

CAPS LIST

Initials capitals are used for the correct titles of bills and acts; the correct names/titles of departments, statutory and non-statutory bodies, and ministerial and senior parliamentary positions and office-holders; heads of government/parliamentary departments; heads of courts; the head of the police force; and other proper names/titles. If the full name is not used, show in lower case.

(For a full explanation see **CAPITALISATION** in the Hansard Style Guide in S:\References\STYLE)

Preference for reference on capitals, hyphens and proper names –

1. CAPS LIST (See S:\References\STYLE\CAPS LIST)
2. The *Macquarie Dictionary*, fourth edition

NB: Hyphenated/non-hyphenated words listed in the *House Notes should be written into your *Macquarie*.

Also use –

Hansard Style Guide (includes a guide to capitalisation of names in the *Victorian Government Directory*)

Victorian Government Directory and *Commonwealth Government Directory* in Editors room. (Out-of-date directories are also kept as records of defunct departments, organisations et cetera.)

Numbers (See S:\References\STYLE\Hansard Style Guide)

Newspaper titles (See S:\References\STYLE\Newspapers)

Other general references in Editors room and room 51 inner (VF/LH's office).
(For catalogues see S:\References\Libraries)

*House Notes (See S:\References\STYLE\House Notes)

CAPS LIST

A

AAA rating, a (not 'an')

Aboriginal (noun or adjective)

Access to Excellence initiative/program

accord (prices and incomes accord)

act (of Parliament), but capital in full title

Adass community, or Adass Israel community

address-in-reply

administrative arrangements orders

AFL Grand Final, grand final

Age, the (but the Business Age section, or an Age Insight article)

AIDS, HIV/AIDS

air force (but Royal Australian Air Force)

aircrane (see Erickson)

airports (init. cap. for correct name – e.g., Melbourne Airport [at Tullamarine],
Avalon Airport)

Alert Digest No. 1

amendment (to clause)

ANOP (Australian Nationwide Opinion Polls)

Anzac frigates

appropriation, appropriation bill

AQIS – Australian Quarantine and Inspection Service

armed services

army (but the Australian Army)

ARREOs (authorised representatives of registered employee organisations)

Arts, Victorian Council for the (the federal arts council is the Australia Council)

Arts Centre, Victorian (includes George Fairfax Studio, Hamer Hall, Playhouse,
State Theatre and National Gallery of Victoria)

Assembly (Legislative Assembly)

Auditor-General (Victorian Auditor-General's Office, the audit office, Auditor-
General's)

office)

AusAID

AusLink (federal land transport plan); but Auslink (private sector consulting group)

Australian Formula One Grand Prix, grand prix

Australian health care agreement

Australian Open Tennis Championships (first time, then Australian Open okay)

authorities (init. cap. for full name)

eyes (and noes – ‘the eyes have it’)

B

back benches (the physical benches)

backbench (the non-ministers)

backbench members

backbenchers

bachelor of arts/commerce/science et cetera

bankruptcy court (Federal Court of Bankruptcy)

bench (court)

BERC (budget and expenditure review committee [of cabinet])

bill (parliamentary)

blood bank, Red Cross Blood Bank, Red Cross Blood Bank Victoria

Blue Wedges coalition

boards (init. cap. for full name)

Boeing 737, 767 et cetera

BOO scheme (build, own, operate)

BOOT scheme (build, own, operate, transfer)

botanic gardens (but Royal Botanic Gardens)

boy scouts

branches (all lower case – e.g., investment and aviation branch)

Breakeven (gambling counselling service)

budget –

 budget documents

 budget estimates

 budget papers (but budget paper 2)

 budget speech

 inner budget

 mini-budget

 outer budget

bureaus (init. cap. for full name)

Burnley Tunnel

BushTender (a DSE project to improve the management of native vegetation on private land)

business of the house

C

cabinet (the)

Cabmac (Victorian Coastal and Bay Management Council)

CAD (central activities district)

CAE (Centre for Adult Education)

Cairn Curran Reservoir

CAM/SAM funding (care aggregated module/standard aggregated module)

Cape Schanck

Carlton Gardens

caucus

CBD (central business district)

centres (lower case – e.g., Dandenong Victorian business centre, Bairnsdale community correctional services centre, Ballarat Energy Smart advisory centre, Eltham community health centre and Highpoint shopping centre

NB: init. cap. for specialist centres such as Monash Medical Centre, Australian Centre for Youth Literature, Centre for Forest Tree Technology)

