A300  
BAe146  
B52  
B737  
Boeing 727  
DC6B  
DC9, hush-kitted DC9  
F111  
FA18  
Fokker Friendship  
Joint Strike Fighter  
P3C Orion

**BUT** Boeing 737-800

### 10.2.3 MILITARY FORMATIONS

It is customary to describe military formations as shown below. In committee transcripts, abbreviations, if used, are acceptable as shown in square brackets:

the 6th Division [6 Division]  
1st Brigade [1 Brigade]  
2nd Armoured Regiment [2 Armoured Regiment]  
the 2nd Battalion, RAR [2 Battalion, RAR or 2RAR]  
2nd/31st Battalion [2/31 Battalion]  
8th Cavalry Regiment [8 Cavalry or Cav. Regiment]  
1st/15th Royal New South Wales Lancers [1/15 Royal New South Wales Lancers]  
2nd/14th Queensland Mounted Infantry [2/14 Queensland Mounted Infantry]  
No. 77 Squadron (RAAF)  
Third Australian Destroyer Squadron (RAN)

It is customary to designate corps with roman numerals:

the X Corps

It is customary to designate armies with ordinal numbers written in full:

the Eighth Army

[See also [Ordinals, section 7.1.3.](#)]

### 10.2.4 NAMES OF SHIPS AND ADF FACILITIES AND BASES

Names of ships and ADF bases should be shown as follows:

HMAS *Success*  
HMAS *Tobruk*  
HMAS *Westralia*  
HMAS *Cerberus*  
HMAS *Coonawarra*  
HMAS *Harman*  
Sail Training Ship *Young Endeavour*

When pos s needs to be added, the pos s should not be italicised:

HMAS *Sydney*'s crew  
*Cerberus*'s quota

Class names of ships are not italicised:

Daring class destroyer *Voyager*  
Collins class submarine *Dechaineux*

Ship types such as DDL and FFG need not be spelt out in full.

## VESSELS OF THE ROYAL AUSTRALIAN NAVY

### **Amphibious transport ships**

HMAS *Kanimbla*  
HMAS *Manoora*

### **Anzac frigates**

HMAS *Anzac*  
HMAS *Arunta*  
HMAS *Ballarat*  
HMAS *Parramatta*  
HMAS *Perth*  
HMAS *Stuart*  
HMAS *Toowoomba*  
HMAS *Warramunga*

### **Diving/patrol launches**

*Malu Baizam*  
*Seal*  
*Shark*

### **Guided missile frigates**

HMAS *Adelaide*  
HMAS *Canberra*  
HMAS *Darwin*  
HMAS *Melbourne*  
HMAS *Newcastle*  
HMAS *Sydney*

### **Landing craft (heavy)**

HMAS *Balikpapan*  
HMAS *Betano*  
HMAS *Brunei*  
HMAS *Labuan*  
HMAS *Tarakan*  
HMAS *Wewak*

### **Landing ship (heavy)**

HMAS *Tobruk*

### **Mine countermeasure vessels**

HMAS *Bandicoot*  
HMAS *Diamantina*  
HMAS *Gascoyne*  
HMAS *Hawkesbury*  
HMAS *Huon*  
HMAS *Norman*  
HMAS *Rushcutter*  
HMAS *Shoalwater*  
HMAS *Wallaroo*  
HMAS *Yarra*

### **Patrol boats**

HMAS *Bendigo*  
HMAS *Bunbury*  
HMAS *Cessnock*  
HMAS *Dubbo*  
HMAS *Fremantle*

HMAS *Gawler*  
HMAS *Geelong*  
HMAS *Geraldton*  
HMAS *Gladstone*  
HMAS *Ipswich*  
HMAS *Launceston*  
HMAS *Townsville*  
HMAS *Warrnambool*  
HMAS *Whyalla*  
HMAS *Wollongong*

### **Replenishment ships**

HMAS *Success*  
HMAS *Westralia*

### **Sail training ship**

STS *Young Endeavour*

### **Submarines**

HMAS *Collins*  
HMAS *Dechaineux*  
HMAS *Farncomb*  
HMAS *Rankin*  
HMAS *Sheean*  
HMAS *Waller*

### **Support craft lighters**

*Boronia*  
*Teloepa*  
*Wallaby*  
*Warrigal*  
*Wattle*  
*Wombat*  
*Wyulda*

### **Survey motor launches**

*Benalla*  
*Mermaid*  
*Paluma*  
*Shepparton*

### **Survey ships**

HMAS *Leeuwin*  
HMAS *Melville*

### **Torpedo recovery vessels**

*Tailor*  
*Trevally*  
*Tuna*

### **Tugs**

*Bronzewing*  
*Currawong*  
*Mollymawk*  
*Quokka*  
*Tammar*

## **AUSTRALIAN DEFENCE FORCE FACILITIES AND BASES**

### **ALL SERVICES**

Australian Defence College, which oversees these bodies:

- Australian Defence Force Academy (Campbell)
- Centre for Defence and Strategic Studies (Weston Creek)
- Australian Command and Staff College (Weston Creek)

Australian Defence Force Cadets, which oversees these bodies:

- Australian Navy Cadets
- Australian Army Cadets
- Australian Air Force Cadets (previously Air Training Corps)

Headquarters Australian Theatre (approved for site near Bungendore)

Joint Ammunition Logistics Organisation (at Orchard Hills in New South Wales )

Royal Military College of Australia (Duntroon and Tuggeranong)

### **AUSTRALIAN ARMY**

#### **New South Wales**

Greenhills  
Holsworthy  
Kapooka  
Moorebank  
Randwick  
Singleton  
Victoria Barracks (NSW)

#### **Northern Territory**

Larrakeyah Barracks  
Robertson Barracks

#### **Queensland**

Banyo  
Bulimba  
Cabarlah  
Canungra  
Enoggera  
Meeandah  
Oakey  
Victoria Barracks (Qld)

#### **South Australia**

Keswick Barracks

#### **Tasmania**

Anglesea Barracks

#### **Victoria**

Bandiana  
Bonegilla  
Glenorchy  
Puckapunyal  
Victoria Barracks (Vic)  
Watsonia

#### **Western Australia**

Campbell Barracks  
Irwin Barracks  
Leeuwin Barracks

## **ROYAL AUSTRALIAN AIR FORCE**

### **Australian Capital Territory**

RAAF Base Fairbairn

### **New South Wales**

Headquarters Air Command (at RAAF

Base Glenbrook)

RAAF Base Forest Hill

RAAF Base Richmond

RAAF Base Wagga

RAAF Base Williamtown

### **Northern Territory**

RAAF Base Darwin

RAAF Base Tindal

### **Queensland**

RAAF Base Amberley

RAAF Base Townsville

### **South Australia**

RAAF Base Edinburgh

### **Victoria**

RAAF Base East Sale

RAAF Base Williams (takes in facilities  
at Point Cook and Laverton)

