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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 SPEELLING

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.**

**BUT**

- **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**

**BUT**

- **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**

**Note** 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.]

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2.5 COMPANY NAMES

Use the style used by the company:

- BT
- JP Morgan
- McDonald’s
- OneTel
- 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

**BUT**

- 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:

<table>
<thead>
<tr>
<th>$200 million</th>
<th>$2 billion</th>
<th>$4 trillion</th>
</tr>
</thead>
<tbody>
<tr>
<td>two billion people</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

dollar 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

**BUT**
AiG
MiB

EMILY’s List
FaCS

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

**BUT** 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  ParliInfo
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.

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, ATSIS
- 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**

### 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.]

### 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.]
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
- Certificate III in Youth Work
- Doctor of Letters
- Master of Science
- Medal of the Order of Australia
- Queen’s Counsel
- Victoria Cross

bachelor’s degree
diploma
Doctor of Philosophy
master’s degree
Order of Australia
Senior Counsel

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

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)
Youth Allowance program BUT youth allowance/payment

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)
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

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

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

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)

4.11 ETHNIC AND RELIGIOUS GROUPS

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

Aboriginal, Aboriginals, 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.]
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

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
- bathurst burr
- brazil nut
- chinese wall
- clayton’s policy
- doberman pinscher
- draconian
- epsom salts
- french poodle
- freudian
- german measles
- gladstone bag
- homeric
- jersey cow
- macadam
- manila folder
- molotov cocktail
- murray cod
- newcastle disease
- pap smear
- pekingese
- philistine
- plaster of paris
- plimsoll line
- ridley wheat
- santa gertrudis bull
- siamese cat/twins/fighting fish
- turkish bath/delight

- bandaid solution
- biro
- brussels sprouts
- christian name
- corriedale sheep
- down syndrome
- dutch oven
- federation wheat
- french window
- geiger counter
- german shepherd
- guernsey cattle
- iceland poppy
- linotype
- machiavellian
- mickey mouse proposal
- morse code
- murray valley encephalitis
- norfolk island pine
- patagonian toothfish
- persian carpet/rug
- phillips head screwdriver
- platonie
- quilting
- rugby football
- shanghai (kidnap, catapult)
- spoonerism
- venetian blind/glass
Exceptions to this rule are names followed by an apostrophe and those including the contraction ‘St’:

Abbott’s booby
Paterson’s curse
St Germain pear

Alzheimer’s disease
St Bernard dog
Sturt’s desert pea

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

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:

CO₂
H₂O
E=mc²

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

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

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.]
4.19 PARLIAMENTARY AND PUBLIC SERVICE TERMS

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

4.20 DEFENCE TERMS

Capitals should be used in accordance with the capitalisation guidelines.

[See Defence terms, section 10.2.]

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.

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*
*TactPack*
*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.*]

### 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

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.


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, SIS(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
evironment 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.

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

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:

[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.]
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:

<table>
<thead>
<tr>
<th>Country</th>
<th>Currency Symbol</th>
<th>Amounts Represented</th>
</tr>
</thead>
<tbody>
<tr>
<td>Australia</td>
<td>$A5</td>
<td>$A50, $A5,000</td>
</tr>
<tr>
<td>Canada</td>
<td>$Can5</td>
<td>$Can50, $Can5,000</td>
</tr>
<tr>
<td>EU</td>
<td>€5</td>
<td>€50, €5,000</td>
</tr>
<tr>
<td>Hong Kong</td>
<td>$HK5</td>
<td>$HK50, $HK5,000</td>
</tr>
<tr>
<td>Japan</td>
<td>¥5</td>
<td>¥50, ¥5,000</td>
</tr>
<tr>
<td>Malaysia</td>
<td>$M5</td>
<td>$M50, $M5,000</td>
</tr>
<tr>
<td>Switzerland</td>
<td>SwF5</td>
<td>SwF50, SwF5,000</td>
</tr>
<tr>
<td>USA</td>
<td>$US5</td>
<td>$US50, $US5,000</td>
</tr>
</tbody>
</table>

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:

<table>
<thead>
<tr>
<th>Denomination</th>
<th>Symbol</th>
<th>Amounts Represented</th>
</tr>
</thead>
<tbody>
<tr>
<td>6p</td>
<td>97p</td>
<td>£1.10 NOT £1.10p £5,000 £1 million</td>
</tr>
</tbody>
</table>