Cerberus, HMVS ('HMVS', 'HMAS' et cetera not italicised)

Chair (when it refers to the Presiding Officer, not the piece of furniture)

chair (when it refers to the piece of furniture or the chair of a committee, et cetera)

chamber (of Parliament, legislature)

Changi prison camp

Channel 7, Channel HSV7

charrette planning scheme

Chevra Kadisha (responsible for Jewish Orthodox burials)

Chief Commissioner of Police (the chief commissioner)

chief parliamentary counsel

Crown prosecutor/s

CityLink project

CityLink

link corporation

Melbourne City Link Authority

the link

city of Melbourne (the place), but init. cap. when referring to the council

clause (of the bill)
Clerk (of either house) but 'clerks'
Clerk of the Parliaments
clerk/s of court
COAG (Council of Australian Governments)
coalition
Co.As.It (Italian organisation)
commissions (init. cap. for full name)
committee (stage of a bill)
commonwealth (but init. cap. for correct title – e.g., Commonwealth Grants Commission)
commonwealth state/territory disability agreement
communism
consolidated revenue
constitution, the (Australian and Victorian, the Constitution Act, but The Constitution Act Amendment Act)
Corporations Law (formerly Companies Code)
corporations (init. cap. for full name)
Council (Legislative Council)
councillor (but abbreviate when used as title – e.g., Cr Smith)
councils (init. cap. for full name)
counsel (a barrister or several barristers)
counsel, parliamentary
courts (init. cap. for correct name) –
 Children's Court
 Coroners Court
 County Court
 Court of Appeal
 Court of Disputed Returns (Supreme Court)
 District Court
 Drug Court
 Family Court of Australia, or Family Court
 Federal Court of Australia, or Federal Court
 High Court of Australia, or High Court
 Koori Court
 Magistrates Court (but with apostrophe in act or bill title)
 Supreme Court

full bench

full court

courthouse/s (all lower case)

CREDIT (court referral and evaluation for drug intervention and treatment) program

Crown, the (Crown land, Crown law officers et cetera)

Crown Casino

Crown prosecutors

CSF (curriculum and standards framework)

cub scout/s, cub scout leader et cetera

Cup Day, but cup eve, cup week, the cup et cetera

D

Daily Hansard, the daily

dam (init. cap. for full name – e.g., Dartmouth Dam, Thomson Dam)

defence force, but Australian Defence Force, comprising –

Australian Army (the army)

Royal Australian Air Force (the air force)

Royal Australian Navy (the navy)

Democrats (when referring to members of a political party; otherwise lower case)

dental hospital (full title Royal Dental Hospital of Melbourne)

departments (init. cap. for full name)

deputy (but init. cap. for full title – e.g., the Deputy Leader of the Liberal Party)

Deputy Premier

Deputy Speaker

design rules (all lower case)

Director of Public Prosecutions

directorates (all lower case – e.g., research and planning directorate)

Displan (state disaster plan)

division (of bill or act – e.g., division 2 of part 3 of the bill, or division two of part III of the bill. Look up bill or act to see whether words or Arabic/ Roman numerals used)

divisions (public service) (all lower case – e.g., planning, policies and standards division)

docks (init. cap. for full name – e.g., Appleton Dock, Swanson Dock, Victoria Dock)

doctor of philosophy, not Doctor ...)

Domain Tunnel

dos and don'ts

dot the i's and cross the t's

E

Eastern bloc

Eastern Europe

eastern treatment plant

EastLink

EDP (electronic data processing)

EES (environment – not environmental – effects statement)

EFT positions (equivalent full-time positions)

EFTPOS (electronic funds transfer at point of sale)

EIS (environmental – not environment – impact statement)

Electoral Commissioner

ENTER (equivalent national tertiary entrance rank)

Erickson Aircrane (used by DNRE to fight bushfires, not Ericsson Skycrane)

Essential Services Commission (note: there is no commissioner)

estimates (of revenue and expenditure), estimates committees

executive government

Exhibition Building, Royal Exhibition Building, Exhibition Trustees

Exhibition gardens (correct name Carlton Gardens)

F

faction (even when correct title used – e.g., Socialist Left faction)

federal, federalism, federal capital, federal government et cetera

Federal Magistrates Service (not ... Court)

Federation (the uniting of the Australian states on 1 January 1901)

federation (as in the commonwealth)

Fisheries Co-Management Council

Fishermans Bend

FOI (only after first reference in full – e.g., under freedom of information (FOI) legislation)