### **Western Australia**

RAAF Base Pearce

## **ROYAL AUSTRALIAN NAVY**

### **Australian Capital Territory**

HMAS *Harman*

### **New South Wales**

Garden Island

HMAS *Albatross*

HMAS *Creswell*

HMAS *Kuttabul*

HMAS *Penguin*

HMAS *Waterhen*

HMAS *Watson*

### **Northern Territory**

HMAS *Coonawarra*

Darwin Naval Base

Shoal Bay

### **Queensland**

HMAS *Cairns*

Naval Headquarters—South

Queensland, Bulimba Barracks,

Brisbane

### **South Australia**

Naval Headquarters—South Australia,

Keswick Barracks, Adelaide

### **Tasmania**

Naval Headquarters—Tasmania,

Anglesea Barracks, Hobart

### **Victoria**

HMAS *Cerberus*

Williamstown

### **Western Australia**

HMAS *Stirling*

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## 10.3 HIGHER EDUCATION INSTITUTIONS

Australian Catholic University	ACU
Australian Maritime College	AMC
Australian National University	ANU
Avondale College	Avondale
Batchelor Institute of Indigenous Tertiary Education	Batchelor
Bond University	Bond
Central Queensland University	CQU
Charles Darwin University	CDU
Charles Sturt University	CSU
Curtin University of Technology	Curtin
Deakin University	Deakin
Edith Cowan University	ECU
Flinders University	Flinders
Griffith University	GU
James Cook University	JCU
La Trobe University	La Trobe
Macquarie University	Macquarie
Marcus Oldham College	Marcus Oldham
Melbourne University Private	MUP, MU Private
Monash University	Monash
Murdoch University	Murdoch
Queensland University of Technology	QUT
RMIT University	RMIT
Southern Cross University	SCU
Swinburne University of Technology	Swinburne
University of Adelaide, Adelaide university	Adelaide
University of Ballarat, Ballarat university	UB
University of Canberra, Canberra university	UC
University of Melbourne, Melbourne university	UniMelb
University of Newcastle, Newcastle university	UoN
University of New England	UNE
University of New South Wales, New South Wales university	UNSW
University of Notre Dame	Notre Dame, UND
University of Queensland, Queensland university	UQ
University of South Australia, South Australia university	UniSA
University of Southern Queensland, Southern Queensland university	USQ
University of the Sunshine Coast	USC
University of Sydney, Sydney university	Sydney
University of Tasmania, Tasmania university	UTas
University of Technology, Sydney	UTS
University of Western Australia, Western Australia university	UWA
University of Western Sydney, Western Sydney university	UWS
University of Wollongong, Wollongong university	UoW
Victoria University	VU

**Note** Group of Eight universities

Go8

The Group of Eight is a coalition of Australia's leading universities. Membership comprises the vice-chancellors of the University of Adelaide, the Australian National University, the University of Melbourne, Monash University, the University of New South Wales, the University of Queensland, the University of Sydney and the University of Western Australia.

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## 10.4 SCHEMES, POLICIES, PROGRAMS AND AGREEMENTS

[See also [Schemes, policies, programs et cetera, section 4.5](#); and [Compound names, section 3.2](#).]

### A

A Better Superannuation System  
Aboriginal and Torres Strait Islander Languages Initiatives Program (ATSILIP)  
Aboriginal Education Strategic Initiatives Program (AESIP)  
Active Australia (national physical activity initiative)  
Adult Migrant English Program (AMEP)  
Advanced Networks Program (ANP)  
A Fairer Medicare: Better Access, More Affordable; A Fairer Medicare  
Aged Care Complaints Resolution Scheme  
Agriculture Advancing Australia (AAA **NOT** 'triple A')  
Air Pollution in Major Cities Program  
Army Presence in the North (APIN)  
Australian Services Cadet Scheme (ASCS)  
Australians Working Together package  
Australian water fund  
Australia Remembers  
Australia's Oceans Policy

### B

Backing Australia's Ability  
Bass Strait Passenger Vehicle Equalisation Scheme  
Better Cities Program (a Labor Party program)  
beyondblue (national depression initiative)  
Broadcasting for Remote Aboriginal Communities Scheme (BRACS)  
Building Better Cities (a Liberal Party program)  
Building on Information Technology Strengths (BITS) program  
Bushcare program  
Business Development Program (BDP)

### C

Centre for the Analysis and Dissemination of Demonstrated Energy Technologies (CADDET)  
program  
Charter of Budget Honesty  
Clean Seas Program  
Coastal and Marine Planning Program (CMPP)  
Coastal Monitoring Program  
Coastcare program  
Commemoration of Historic Events and Famous Persons program  
Commercialising Emerging Technologies (COMET)  
Commonwealth Grant Scheme (a higher education scheme)  
Commonwealth-State Housing Agreement, the housing agreement  
Commonwealth Superannuation Scheme (CSS)  
Community Aged Care Package (CACP) program  
Community Development Employment Projects (CDEP)  
community development project (CDP)  
Community Housing and Infrastructure Program (CHIP)  
Community Support Program (CSP)  
consolidated revenue fund  
Creative Nation  
Cultural Heritage Projects Program (CHPP)

## D

Dairy Exit Program (DEP)  
Dairy Industry Adjustment Package (DIAP)  
Dairy Regional Assistance Program (Dairy RAP)  
Dairy Structural Adjustment Program (DSAP)  
Defence Update  
Diesel and Alternative Fuels Grants Scheme  
Diesel Fuel Rebate Scheme

## E

Educational Textbook Subsidy Scheme (ETSS)  
Energy Grants (Cleaner Fuels) Scheme  
Employee Entitlements Support Scheme (EESS)  
Endangered Species Program  
Energy Efficiency Best Practice (EEBP) program  
Energy Grants (Credits) Scheme  
Export Market Development Grants Scheme, EMDG Scheme, EMDGS, export market development grants  
Extended Aged Care at Home (EACH) program

## F

Farm Business Improvement Program (FarmBis)  
Farm Family Restart Scheme (FFRS)  
Farm Management Deposits (FMD) scheme  
Federation Community Projects Program  
Federation Cultural and Heritage Projects Program  
Fightback  
Financial Assistance Grants (FAGs) Scheme  
First Home Owners Scheme, first home owners grant  
Fisheries Action Program  
Forest Industry Structural Adjustment Package (FISAP)

## G

General Employee Entitlements Redundancy Scheme (GEERS)  
Go Career program  
Green Corps program  
Greenhouse Challenge  
Greenhouse Gas Technology Information Exchange (GREENTIE) program  
Group Training New Apprenticeships Targeted Initiatives Program (GTNATIP)