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—NOT .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
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
- 20/20 vision
- 30 metres
- a five-watt bulb
- an angle of 45 degrees
- five tonnes
- six kilograms
- temperature of eight degrees

- 20 degrees Celsius
- 2½ litres
- a 10-tonne truck
- a room 10 metres by four metres
- eight kilometres per hour
- nine knots
- six-cylinder car
- 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 poss 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
ayes 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 Ringing 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:

(I) 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 parenthetic 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 item:

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.]
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.]
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-*Tampa* (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
- e-commerce
- S-bend

**BUT**

- A side
- Q factor
- VE Day

- email
- Q fever
- X chromosome

- O ring
- Q value
- 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
- a one-third share
- one 30-centimetre ruler
- 24-hour service
- four-time prime minister
- 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
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)
- not-for-profit (adj)
- free-to-air (adj)
- win-win (adj)

Hyphenate compound adjectives in the attributive position, including those containing the following italicised parts:

- all-party
- double-barrelled
- ever-present
- half-price
- ill-tempered
- low-income
- middle-income
- part-time
- quasi-official
- shark-proof
- single-minded
- well-known

- big-ticket
- duty-free
- full-scale
- high-performance
- long-term
- medium-term
- non-inclusive
- pro-choice
- self-generated
- short-term
- upper-class
- wide-open

Note: use of past/present participle for 'well known'.

- extremely well known fact
- very low income family

Hyphenate adjectival compounds where the second word ends with ‘ing’:

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

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

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
- longer term process
MISCELLANEOUS

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

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

**BUT**

- North West Cape
- South East 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)
- pre-eminent (adj)

**BUT** cooperation, coordinate

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

- co-op (coop)
- re-cover (cover 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
- 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:

<table>
<thead>
<tr>
<th>Prefix</th>
<th>Word 1</th>
<th>Word 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>a (negative)</td>
<td>aero</td>
<td>after</td>
</tr>
<tr>
<td>ante</td>
<td>anti</td>
<td>astro</td>
</tr>
<tr>
<td>auto</td>
<td>bi</td>
<td>bio</td>
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<td>chemo</td>
<td>co</td>
<td>counter</td>
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<td>cyber</td>
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<td>dis</td>
<td>eco</td>
<td>electro</td>
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<tr>
<td>en</td>
<td>endo</td>
<td>ex (not former)</td>
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<tr>
<td>exo</td>
<td>extra</td>
<td>fore</td>
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<td>haemo</td>
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<td>hydro</td>
<td>hyper</td>
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<td>im (negative)</td>
<td>in</td>
<td>infra</td>
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<td>poly</td>
<td>post</td>
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<td>pre</td>
<td>pro (general)</td>
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<td>re</td>
<td>retro</td>
<td>semi</td>
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<tr>
<td>socio</td>
<td>step (relation)</td>
<td>stereo</td>
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<td>sub</td>
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<td>tele</td>
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<td>xero</td>
</tr>
</tbody>
</table>

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### 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.

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.]
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.]

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.]
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 its 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.]

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.
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

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
cybersquatting

D
database
data capture
datacast
datamatch
data
dataset
data
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
e-mail 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  
etiquette  
etsurfing  
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
technology
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/bloggig
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

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

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

**Patrol boats**
- HMAS Bendigo
- HMAS Bunbury
- HMAS Cessnock
- HMAS Dubbo
- HMAS Freemantle

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

**Sail training ship**
- STS Young Endeavour

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

**Support craft lighters**
- Boronia
- Telopea
- 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*
### 10.3 HIGHER EDUCATION INSTITUTIONS

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

**Note** Group of Eight universities

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.
### 10.4 SCHEMES, POLICIES, PROGRAMS AND AGREEMENTS

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

#### A

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

#### B

<table>
<thead>
<tr>
<th>Scheme/Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>Backing Australia’s Ability</td>
</tr>
<tr>
<td>Bass Strait Passenger Vehicle Equalisation Scheme</td>
</tr>
<tr>
<td>Better Cities Program (a Labor Party program)</td>
</tr>
<tr>
<td>beyondblue (national depression initiative)</td>
</tr>
<tr>
<td>Broadcasting for Remote Aboriginal Communities Scheme (BRACS)</td>
</tr>
<tr>
<td>Building Better Cities (a Liberal Party program)</td>
</tr>
<tr>
<td>Building on Information Technology Strengths (BITS) program</td>
</tr>
<tr>
<td>Bushcare program</td>
</tr>
<tr>
<td>Business Development Program (BDP)</td>
</tr>
</tbody>
</table>

#### C

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

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

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)

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)

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

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
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.]