Ford Australia (trading name of Ford Motor Company of Australia Ltd)

FReeZA program

front benches (the physical benches)

frontbench (ministers and shadows)

frontbench members

frontbenchers

full bench

full court

funds (init. cap. for full name – e.g. Community Support Fund, Consolidated Fund)

G

gallery (Parliament House: press gallery, public gallery, Speaker's gallery)

Gas and Fuel

general business (business of the house)

GFS (government finance statistics)

girl guide/s, guides et cetera

G-line (gambling problem counselling service)

government

government business (business of the house)

Government Gazette, or Victoria Government Gazette

Government House

Governor, the

Governor-General

Governor in Council

Governor's speech

grand final (but AFL Grand Final)

grand prix (but Australian Formula One Grand Prix)

grants commission (but Victoria Grants Commission and Commonwealth Grants Commission)

Greens, the (political party – e.g., a Greens senator)

more generally lower case – e.g., green consumerism, greenie

Guinness Book of Records

H

HACC program (home and community care program)

Halsbury's Laws of England

Hamer Hall

Hansard (when referring to department/people)

Hansard (when referring to book)

Hazchem

Hazmat

Healthy Futures program

health services (init. cap. for correct title – e.g., West Wimmera Health Service)

Hear, hear!

Heatane gas

His Honour (e.g., I spoke to His Honour)

HIV/AIDS

HMAS (Her Majesty's Australian Ship), HMS (Her Majesty's Ship), HMVS (Her Majesty's Victorian Ship): not part of names of ships, so not italicised – e.g., HMAS *Voyager*, HMS *Britannia*, HMVS *Cerberus*

HOLS (home opportunity loan scheme)

hospitals (init. cap. for correct name – e.g., Sandringham and District Memorial Hospital)

house (of Parliament: upper house, lower house, house of review)

House Committee (the parliamentary committee)

Housing Guarantee Fund (Ltd not shown)

I

ICT (information and communications technology)

IDO (interim development order)

Independent (when referring to a member of Parliament who is not a member of any political party)

Independents charter (full title: Independents Charter Victoria 1999)

Insight article (the *Age*)

institutes (init. cap. for full name)

International Year of/for ...

internet (but the Net)

J

Junior (Jr) as part of name – e.g., John Cain, Jr

joint committee, joint investigatory committee (but init. cap. for correct name –
e.g., Public Accounts and Estimates Committee

judge/s (Federal and Supreme Court judges are known as Justice Whatever;
County and District Court judges are known as Judge Whoever)

K

Kings Bridge

Kingsway

Kmart

Koo Wee Rup (no hyphens)

Kryal Castle (Ballarat)

Kyoto protocol/treaty/agreement/accord

L

Labor, New (Bracks government)

Labour, New (UK Blair government)

Labor Party (Australian)

labour movement (not Labor movement)

Labour Party (UK)

Landcare (groups)

LAP (learning assessment project)

leader (of political party), but init. cap. for correct title –

 leader of my party

 leader of the conservatives

 Leader of the Government

 Leader of the House

 Leader of The Nationals

 Leader of the Opposition

library, the parliamentary

Lieutenant-Governor

Linking Victoria program (transport)

loan council (but Australian Loan Council)

lower house (of Parliament)

Ltd (in name of company), not 'Limited'

M

M>Train

M>Tram

M'Naghten rules (plural; plea of insanity as a defence)

MAFRI (Marine and Freshwater Resources Institute – not 'Research ...')

mark 2 or mark II (but mach 1 for speed of sound)

Marpol (International Convention for the Prevention of Pollution from Ships)

master of arts/commerce/science et cetera

mayor of Brighton (the mayor)

May's Parliamentary Practice, 20th edition, or on page 21 of *May*

Melbourne Citymission

Melbourne Cricket Club

Melbourne Cup –

 Cup Day

 cup eve

 cup week

 Melbourne Cup Day

 the cup

Melbourne Grand Prix (Promotions) Pty Ltd (owned by government)

Melbourne International Festival of the Arts (Melbourne festival)

Melbourne Major Events Company (also Victorian Major Events Company)

Melbourne Markets (wholesale trading and distribution centre)

Melbourne Museum

Melbourne remand centre

Melbourne showgrounds

Melbourne zoo

Menhennitt ruling (right to abortion)

Met, the

 Met Bus

 Met Trains (note plural)

 Met Tram (note singular)