## H

health care agreement  
Higher Education Loan Program, HELP; FEE-HELP; OS-HELP; HECS-HELP  
Home and Community Care (HACC) program  
HomeFront program  
Humanitarian Program

## I

Immunise Australia Program  
Indigenous Education Strategic Initiatives Program (IESIP)  
Indigenous Employment Program (IEP)  
Information Technology Online (ITOL) program  
Innovation Access Program (IAP)  
International Monetary Fund, IMF (a body with staff)  
Internet Assistance Program (IAP)

## J

Job Network  
Job Placement, Employment and Training (JPET) program  
Job Search  
Jobstart program  
Jobs, Education and Training (JET) program  
Jobs Pathway Program (JPP)

## K, L

Knowledge Nation  
Landcare program  
Landcare and Environment Action Plan (or Program) (LEAP)  
Language Access Initiatives Program (LAIP)  
Language, Literacy and Numeracy Program (LLNP)  
Lifetime Health Cover initiative  
Link Up program and Link Up services  
Living Cities program/policy/initiative

## M, N

Medicare Benefits Schedule  
Medicare Gold (Labor Party program)  
MedicarePlus  
Mid-Year Economic and Fiscal Outlook (MYEFO)  
Migration (non-Humanitarian) Program  
National Action Plan for Salinity and Water Quality  
National Arts and Crafts Industry Support Strategy (NACISS)  
National Capital Plan  
national competition policy (NCP)  
National Drug Strategy  
National Employment and Training (NEAT) System (or Scheme)  
National Feral Animal Control Program  
National Greenhouse Strategy  
National Illicit Drug Strategy (otherwise known as the Tough on Drugs strategy)  
National Landcare Program (NLP)  
National OJD Control and Evaluation Program (NOJDP) (Note OJD is ovine Johne's disease)  
National Respite for Carers Program (NRCP)  
National River Health Program  
National Road Safety Black Spot Program  
National School Drug Education Strategy  
National Water Initiative  
National Weeds Program  
National Wetlands Program  
Natural Heritage Trust  
Networking the Nation  
New Apprenticeships (the program), new apprenticeships (the apprenticeships)  
New Apprenticeships Access Program (NAAP)  
New Industries Development Program (NIDP)  
Newstart

## O, P, Q, R

oil for food program (United Nations program)  
One Billion Trees program  
Partnerships for Development (PfD) program  
Pharmaceutical Benefits Scheme  
Practice Incentives Program (PIP)  
Priority One: Young Australia  
Public Sector Superannuation (PSS) Scheme  
Raising National Water Standards program

R&D Start  
Regional Assistance Program (RAP)  
Regional Flood Mitigation Program (RFMP)  
Regional Forest Agreement Participation and Awareness Program  
Return to Work program  
Roads of National Importance (RONI) program/scheme, roads of national importance (the roads)  
Roads to Recovery program

## S, T, U

Save the Bush  
SkillShare  
Small Business Enterprise Culture Program (SBECP)  
Strategic Materiel Acquisition Request for Tender (SMART) 2000  
Strategic Partnership Industry Development Agreements (SPIDA) program  
Strategic Partnerships with Industry—Research and Training (SPIRT) Scheme  
‘Strengthening Medicare’ (in relation to the MedicarePlus package)  
Tasmanian Regional Forest Agreement, regional forest agreement  
Tax Law Improvement Project (TLIP)  
Transition to Work program  
United Nations International Children’s Emergency Fund, UNICEF (a body with staff)

## V, W, X, Y, Z

VET in Schools program  
Water Smart Australia program  
Waterwatch Australia  
Water Wise Communities program  
Work for the Dole program  
Working Nation  
Workplace English Language and Literacy (WELL) program  
Young Offenders Pilot Program (YOPP)  
Youth Allowance program  
Youth Pathways Action Plan Taskforce

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## 10.5 PARLIAMENTARY AND PUBLIC SERVICE TERMS

[See also [Titles of positions, section 4.3.](#)]

### A

act(s)—

- division
- income tax act (if not specific)
- paragraph
- subparagraph
- part (I et cetera)
- preamble
- schedule (first schedule et cetera)
- section
- subsection
- tax act (if not specific)
- title

[See also [Proposed amendments to bills, section 6.1.2.](#)]

**Note** A list of acts administered by each department appears at the beginning of that department's entry in the *Commonwealth Government Directory*. Text of acts can be found at <http://scaleplus.law.gov.au/html/pasteact/browse/TOC.htm> or <http://www.austlii.edu.au/>. Text of bills and bill related documents can be found at <http://www.aph.gov.au/bills/index.htm> or on ParlInfo.

Acting Prime Minister

Acting Secretary to/of the Department of the Environment and Heritage

address-in-reply, the address

adjournment debate

administration (the Reagan administration, the Keating administration)

Administrative Arrangements Order

Advance to the Minister for Finance, the advance

Ageing minister, Ageing portfolio (otherwise ambiguous)

*Alert Digest(s)*

appropriations, the appropriations

appropriation bills

Appropriation Bill (No. 1) 1991-92

ASO5

Attorney-General

Attorney-General's Department, A-G's

the Attorney (meaning the Attorney-General)

attorneys-general

Audit Office, Auditor-General, Auditor (meaning the Auditor-General)

AusInfo

Australian Government Solicitor

autumn sittings

ayes (ayes and noes)

### B

back bench (row of seats)

backbench (members of)

backbencher

bar (legal and House of Representatives)

bill(s)—

- appropriation bills
- clause
- division

subclause  
first reading  
paragraph  
part (I et cetera)  
preamble  
schedule (first schedule et cetera)  
subparagraph  
second reading  
title  
[See also [Bills, section 6.1.1.](#)]

*Bills Digest*

Black Rod

blue book (a parliamentary report or paper)

blue sheet/paper, the blue (the House of Representatives daily program)

budget(s)—

budget papers

Budget Paper No. 1, the budget paper

budget session

budget speech, the Treasurer's speech, the speech **Note** There is only one budget speech: the Treasurer's. References to speeches on the budget by other members or senators should be rendered as 'the honourable member's/senator's speech on the budget'.

mini-budget

state budget(s)

business of the Senate (a section of the *Notice Paper*)

## C

cabinet(s)

Cabinet Secretary

caucus, caucuses

Centre Left

chair, the (whether the occupant of or the piece of furniture)

chair (the Hon. David Hawker took the chair)

chairman—

Madam Chair (as a form of address)

Senate—

the Chairman

the Temporary Chairman (Senator Ferguson)

temporary chairmen

vice-chairman

Chair of the Standing Committee on Community Affairs, the chair

chamber

Chief Government Whip

Chief Opposition Whip

Chief Minister, the chief ministers

Clerk of the House (of Representatives), the Clerk

Clerk of the Senate, the Clerk

clerk(s) (the clerk at the table)

coalition, the

committee—

Committee of the Whole, Main Committee, the Committee (capital used for Main Committee only)

committee stage

in committee

procedural committees

roundtable discussion/conference/hearing

the standing committee, the committee

Commonwealth (always initial capital: for example, Commonwealth parliament)