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/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 chairman
    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

[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)
note 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)
10.6 FOREIGN WORDS AND PHRASES

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

List of abbreviations

<table>
<thead>
<tr>
<th>Afrik.</th>
<th>Afrikaans</th>
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<tr>
<td>Arab.</td>
<td>Arabic</td>
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<tr>
<td>L</td>
<td>Latin</td>
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<tr>
<td>F</td>
<td>French</td>
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<tr>
<td>pl.</td>
<td>plural</td>
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<tr>
<td>Russ.</td>
<td>Russian</td>
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<tr>
<td>It.</td>
<td>Italian</td>
</tr>
<tr>
<td>Sp.</td>
<td>Spanish</td>
</tr>
</tbody>
</table>

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 argumentum)
ad infinitum (L) without limit
ad interim (L) in the meantime
ad l和支持 (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
<table>
<thead>
<tr>
<th>Latin Term</th>
<th>Translation</th>
</tr>
</thead>
<tbody>
<tr>
<td>ad modum (L)</td>
<td>after the manner of</td>
</tr>
<tr>
<td>ad nauseam (L)</td>
<td>to a sickening or disgusting extent; tediously</td>
</tr>
<tr>
<td>ad personam (L)</td>
<td>an argument designed to appeal to the personal sentiments or prejudices of the listener</td>
</tr>
<tr>
<td>ad referendum (L)</td>
<td>for consideration</td>
</tr>
<tr>
<td>ad rem (L)</td>
<td>to the point, to the purpose</td>
</tr>
<tr>
<td>ad valorem (L)</td>
<td>a term used in speaking of the duties or customs paid on certain goods</td>
</tr>
<tr>
<td>aequo animo (L)</td>
<td>with an unruffled mind</td>
</tr>
<tr>
<td>aes triplex (L)</td>
<td>an impenetrable defence</td>
</tr>
<tr>
<td>aetatis suae (L)</td>
<td>aged; in the year of his or her age</td>
</tr>
<tr>
<td>aeternum vale (L)</td>
<td>farewell forever</td>
</tr>
<tr>
<td>a fortiori (L)</td>
<td>all the more so; with stronger reason</td>
</tr>
<tr>
<td>alias (dictus) (L)</td>
<td>otherwise called</td>
</tr>
<tr>
<td>allegata et probata (L)</td>
<td>matters alleged and proved</td>
</tr>
<tr>
<td>alter ego (L)</td>
<td>another self, a double</td>
</tr>
<tr>
<td>alter idem (L)</td>
<td>another precisely similar</td>
</tr>
<tr>
<td>amor vincit omnia (L)</td>
<td>love overcomes all things</td>
</tr>
<tr>
<td>amour de voyage (F)</td>
<td>a temporary infatuation such as is frequently experienced in the course of a sea voyage</td>
</tr>
<tr>
<td>angulus terrarum (L)</td>
<td>a favourite or familiar corner of the earth, the place in which one feels most at home</td>
</tr>
<tr>
<td>anni nubiles (L)</td>
<td>marriageable age of a woman</td>
</tr>
<tr>
<td>anno (L)</td>
<td>in the year—as in anno Domini, in the year of the Lord</td>
</tr>
<tr>
<td>annus deliberandi (L)</td>
<td>the year allowed by Scots law for the heir to deliberate whether he will enter upon his ancestor’s land and represent him</td>
</tr>
<tr>
<td>annus mirabilis (L)</td>
<td>wonderful year; year of wonders</td>
</tr>
<tr>
<td>ante (L)</td>
<td>before—as in antenatal, anteroom; distinguish from anti, meaning against</td>
</tr>
<tr>
<td>ante bellum (L)</td>
<td>before the war</td>
</tr>
<tr>
<td>ante litem motam (L)</td>
<td>before litigation commenced</td>
</tr>
</tbody>
</table>
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
certiiorari (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 judice (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
<table>
<thead>
<tr>
<th>Expression (Language)</th>
<th>Translation</th>
</tr>
</thead>
<tbody>
<tr>
<td>coup de grace (F)</td>
<td>finishing stroke</td>
</tr>
<tr>
<td>coup de piston (F)</td>
<td>a helping hand; the exercise of influence in favour of a candidate; string-pulling</td>
</tr>
<tr>
<td>credo quia impossibile est (L)</td>
<td>I believe it because it is impossible</td>
</tr>
<tr>
<td>cui bono? (L)</td>
<td>to whose advantage? Colloquially: what good will it do?</td>
</tr>
<tr>
<td>culpa levis (L)</td>
<td>trivial fault</td>
</tr>
<tr>
<td>culte du moi (F)</td>
<td>the religion of self; the systematic placing of one’s own interests before those of others</td>
</tr>
<tr>
<td>cum grano salis (L)</td>
<td>with a grain of salt; with allowance for exaggeration</td>
</tr>
<tr>
<td>cum laude (L)</td>
<td>with praise; with distinction; always of the result of an examination</td>
</tr>
<tr>
<td>curriculum vitae (L)</td>
<td>a brief autobiographical account attached to an application for a post</td>
</tr>
</tbody>
</table>