Metcard Xpress

Metlink – Melbourne's public transport network

Metplan

Metropolitan Ambulance Service Royal Commission

Metropolitan Fire and Emergency Services Board

Metropolitan Fire Brigade

minister (but init. cap. for correct title – e.g., Minister for Public Transport)

ministerial

ministerial council (but init. cap. for correct title – e.g., Ministerial Council on Health)

ministerial statement

Ministers Fraternal (religious group)

ministry (but init. cap. for correct title – e.g., former Ministry of Housing)

minutes of the Council (correct title: *Minutes of the Proceedings*)

Monash Freeway

Moody's Investors Service

Mount (in name, not Mt)

MRET (mandatory renewable energy target)

Murray-Darling Basin (en dash), but Murray-Darling Basin Commission (hyphen) |

Murray-Darling Basin agreement

Museum Victoria (umbrella organisation)

N

National Depression Initiative

National Gallery of Victoria

Nationals, The (formerly National Party)

Natural Heritage Trust (not 'National ...')

neighbourhood houses (all lower case)

NEMMCO (National Electricity Market Management Company)

Net, the (but internet)

networks (init. cap. for full name – e.g., the Court Network, the Resolution Resource Network, the Inner Eastern Local Learning and Employment Network)

New Labour (UK Blair government)

Niemeyer statement

Nieuwenhuysen report (liquor industry)

NightRider (bus service)

Ninety Mile Beach

Nitschke, Dr Philip (voluntary euthanasia)

No Buts campaign

no. (but init. cap. in full title)

noes (as in ayes and noes – 'the noes have it')

North Wharf

northern Pacific seastar

notes on clauses (attached to bills)

notice of motion (e.g., notice of motion 4)

notice paper

notices of motion, general business

O

offices (init. cap. for full name – e.g., Office of ... ; State Coroner's Office)

Old Treasury building

Ombudsman

Onelink (consortium)

opening of Parliament

opposition, opposition benches, members, parties

order in council

order of business

order of the day

order of the Governor in Council

order of the house (order of the Assembly, order of the Council)

P

pairs book

papers office

Parliament, Parliament of Victoria, but –

- parliamentarian

- parliamentary committee

- parliamentary government

- parliamentary session/sessional period/sitting

parliamentary counsel

parliamentary secretary (but init. cap. for correct title – e.g., Parliamentary Secretary for Health)

part (of bill or act – e.g., part 3 of the bill. Look up bill or act to see whether words or Arabic/Roman numerals used)

all-party committee

Penington, Dr (not Professor)

PERIN system (penalty enforcement by registration of infringement notice)

Pinocchio

planning schemes (all lower case)

Pledge group

P & O

Police Association (or Victoria Police Association)

police (init. cap. for full title – Victoria Police)

- police force/police officers

- Victorian police

- Victorian police force

 - departments (all lower case)

 - divisions (all lower case)

 - units (all lower case)

 - squad/s (all lower case)

police station (Hawthorn police station)

ports – (lower case for location – e.g., port of Melbourne
init. cap. for correct name of authority/corporation – e.g., Port of Melbourne Corporation)

Portarlington (Bellarine Peninsula), not Port Arlington

Premier

Presiding Officer (but presiding officers)

PrimeSafe

PRMS (physical resources management system)

Princes Bridge

Princes Pier

Princess Theatre

principal act

province (former Council) (init. cap. for correct title – e.g., North Western Province, Eumemmerring Province)

Pty (in name of company), not 'Proprietary'

public account

public service, the

Q

Quadextra (TAB bet)

Queen, Her Majesty the

Queen Elizabeth II

Queen, the (but 'the kings and queens of England')

Queen's Hall

questions on/without notice

question time

Quit campaign

R

Rail Trails program (but lower case for individual rail trails – e.g., East Gippsland rail trail, Great Divide rail trail)

railway stations (Hawthorn railway station, Flinders Street station)

Ramsar

region (Legislative Council): init. cap. for correct title – e.g., Northern Metropolitan Region, Eastern Victoria Region

registries (init. cap. for full name)

regional offices (all lower case – e.g., Barwon–south western regional office)

ResCode

Rip, the (entrance to Port Phillip Bay)

River Murray

RONI (road/s of national importance)

Royal Agricultural Show –

Melbourne showgrounds (not Royal Melbourne showgrounds)

People's Day

Royal Agricultural Society's showgrounds (not Royal Agricultural showgrounds)

Royal Melbourne Show

royal show

Show Day

show week

the show

royal assent

Royal Botanic Gardens

royal commission (but init. cap. for correct title)

royal commissioner

royal family

royal visit

S

St (in name, not Saint)