*Commonwealth of Australia Gazette*, the *Gazette*

congress (United States)  
consideration in detail stage  
consolidated revenue (fund)  
Constitution, the  
Corporations Law  
Council of Australian Governments (formerly Premiers Conference)  
Court—  
    [See also [Courts, section 6.3.](#)]  
Crown—(see *Macquarie Dictionary*)  
    the Crown (sovereign or governing power)  
    crown land  
    crown law office  
    Crown Solicitor (official position)  
    the Crown v Smith  
    minister of the Crown  
    the shield of the Crown  
customs—  
    Australian Customs Service  
    Comptroller-General of Customs, the comptroller-general  
    Customs (when clearly the department)  
    customs agent/broker  
    Customs officer (employee of the department)  
    customs duty  
    duties of customs  
    He got through customs.

## D

defence—  
    [See [Defence terms, section 10.2.](#)]  
Defence Subcommittee (a subcommittee of the Joint Standing Committee on Foreign Affairs, Defence and Trade)  
Democrats (the Australian Democrats)  
department [See [Commonwealth, state and territory government departments, section 4.2.](#)]  
Deputy Prime Minister  
Deputy Clerk (of the House of Representatives, of the Senate)  
Deputy Leader of the Government in the Senate  
Deputy Leader of the Opposition in the Senate  
dispatch box (**NOT** despatch box)  
division—  
    division of a bill or act  
    division bells  
    in division  
dorothy dix(er)

## E

estimates—  
    additional estimates  
    the estimates committee  
    an estimates committee  
    estimates committees  
    forward estimates  
    supplementary estimates  
executive—  
    the executive  
    Executive Council  
    executive decision  
    the executive side of government

ex-Senator Colston  
an ex-senator  
ex-senator Peter Walsh (if first name included)

## F

Family First

federal—

- federal authorities
- federal capital
- federal government of Australia, the federal government Hansard
- federal politics
- federal system
- federal Treasurer

Federation—

- Centenary of Federation
- Federation (Australian)
- federation (other countries)

FOI'd

Foreign Affairs, Defence and Trade Legislation Committee (a committee of the Senate)

Foreign Affairs, Defence and Trade References Committee (a committee of the Senate)

Foreign Affairs Subcommittee (a subcommittee of the Joint Standing Committee on Foreign Affairs, Defence and Trade)

front bench (row of seats)

frontbench (members of)

frontbencher

## G

gallery—

- the gallery
- diplomatic gallery
- President's gallery, Speaker's gallery
- press gallery (the collection of press representatives or the area in which the press representatives sit)
- public gallery

general business (a section of the *Notice Paper*)

general business order of the day No. 6

government—

- the government (the Keating government, the Howard-Anderson government et cetera)
- a government
- in government
- the government of the day (a specific government)
- the government of the day (generally)
- governments
- government business, a section of the *Notice Paper*
- government business order of the day No. 7
- the government's program
- government members
- government policy
- government supporters
- when we were in government

Governor-General—

- Governor-General's speech, the speech
- His Excellency the Governor-General
- Governor-General in Council
- Governor of New South Wales, the State Governor, the Governor

green paper

the Greens (if specific party name)

the Greens (WA)

the Green Independents  
the green movement  
grievance day/debate

## H

*Hansard*(s) (the document)  
Hansard pink, green  
Hansard editor/reporter  
head of state, heads of state  
the honourable member for Shortland [See also [Honourable, section 2.8.](#)]  
House—  
    the House (of Representatives)  
    house of review  
    houses of parliament  
    Leader of the House (of Representatives)  
    lower house  
    Old Parliament House  
    Parliament House  
    people's house  
    new Parliament House  
    other house (the Senate)  
    states house (the Senate)  
    this house (if Parliament House)  
    this House (if House of Representatives or Main Committee)  
    this house (if Senate)  
    upper house  
Human Rights Subcommittee (a subcommittee of the Joint Standing Committee on Foreign Affairs, Defence and Trade)

## I

Independent, an (for example, Senator Harradine or Mr Andren)  
Independents (quasi-party)  
Inspector-General of Intelligence and Security, inspector-general  
Inspector-General of Taxation  
intergovernment(al)

## J

the joint sitting, a joint sitting  
*Journals of the Senate*

## K

King's Hall

## L

Labor Party (Australia)  
Labour Party (UK and NZ)  
Labor Unity  
l-a-w law  
Leader of the Government in the Senate (Senate only)  
Leader of the House (of Representatives) **NOT** Manager of Government Business (no such position)  
Leader of the Opposition, opposition leader, the leader, my leader

Left—

- Centre Left
- left wing
- Socialist Left
- the Left

legislation committee(s)

Liberal (of the Liberal Party)

Liberal-National Party

Liberal and National parties

Liberals

liberal, small 'l'

Loan Council (Australian Loan Council **NOT** Loans)

loan fund

the Lodge

## M

Main Committee

madam (may I say, madam **BUT** Madam Deputy Speaker or Madam Chair as a form of address)

Manager of Opposition Business

member—

- the Hon. John Howard
- the honourable member
- the honourable member for Bennelong
- member for Bennelong
- member(s) of parliament
- Members Hall
- the Rt Hon. IMcC Sinclair

minister(s)—

- acting minister(s)
- assistant minister(s)
- former minister, former Minister for Defence, former Minister Reith, former minister Peter Reith, former defence minister
- this minister
- health ministers
- It was Minister Ruddock who told us that.
- Minister representing the Minister for the Environment and Heritage
- Minister Assisting the Prime Minister for Women's Issues
- Ministers Abbott and Costello
- Minister for Veterans' Affairs
- minister of the Crown
- shadow minister(s)
- shadow minister for defence **BUT** shadow Treasurer, shadow Assistant Treasurer, shadow Attorney-General
- You know, Minister, that that is not true.

ministerial, prime ministerial

Ministerial Council on ... (initial caps for full proper name), MINCO

ministry(ies)—

- ministry
- ministry (the portfolio) **BUT** Ministry of Education and Training, Victoria (official title)
- the Howard ministry
- shadow ministry

## N

Nationals, The (**Note** use of National Party is acceptable)  
Natural Heritage Trust  
never, ever  
noes (ayes and noes)  
notice of motion  
notice of motion No. 2  
*Notice Paper(s)*  
the no case