**D**

<table>
<thead>
<tr>
<th>Expression (Language)</th>
<th>Translation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dei gratia (L)</td>
<td>by the grace of God</td>
</tr>
<tr>
<td>Deo gratias (L)</td>
<td>thanks be to God</td>
</tr>
<tr>
<td>de die in diem (L)</td>
<td>from day to day (chiefly, of costs)</td>
</tr>
<tr>
<td>de facto (L)</td>
<td>in fact; the opposite of de jure</td>
</tr>
<tr>
<td>de jure (L)</td>
<td>by right; the opposite of de facto</td>
</tr>
<tr>
<td>de minimis non curat lex (L)</td>
<td>the law cares not about trifling matters</td>
</tr>
<tr>
<td>de novo (L)</td>
<td>afresh; anew</td>
</tr>
<tr>
<td>dictum (L)</td>
<td>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</td>
</tr>
<tr>
<td>doctus cum libro (L)</td>
<td>learned with the aid of a book</td>
</tr>
<tr>
<td>dominus vobiscum (L)</td>
<td>the Lord be with you</td>
</tr>
<tr>
<td>dramatis personae (L)</td>
<td>the characters in a play or story</td>
</tr>
<tr>
<td>droit (F)</td>
<td>right; justice; equity</td>
</tr>
<tr>
<td>dubitante (L)</td>
<td>doubting; being doubtful</td>
</tr>
</tbody>
</table>