St Kilda Junction

Save Albert Park group

Save Our Suburbs

Schools of the Future program

scout/s, boy scout/s, scout leader, scoutmaster et cetera

SEA Gas (not Seagas) – South East Australia Gas Pty Ltd (owned by Origin Energy and Australian National Power)

SEC or SECV

Senior (Sr) as part of name – e.g., John Cain, Sr

Senior Citizens Week

Seniors Card

7 Eleven stores

schedule (of bill or act – e.g., schedule 2 of the bill. Look up bill or act to see whether words or Arabic/Roman numerals used)

School Start bonus

section (of act of Parliament)

secretary (but init. cap. for correct title of government/parliamentary department – e.g., Secretary of the Department of/for ...)

select committee (but init. cap. for correct name – e.g., Select Committee on Government Appointments)

Senate, the

senator/s, Senator Evans

Serjeant-at-Arms

session (of Parliament)

sessional orders, sessional order 5

sessional period

shadow minister, shadow ministry

SHOS (shared home ownership scheme)

Show Day (see also 'Royal Agricultural Society')

Sidney Myer Music Bowl

Sir (form of address – 'Despite what you think, Sir!')

sitting (of Parliament)

sitting day

sitting week

sittings of the house

Skilling Victoria program (education and training)

skycrane (see Erickson)

SmartBus

SmartONE (broadband initiative for Victorian schools)

Snovic

Soccer Pools

solicitor-general

Southbank (south side of Yarra from Princes Bridge to beyond Spencer Street, south bank of the Yarra)

southern right whale

Southgate (part of Southbank)

sovereign (but init. cap. when synonymous with the Queen – i.e., Queen Elizabeth II)

SPI PowerNet

Spring Racing Carnival

standing committee (but init. cap. for correct title – e.g., Standing Committee of Attorneys-General)

Standard and Poor's

standing orders, standing order 5

state (Victoria, New South Wales et cetera)

state disability plan (but *Victorian State Disability Plan 2000–2012*)

State Netball Hockey Centre

statutory rules, statutory rule 7

subordinate legislation

supply, supply bill, supply debate

T

table (of the house)

table officers (of Parliament)

TAFE (technical and further education), TAFE college, TAFE teaching service

TEI (total estimated investment)

TER (tertiary entrance rank) – now ENTER (equivalent national tertiary entrance rank)

term 3 (of school year)

territory (equivalent of state), but Northern Territory

test cricket, test series, first test

TIMSS (trends in international mathematics and science study)

town hall (even when named – e.g., Malvern town hall)

Trades Hall Council, or Trades Hall

TransGrid

Treasurer's advance

Treasury bench (not benches)

tribunals (init. cap. for full name)

Tulla pass

Tullamarine airport (correct title: Melbourne Airport)

U

U3A (University of the Third Age) but always out in full first time

United Dairyfarmers of Victoria

United Nations Declaration of the Rights of the Child

units (all lower case – e.g., gambling policy and strategy unit)

Universal Declaration of Human Rights

upper house (of Parliament)

V

VCE (Victorian certificate of education)

VECCI (Victorian Employers Chamber of Commerce and Industry)

VENCorp

Vicfire (central call-taking centre for all fire-related emergency calls)

VicForests

VicHealth (Victorian Health Promotion Foundation)

VICNET

VicRelief + Foodbank (successor organisation to the Victorian Relief Committee and Foodbank Victoria)

VicRoads

VicStart

Victoria Government Gazette, or Government Gazette

Victoria Police (see police)

Victoria University (not '... of Technology')

Victorian Arts Centre, arts centre

Victorian Auditor-General's Office, Auditor-General's office

Victorian Major Events Company

V/Line

V/Locity trains (regional fast rail)

VicTrack

votes of the Assembly (correct title: *Votes and Proceedings*)

VRET (Victorian renewable energy target)

W

wages accord

Waverley Park, formerly VFL Park or AFL park (not AFL Park)

weeks (init. cap. for full title – e.g., Carers Week)

West Coast Railway

West Gate Freeway

Westgate container terminal

western bypass (Geelong)

Western Europe

Western Port (correct place name, but some organisations use 'Westernport' in their titles)

Western Ring Road

Western world

whip, the (but init. cap. in full title – e.g., Government Whip, Opposition Whip)

White Swan Reservoir

Who's Who (England); *Who's Who in Australia*

WorkCare

WorkChoices (federal)

WorkSafe

X

X'trapolis (new trains)