## O

Office of Parliamentary Counsel **BUT** parliamentary counsel  
Official Trustee  
Old Parliament House  
Ombudsman—  
    the Commonwealth Ombudsman, the Ombudsman  
    the New South Wales Ombudsman, the Ombudsman  
    the Banking and Financial Services Ombudsman, the banking ombudsman, the ombudsman  
    the Telecommunications Industry Ombudsman, the telecommunications ombudsman, the ombudsman  
One Nation  
opposition—  
    Deputy Leader of the Opposition  
    in opposition  
    members of the opposition  
    Leader of the Opposition  
    opposition leader  
    opposition members  
    opposition policy  
    the opposition's policy  
order of the day No. 7  
ordinance—  
    Nature Conservation (Amendment) Ordinance, the ordinance  
    the ordinances  
    an ordinance  
out year (n), out-year (adj)

## P

parliament—  
    Australian parliament  
    Commonwealth parliament **BUT** Commonwealth Parliament of Australia  
    federal parliament  
    members of parliament  
    new Parliament House  
    Old Parliament House  
    parliament(s)  
    parliamentarians  
    parliamentary  
    parliamentary counsel **BUT** Office of Parliamentary Counsel  
    parliamentary secretary(ies) **BUT** Parliamentary Secretary to the Minister for Finance and  
        Administration  
    Parliamentary Triangle  
    Parliamentary Zone  
    Parliament of Australia  
    South Australian parliament  
    state parliament(s)

- the 41st Parliament
- the Parliamentary Library
- Westminster, the mother of parliaments
- Parliamentary Handbook*
- Parliamentary Service
- party—
  - my party (a specific party)
  - party leaders (generally)
  - party room
- police—
  - Australian Federal Police
  - New South Wales Police
  - Northern Territory Police, Fire and Emergency Services; Northern Territory Police
  - Queensland Police Service
  - South Australia Police
  - Tasmania Police
  - Victoria Police
  - Western Australia Police Service
- portfolio (the Environment and Heritage portfolio)
- Premier—
  - the Premier, a Premier, premiers
  - former Premier
  - Premiers Conference (now Council of Australian Governments)
  - Special Premiers Conference
- President—
  - the President (of the Senate)
  - the Acting President (identified only at beginning of day)
  - acting deputy presidents
  - the Deputy President (identified only at beginning of day)
  - the Acting Deputy President (identified)
  - President's gallery
- Presiding Officer(s) (when referring to the Speaker and/or the President)
- presiding officer(s) (when referring to an occupant of the chair other than the Speaker or the President)
- press
- press gallery
- Prime Minister, prime ministers, Deputy Prime Minister, Vietnamese Prime Minister
- private member's bill, private members' bills
- private members' business
- Privileges Committee
- Procedure Committee
- procedural committees
- proposals—
  - Customs Tariff Proposals No. 12 (1987), the proposals
  - tariff proposals (generally)
- public gallery
- public service (generally)
- Public Service (the Australian Public Service), the service
- Public Accounts and Audit Committee
- Public Works Committee

## Q

- Quarantine officer (that is, an officer of AQIS)
- the Queen
- question time

## R

the red (Senate daily program)  
Register of Members' Interests  
Registrar of Members' Interests  
regulations—  
    air navigation regulations, the regulations  
resolution (a motion that has been passed)  
the Rt Hon. IMcC Sinclair  
Right—  
    the Right  
    right wing  
    far Right  
    New Right  
    the right wing  
roll-back (noun, adjective), to roll back (verb)  
roundtable discussion/conference/hearing  
royal (when referring to the royal family, royal personages, activities and events)—  
    a royal visit  
    royalty  
    royal tour  
    the royals  
    royal commission  
    royal assent

## S

second reading speech (there is only one second reading speech, delivered by the minister; others give a speech on the second reading or a speech in the second reading debate)  
secretariat  
Secretary **to/of** (**NOT** for) the Department of Defence, the secretary  
Secretary of the Senate Standing Committee of Privileges, the committee secretary, the secretary  
Senate, Senate committee  
Senator—  
    a senator  
    Senator elect Smith; he is a senator elect  
    ex-Senator Walsh **BUT** ex-senator Peter Walsh (if first name included)  
    senator(s)  
    the honourable senator  
    Senator (may I say, Senator ...)  
    Senator the Hon. Amanda Vanstone  
    Senator Knowles  
    Senators Brown and Nettle  
Serjeant-at-Arms (do not follow the *Macquarie Dictionary*)  
session (of parliament)  
sessional order(s)  
shadow minister for environment and heritage, shadow minister **BUT** shadow Attorney-General, shadow Assistant Treasurer, shadow Treasurer  
sir (may I say, sir ...) **BUT** Senator Sir John Carrick  
sitting (of parliament)  
Socialist Left (of the ALP)  
SOG B **BUT** EL1 and PEL1  
Solicitor-General **BUT** the Australian Government Solicitor

Speaker—  
former Speaker Mr Neil Andrew; the former Speaker, Mr Neil Andrew  
Madam Speaker, the Speaker, the speech made by Mr Speaker  
Mr Speaker  
Mr Deputy Speaker  
Madam Deputy Speaker  
the deputy speakers  
Second Deputy Speaker  
the Speaker, Mr Hawker  
Speaker's gallery  
Speaker's panel

speakers list

spring sittings

standing order(s), standing order 94

state—

state(s) (New South Wales, Victoria et cetera)

States (the United States of America)

Australian state governments

state railways

states rights

state government school

State Governor, state governors

state schools (in other words, non-private schools)

statewide [*Australian Oxford Dictionary*]

member state of ANZUS

the states house (the Senate)

the state

statute book

supply

supply bills

## T

table

Table Office

tax office **BUT** Australian Taxation Office, Taxation Office

territory(ies)

Territory (Northern Territory)

Territorians (Northern Territory)

Trade Subcommittee (a subcommittee of the Joint Standing Committee on Foreign Affairs, Defence and Trade)

Treasury

Treasurer, treasurers

treasury bench (not treasury benches)

treasury bills/notes

## U

Usher of the Black Rod, the

## V

Vice-President of the Executive Council

*Votes and Proceedings*

## W,X,Y,Z

whips

Chief Government Whip, Government Whip, government whips

Chief Opposition Whip, Opposition Whip, opposition whips

white paper

yes (the yes case)

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## 10.6 FOREIGN WORDS AND PHRASES

Do not use accent marks on foreign words—for example, *café*, *vis-a-vis*.