**E**

<table>
<thead>
<tr>
<th>Expression (Language)</th>
<th>Translation</th>
</tr>
</thead>
<tbody>
<tr>
<td>e converso (L)</td>
<td>conversely</td>
</tr>
</tbody>
</table>
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’.
<table>
<thead>
<tr>
<th>Term</th>
<th>English Translation</th>
</tr>
</thead>
<tbody>
<tr>
<td>factum (L)</td>
<td>the fact</td>
</tr>
<tr>
<td>fait accompli (F)</td>
<td>a thing already done</td>
</tr>
<tr>
<td>felix culpa (L)</td>
<td>happy fault; applicable when a mistake turns out to be of benefit</td>
</tr>
<tr>
<td>flagrante delicto, in (L)</td>
<td>the very act of committing the crime</td>
</tr>
<tr>
<td>folie de grandeur (F)</td>
<td>an illusion of greatness</td>
</tr>
<tr>
<td>force de frappe (F)</td>
<td>a striking force</td>
</tr>
<tr>
<td>force majeure (F)</td>
<td>irresistible compulsion; coercion diplomatically recognised as irresistible</td>
</tr>
<tr>
<td>gaudeamus igitur (L)</td>
<td>let us therefore rejoice</td>
</tr>
<tr>
<td>gravitas (L)</td>
<td>serious-mindedness; dignity and solemnity of bearing</td>
</tr>
<tr>
<td>hac lege (L)</td>
<td>with this law or condition</td>
</tr>
<tr>
<td>hic et nunc (L)</td>
<td>here and now</td>
</tr>
<tr>
<td>homo ludens (L)</td>
<td>the sportive man; the aspect of the human personality which leads to irresponsible joking</td>
</tr>
<tr>
<td>honoris causa (L)</td>
<td>as a mark of honour, honorary</td>
</tr>
<tr>
<td>horrible dictu (L)</td>
<td>horrible to tell</td>
</tr>
<tr>
<td>hors du jeu (F)</td>
<td>not practical politics</td>
</tr>
<tr>
<td>ibidem, ibid., id. (L)</td>
<td>in the same place or case</td>
</tr>
<tr>
<td>idem (L)</td>
<td>the same</td>
</tr>
<tr>
<td>idem sonans (L)</td>
<td>sounding the same</td>
</tr>
<tr>
<td>imperium in imperio (L)</td>
<td>a government within a government</td>
</tr>
<tr>
<td>imprimis (L)</td>
<td>in the first place</td>
</tr>
<tr>
<td>in camera (L)</td>
<td>in private</td>
</tr>
<tr>
<td>in custodia legis (L)</td>
<td>in the keeping of the law</td>
</tr>
<tr>
<td>in esse (L)</td>
<td>in being</td>
</tr>
</tbody>
</table>
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
lèse-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
<table>
<thead>
<tr>
<th>Term</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>magnum opus (L)</td>
<td>chief work of a creative artist</td>
</tr>
<tr>
<td>mala fide(s) (L)</td>
<td>in bad faith; not genuine; the opposite of bona fide(s)</td>
</tr>
<tr>
<td>malapropos (F)</td>
<td>ill timed; inappropriate</td>
</tr>
<tr>
<td>mandamus (L)</td>
<td>we command; used in the phrase ‘writ of mandamus’</td>
</tr>
<tr>
<td>manu forti (L)</td>
<td>with a strong hand</td>
</tr>
<tr>
<td>mater familias (L)</td>
<td>the mother of the family</td>
</tr>
<tr>
<td>maxima cum laude (L)</td>
<td>with the highest praise; with distinction</td>
</tr>
<tr>
<td>me judice (L)</td>
<td>according to my judgment</td>
</tr>
<tr>
<td>mea culpa (L)</td>
<td>by my fault</td>
</tr>
<tr>
<td>mea maxima culpa (L)</td>
<td>through my own most grievous fault</td>
</tr>
<tr>
<td>mens rea (L)</td>
<td>a guilty mind</td>
</tr>
<tr>
<td>mera noctis (L)</td>
<td>midnight</td>
</tr>
<tr>
<td>mesne (F)</td>
<td>middle; intermediate (used most in the phrases ‘mesne profits’ and ‘mesne process’)</td>
</tr>
<tr>
<td>minima de malis (L)</td>
<td>of evils, choose the lesser</td>
</tr>
<tr>
<td>modus operandi (L)</td>
<td>manner of operation</td>
</tr>
<tr>
<td>mos majorum (L)</td>
<td>the custom of our (their) ancestors</td>
</tr>
<tr>
<td>mutatis mutandis (L)</td>
<td>with the necessary changes in points of detail; literally, those things changed that need to be changed</td>
</tr>
<tr>
<td>mutato nomine (L)</td>
<td>the name being changed</td>
</tr>
<tr>
<td>Ne plus ultra (L)</td>
<td>the uttermost; perfection</td>
</tr>
<tr>
<td>nervus probandi (L)</td>
<td>the chief argument</td>
</tr>
<tr>
<td>nil desperandum (L)</td>
<td>never despair</td>
</tr>
<tr>
<td>nil novi sub sole (L)</td>
<td>nothing new under the sun</td>
</tr>
<tr>
<td>nolens, volens (L)</td>
<td>whether willing or unwilling</td>
</tr>
<tr>
<td>non bis in idem (L)</td>
<td>not twice tried for the same offence</td>
</tr>
<tr>
<td>non compos mentis (L)</td>
<td>not of sound memory and understanding</td>
</tr>
<tr>
<td>non est (L)</td>
<td>it is not; wanting; minus</td>
</tr>
<tr>
<td>non obstante (L)</td>
<td>notwithstanding</td>
</tr>
</tbody>
</table>
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 indispensible
sotto voce (L.) in a low tone intended not to be overheard
soupcon (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 Judice (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

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
taken 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\textsubscript{12}

4.16.2 Newspapers and magazines—add the \textit{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 \textit{Employment of Women in}
the \textit{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)
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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