### List of abbreviations

Afrik.	Afrikaans
Arab.	Arabic
L	Latin
F	French
pl.	plural
Russ.	Russian
It.	Italian
Sp.	Spanish

## A

ab initio (L)	from the beginning
ab intestato (L)	title, under the law of succession, to property of a deceased person who has not disposed of it by his will
ab origine (L)	from the beginning
ab ovo (L)	from the egg; hence, from the beginning
ab ovo usque ad mala (L)	from beginning to end
absente reo (L)	the defendant being absent
ad anguem factus (L)	done to the nail; finished to the last detail
ad crumenam (L)	an argument addressed to the purse, intended to appeal to the listener's financial sense
ad filum viae (L)	to the middle of the way or road
ad finem (ad fin.) (L)	at or near to the end
ad hoc (L)	for this special purpose
ad hominem (L)	to the man—that is, to his interests and passions (see <i>argumentum</i> )
ad infinitum (L)	without limit
ad interim (L)	in the meantime
ad libitum (L)	at pleasure
ad litem (L)	for the purpose of the proceedings
ad locum (L)	at the place
ad misericordiam (L)	a plea for mercy; an argument appealing to the compassion of the listener

ad modum (L)	after the manner of
ad nauseam (L)	to a sickening or disgusting extent; tediously
ad personam (L)	an argument designed to appeal to the personal sentiments or prejudices of the listener
ad referendum (L)	for consideration
ad rem (L)	to the point, to the purpose
ad valorem (L)	a term used in speaking of the duties or customs paid on certain goods
aequo animo (L)	with an unruffled mind
aes triplex (L)	an impenetrable defence
aetatis suae (L)	aged; in the year of his or her age
aeternum vale (L)	farewell forever
a fortiori (L)	all the more so; with stronger reason
alias (dictus) (L)	otherwise called
allegata et probata (L)	matters alleged and proved
alter ego (L)	another self, a double
alter idem (L)	another precisely similar
amor vincit omnia (L)	love overcomes all things
amour de voyage (F)	a temporary infatuation such as is frequently experienced in the course of a sea voyage
angulus terrarum (L)	a favourite or familiar corner of the earth, the place in which one feels most at home
anni nubiles (L)	marriageable age of a woman
anno (L)	in the year—as in anno Domini, in the year of the Lord
annus deliberandi (L)	the year allowed by Scots law for the heir to deliberate whether he will enter upon his ancestor's land and represent him
annus mirabilis (L)	wonderful year; year of wonders
ante (L)	before—as in antenatal, anteroom; distinguish from anti, meaning against
ante bellum (L)	before the war
ante litem motam (L)	before litigation commenced

ante meridiem (am) (L)	before noon
apparat (Russ.)	the Soviet bureaucracy
apparatchik (Russ.)	a member of the Soviet bureaucracy
a priori (L)	from the cause to the effect
aqua vitae (L)	water of life; strong distilled alcohol, such as whiskey or brandy
argumentum ad crumenam (L)	argument to the purse; an appeal to interest
argumentum ad hominem (L)	argument to the man—that is, an argument deriving its force from the situation of the person to whom it is addressed
argumentum ad ignorantiam (L)	argument founded on an adversary's ignorance of facts
argumentum ad invidiam (L)	an appeal to low passions or reasoning
ars gratia artis (L)	art for art's sake
ars longa, vita brevis (L)	art is long, life is short
a rubro an nigrum (L)	to proceed to the sense of the text in a statute by looking at the title (the title was once written in red, the text in black)
audaces fortuna juvat (L)	fortune favours the bold, or brave
ayatollah (Arab.)	title of Shiite Muslim religious teacher of the highest rank

## B

bien vu (F)	well thought of; highly esteemed
bon copain (F)	an agreeable companion; a loyal friend
bona fide(s) (L)	in good faith; genuine
Bond (Afrik.)	the Afrikaander Bond, a political league formed in South Africa in 1882 to promote the unification and independence of the South African colonies
brutum fulmen (L)	an aimless thunderbolt

## C

c'est la vie (F)	that's life; that's the way things happen
c'est magnifique, mais ce n'est pas la guerre (F)	it's magnificent, but it's not war
ca saute aux yeux (F)	it jumps to the eyes; it is quite obvious, it cannot be overlooked
capita, per (L)	by heads; by the individual person

carabiniere; carabinieri, pl. (It.)	an Italian policeman armed with a rifle
carcere duro (L)	hard labour
carpe diem (L)	seize the day
casus sine qua non (L)	an indispensable condition
caudillo (Sp.)	a leader of a group, a captain
cave canem (L)	beware of the dog
caveat (L)	let him take heed; a warning or a caution
caveat actor (L)	let the doer beware
caveat emptor (L)	let the purchaser beware
censor morum (L)	a regulator of morals, one whose business it is to punish moral delinquency
certiorari (L)	to be more fully informed of
ceteris paribus (L)	other things being equal
comme il se doit (F)	as is right and proper, as is fitting
compos mentis (L)	of sound mind
con amore (It)	with love; earnestly
conditio sine qua non (L)	a necessary condition
confessio fidei (L)	a confession of faith; a public avowal of allegiance to a cause
consensus facit legem (L)	consent makes the law
contra bonos mores (L)	against good manners
contra mundum (L)	against the world; in complete isolation
contrat de majorite (F)	a political system whereby the members of parliament who vote a government into power undertake to support all its measures for a prescribed period
coram non iudice (L)	before one who is not the proper judge
coram populo (L)	in the presence of the people; openly; manifestly
corpus delicti (L)	the body of the crime; the essential fact or facts necessary to constitute the commission of the offence
corrigenda (L)	corrections to be made
couleur du temps (F)	the colour of the weather; the way the wind blows; the general tendency of circumstances at a given moment

coup de grace (F)	finishing stroke
coup de piston (F)	a helping hand; the exercise of influence in favour of a candidate; string-pulling
credo quia impossibile est (L)	I believe it because it is impossible
cui bono? (L)	to whose advantage? Colloquially: what good will it do?
culpa levis (L)	trivial fault
culte du moi (F)	the religion of self; the systematic placing of one's own interests before those of others
cum grano salis (L)	with a grain of salt; with allowance for exaggeration
cum laude (L)	with praise; with distinction; always of the result of an examination
curriculum vitae (L)	a brief autobiographical account attached to an application for a post

## D

Dei gratia (L)	by the grace of God
Deo gratias (L)	thanks be to God
de die in diem (L)	from day to day (chiefly, of costs)
de facto (L)	in fact; the opposite of de jure
de jure (L)	by right; the opposite of de facto
de minimis non curat lex (L)	the law cares not about trifling matters
de novo (L)	afresh; anew
dictum (L)	an observation as to the law made by a judge in the course of a case but not necessary to its decision, therefore of no binding effect; often called an 'obiter dictum', a remark by the way
doctus cum libro (L)	learned with the aid of a book
dominus vobiscum (L)	the Lord be with you
dramatis personae (L)	the characters in a play or story
droit (F)	right; justice; equity
dubitante (L)	doubting; being doubtful

## E

e converso (L)	conversely
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e pluribus unum (L)	many made one; one out of many; one composed of many
ego sum qui sum (L)	I am who I am
en menage (F)	living together (as in husband and wife)
en passant (F)	in passing; by the way
entrepot (F)	a centre for the distribution of goods, chiefly import and export
eo nomine (L)	by that very name
esto (L)	let it be; admitting that it is so
et al (L)	and others
et sequentes (et seq.) (L)	and those that follow
et sequentia (L)	and what follows
ex aequo et bono (L)	in equity and good conscience
ex cathedra (L)	with the weight of one in authority
ex contractu (L)	from a contract; one of the greatest classes of obligation from which a right of action accrues
ex curia (L)	out of court
ex improviso (L)	unexpectedly
ex libris (L)	from the books of; from the library
ex more (L)	according to custom
ex officio (L)	officially; by virtue of office
ex parte (L)	on behalf of; a proceeding by one party in the absence of the other
ex post facto (L)	The full phrase is ‘ex post facto jure’—literally ‘from a law made after’. In other words, it is retrospective.
ex silentio (L)	(an argument) from silence
ex tacito (L)	tacitly
extempore (L)	offhand; without preparation
extra vires (L)	beyond the powers
extrajudicial (L)	out of the regular course of legal procedure; from ‘extra’ and ‘judicium’.

## F

factum (L)	the fact
fait accompli (F)	a thing already done
felix culpa (L)	happy fault; applicable when a mistake turns out to be of benefit
flagrante delicto, in (L)	the very act of committing the crime
folie de grandeur (F)	an illusion of greatness
force de frappe (F)	a striking force
force majeure (F)	irresistible compulsion; coercion diplomatically recognised as irresistible

## G

gaudeamus igitur (L)	let us therefore rejoice
gravitas (L)	serious-mindedness; dignity and solemnity of bearing

## H

hac lege (L)	with this law or condition
hic et nunc (L)	here and now
homo ludens (L)	the sportive man; the aspect of the human personality which leads to irresponsible joking
honoris causa (L)	as a mark of honour, honorary
horrible dictu (L)	horrible to tell
hors du jeu (F)	not practical politics

## I

ibidem, ibid., id. (L)	in the same place or case
idem (L)	the same
idem sonans (L)	sounding the same
imperium in imperio (L)	a government within a government
imprimis (L)	in the first place
in camera (L)	in private
in custodia legis (L)	in the keeping of the law
in esse (L)	in being

in extenso (L)	from the beginning to the end; leaving out nothing
in extremis (L)	at the last gasp
in fieri (L)	in the process of coming into existence; in the course of completion
in globo (L)	in its entirety; as a whole; taking a general view
in limine (L)	at the outset; preliminary
in loco parentis (L)	in the place of a parent
in majorem cautelam (L)	by way of greater caution
in medias res (L)	into the heart of the subject; without preface or introduction
in memoriam (L)	in memory of
in perpetuum (L)	forever
in personam (L)	those actions in law which seek recovery of damages et cetera against the person
in poenam (L)	by way of punishment
in posse (L)	possible; potential
in re (L)	in the matter of
in rem (L)	a judgment pronounced on the status of some particular subject matter
in situ (L)	in its original or proper situation
in solido (L)	in the whole (applied to a contract)
in statu quo ante (L)	in the condition in which it was
in toto (L)	altogether
in transitu (L)	during the passage of
inter alia (L)	among other things
inter alios (L)	among other people
inter se (L)	among themselves
inter vivos (L)	in one's lifetime; among living persons
ipso facto (L)	by the very act itself
ita est (L)	it is so
iterum (L)	again; once more

## J

j. (judex) (L)	judge
jure divino (L)	by divine right
jus accrescendi (L)	the right of survivorship
jus canonicum (L)	canon law
jus civile (L)	civil law
jus divinum (L)	divine law
jus gentium (L)	the law of nations; sometimes used for public international law

## L

lacuna (L)	a hiatus, a blank
laissez faire (n); laissez-faire (adj) (F)	the doctrine of non-interference
lapsus linguae (L)	a slip of the tongue
lapsus memoriae (L)	a slip of the memory
le roi et l'état (F)	king and state
lese-majeste (F)	high treason
lex domicilii (L)	the law of the domicile
lex non scripta (L)	unwritten law; common law
lex non scripta (L)	the common law; literally, unwritten law
lex scripta (L)	statute law; literally, written law
lex terrae (L)	the law of the land
lingua franca (It.)	any language used as a means of communication among speakers of other languages
lis (L)	legal proceedings; literally, the dispute
locum tenens (L)	a deputy or substitute
locus in quo (L)	the place in which

## M

mafioso, pl. mafiosi (It.)	a member of the Mafia
magna cum laude (L)	with high honours

magnum opus (L)	chief work of a creative artist
mala fide(s) (L)	in bad faith; not genuine; the opposite of bona fide(s)
malapropos (F)	ill timed; inappropriate
mandamus (L)	we command; used in the phrase ‘writ of mandamus’
manu forti (L)	with a strong hand
mater familias (L)	the mother of the family
maxima cum laude (L)	with the highest praise; with distinction
me iudice (L)	according to my judgment
mea culpa (L)	by my fault
mea maxima culpa (L)	through my own most grievous fault
mens rea (L)	a guilty mind
mera noctis (L)	midnight
mesne (F)	middle; intermediate (used most in the phrases ‘mesne profits’ and ‘mesne process’)
minima de malis (L)	of evils, choose the lesser
modus operandi (L)	manner of operation
mos majorum (L)	the custom of our (their) ancestors
mutatis mutandis (L)	with the necessary changes in points of detail; literally, those things changed that need to be changed
mutato nomine (L)	the name being changed
<b>N</b>	
ne plus ultra (L)	the uttermost; perfection
nervus probandi (L)	the chief argument
nil desperandum (L)	never despair
nil novi sub sole (L)	nothing new under the sun
nolens, volens (L)	whether willing or unwilling
non bis in idem (L)	not twice tried for the same offence
non compos mentis (L)	not of sound memory and understanding
non est (L)	it is not; wanting; minus
non obstante (L)	notwithstanding

non sequitur (L)	it does not follow
non sine gloria (L)	not ingloriously
nota bene (NB) (L)	note carefully
nudis verbis (L)	in plain words

## O

obiter dictum (L)	an opinion not necessary to a judgment
odium scholasticum (L)	the spitefulness of scholars
omnia vincit amor (L)	love conquers all things
onus (L)	burden (as of proof)
onus probandi (L)	the burden of proof
op. cit. (opere citato) (L)	in the work just cited

## P

par exemple (F)	for example
pari passu (L)	with equal step; equally; without preference
passim (L)	everywhere; throughout
pater familias (L)	the father of the family
pater noster (L)	our father
pax Britannica (L)	the peace imposed by British rule within the British Empire
pax Romana (L)	the peace imposed by Roman rule within the Roman Empire
per (L)	through
per capita (L)	by heads; by the individual person
per curiam (L)	by the court
per diem (L)	each day; by the day
per incuriam (L)	through heedlessness or neglect
per jocum (L)	for fun
per se (L)	by itself considered
per stirpes (L)	by the right of representation; literally, according to the stocks

persona non grata (L)	unacceptable person
pleno jure (L)	with full authority
post (L)	after
post bellum (L)	since the war
post hoc non propter hoc (L)	after this but not because of this
post meridiem (pm) (L)	afternoon.
post mortem (L)	after death; also autopsy
prima facie (L)	on the face of it
primo mihi (L)	first of all myself
primus inter pares (L)	the first among equals
principia, non homines (L)	principles, not men
pro bono publico (L)	for the public good
pro forma (L)	as a matter of form
pro hac vice (L)	for this turn or occasion
pro patria (L)	for the sake of one's country
pro rata; pro rata parte (L)	in proportion
pro re nata (L)	to meet the emergency; literally, 'for a thing born'
pro tanto (L)	for so much; just by so much
pro tem. (pro tempore) (L.)	for the time being
propaganda vide (L)	for extending the faith

## Q

qua (L)	in the character of; by virtue of being
qua se (L)	in itself, by its own nature
quaere (L)	question
qualis pater talis filius (L)	like father, like son
quantum (L)	the quantity or amount
quantum sufficit (L)	as much as suffices
quasi- (L)	resembling; seemingly but not actually

quid pro quo (L)	equivalent; something done in return
quis custodiet ipsas custodes? (L)	who will guard the guards?
quo animo? (L)	with what mind?
quo vadis? (L)	where are you going?
quod erat demonstrandum (q.e.d.) (L)	as was to be shown
quod erat faciendum (q.e.f.) (L)	as was to be done

## R

R. (Rex or Regina) (L)	the king; the queen
raison d'être (F)	the reason for existence
ratio decidendi (L)	the ground for a judicial decision
ratio scripta (L)	a judgment delivered in writing
res gestae (L)	the things done (including words spoken) in the course of an event
res integra (L)	fresh matter; not yet judicially expounded
res nullius (L)	a thing that has no owner
res, non verba (L)	deeds, not words

## S

securitas (L)	freedom from anxiety
securus judicat orbis terrarum (L)	the judgment of the whole world is conclusive
secus (L)	it is otherwise
semble (F)	it seems
seriatim (L)	severally and in order
sic (L)	so written or printed
simpliciter (L)	without modification
sine die (L)	without a day being set, or indefinitely
sine qua non (L)	something/someone indispensable
sotto voce (L.)	in a low tone intended not to be overheard
soupçon (F)	a slight trace of something (literally, suspicion)
spes ultima gentis (L)	the last hope of his race; the last hope of his family

status quo (L)	the existing state of things at any given date
sub finem (L)	towards the end
sub iudice (L)	under consideration, before the court
sub lege libertas (L)	liberty under the law; the only freedom compatible with order
sub modo (L)	under condition or restriction
sub nomine (L)	under the name
summa cum laude (L)	with highest honours
summum bonum (L)	the chief or highest good
supra (L)	above

## U, V

ultra vires (L)	beyond the powers; said of a corporation or company when exceeding its authority, or of a constitution
versus, v (L)	against
verbatim et literatim (L)	word for word and letter for letter
vice versa (L)	conversely
vide ut supra (L)	see what is stated above
viva voce (L)	by word of mouth; orally; literally, by the living voice
volens et potens (L)	willing and able

## 11. STYLE UPDATES

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### 11.1 STYLE UPDATE 1—MAY 2005

**3.1.1 Use capital letters without full stops in acronyms and sets of initials**—After **BUT**, add VoIP

**4.3 Titles of positions**—At the end of the introductory paragraph add:

The full title of a Commonwealth minister or parliamentary secretary—even if not said—should be used when first mentioned in a speech. When only part of their title is mentioned thereafter it should take lower case. In Committee of the Whole in the Senate and in consideration in detail in the House of Representatives and the Main Committee, the full title of a Commonwealth minister or parliamentary secretary need not be used if not said.

**4.14 Scientific terminology**—add vitamin B<sub>12</sub>

**4.16.2 Newspapers and magazines**—add the *Lancet*

**4.16.6 Web sites and webpages**—add crikey.com

**6.1.3 Acts**—add MOP staff

**7.2.5 Clock time**—Hansard will commence using ‘am’ and ‘pm’ (with no dots) on budget day 2005.

**7.8 Identification numbers**—add ABC2

**7.9 Indefinite numbers**—add: A picture is worth a thousand words.

**8.8.1 Hyphen**—add: **Note** businesspeople **BUT** small business people

**8.8.3 Hyphen, paragraph (11)**—add:

roll-out **Note** Do not hyphenate phrasal verbs—for example, to roll out.

**8.8.3 Hyphen, paragraph (20)**—under **BUT** add:

South West (a WA state government electorate)

**10.1 Computer terms**—add VoIP, voice over internet protocol

**10.2 Defence terms**—add: Defence Instruction (General) Personnel 32-1 *Employment of Women in the Australian Defence Force (ADF)*, Defence Instruction (General) Personnel 32-1, DI(G) PERS 32-1, defence instructions, defence instruction

**10.4 Schemes**—add:

G: Greenhouse Gas Abatement Program, GGAP

H: Higher Bandwidth Incentive Scheme, HiBIS

R: Regional Partnerships program, Regional Partnerships (if referring to the program)

S: Sustainable Regions Program, Sustainable Regions (if referring to the program)

**10.5 Parliamentary and Public Service terms**—add:

K: King of England, the King, a king

L: left-wing (adj)

P: the Prince of Wales, the Prince, a prince

P: the Pope, a pope

Q: the Queen of England, the Queen, a queen

R: add right-wing (adj)

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## 11.2 STYLE UPDATE 2—JUNE 2005

**2.2 Ampersand**—add F&PA (the committee)

**4.3 Titles of positions**—add Mayor of Goulburn, the mayor

**4.5 Schemes, policies, programs et cetera**—add:

Future Fund

Welfare to Work program **BUT** welfare to work payment

**BUT** use an initial capital for names of payments that are not otherwise words—for example, Newstart allowance, Austudy payment

**10.1 Computer and information technology terms**—add:

C: CMUX

M: miniMUX

**10.4 Schemes, policies, programs and agreements**—add:

C: Capital Development Pool program

P: Public Sector Superannuation Scheme accumulation plan, PSS accumulation plan, PSSap

W: Wage Assist program

W: Welfare to Work program

**10.5 Parliamentary and Public Service terms**—add:

M: You know, Member for Batman, that is the case. (addressed directly)

P: Parliamentary Librarian

P: portfolio budget statements, portfolio additional estimates statements

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