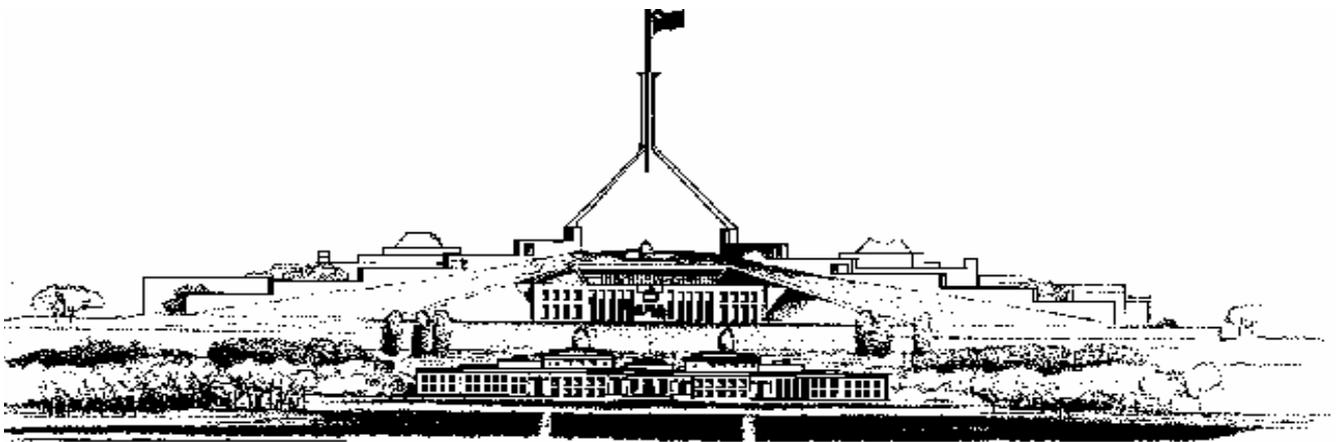




COMMONWEALTH OF AUSTRALIA



HANSARD STYLE GUIDE

JUNE 2005

CONTENTS

1. INTRODUCTION	1
1.1 STYLE	1
1.2 SPELLING	1
2. ABBREVIATIONS AND CONTRACTIONS	3
2.1 ABBREVIATIONS	3
2.2 AMPERSAND	3
2.3 AWARDS, GRADES, ORDERS AND TITLES	3
2.4 CENTS	3
2.5 COMPANY NAMES	4
2.6 CONTRACTIONS	4
2.7 COURTESY TITLES	4
2.8 HONOURABLE	5
2.9 INITIALS	5
2.10 LATIN	6
2.11 MILLIONS, BILLIONS AND TRILLIONS	6
2.12 NUMBER	6
2.13 STREETS ET CETERA	6
2.14 VERSUS	6
3. ACRONYMS AND COMPOUND NAMES.....	7
3.1 ACRONYMS.....	7
3.1.1 <i>Use capital letters without full stops in acronyms and sets of initials</i>	7
3.1.2 <i>Some acronyms have become fully accepted as independent words</i>	7
3.2 COMPOUND NAMES	7
3.3 BRACKETS	8
3.4 PLURALS.....	8
3.5 POSSESSIVES	8
4. THE FUNCTION OF CAPITAL LETTERS.....	9
4.1 NAMES OF BODIES	9
4.2 COMMONWEALTH, STATE AND TERRITORY GOVERNMENT DEPARTMENTS	10
4.3 TITLES OF POSITIONS	11
4.4 DEGREES, ORDERS AND AWARDS	13
4.5 SCHEMES, POLICIES, PROGRAMS ET CETERA	13
4.6 CONVENTIONS, TREATIES, AGREEMENTS, CONFERENCES, SEMINARS ET CETERA.....	14
4.7 HISTORICAL, POLITICAL AND SPORTING EVENTS	15
4.8 SPECIAL OCCASIONS	15
4.9 PLACE NAMES	16
4.10 GROUPS OF PEOPLE.....	18
4.11 ETHNIC AND RELIGIOUS GROUPS.....	18
4.12 IDEOLOGIES	19
4.13 WORDS DERIVED FROM PROPER NAMES	19
4.14 SCIENTIFIC TERMINOLOGY.....	20
4.15 TRADEMARKS	21
4.16 TITLES	22
4.16.1 <i>Books, poems, plays, operas, ballets, brochures, musicals, films, songs, works of art, and radio and television programs</i>	22
4.16.2 <i>Newspapers and magazines</i>	22
4.16.3 <i>Reports (including audit reports and reports of committees of the parliament) and white papers</i> ...	22
4.16.4 <i>Annual reports</i>	23
4.16.5 <i>Collections and exhibitions</i>	23
4.16.6 <i>Web sites and webpages</i>	23
4.17 SACRED WRITINGS	23
4.18 CAPITALS ASSOCIATED WITH PUNCTUATION.....	23

4.18.1 <i>Hyphenated proper names</i>	23
4.18.2 <i>Colons</i>	23
4.19 PARLIAMENTARY AND PUBLIC SERVICE TERMS	24
4.20 DEFENCE TERMS	24
4.21 NEWSPAPER HEADLINES.....	24
5. ITALICS.....	25
5.1 NAMES OF NEWSPAPERS AND PERIODICALS	25
5.2 BOOKS, POEMS, PLAYS, BOOKLETS, HANDBOOKS, BROCHURES, OPERAS, BALLETS, MUSICALS, FILMS, LEAFLETS, WORKS OF ART, SONGS, COLLECTIONS, EXHIBITIONS, AND RADIO AND TELEVISION PROGRAMS	25
5.3 SCIENTIFIC NAMES	26
5.4 SHIPS, AIRCRAFT AND TRAINS.....	26
5.5 DESCRIPTIVE LINES NOT PART OF THE NORMAL FORMS OF PROCEDURE	27
5.6 DO NOT USE ITALICS	27
6. LEGISLATIVE AND LEGAL TERMS.....	29
6.1 LEGISLATION	29
6.1.1 <i>Bills</i>	29
6.1.2 <i>Proposed amendments to bills</i>	30
6.1.3 <i>Acts</i>	31
6.1.4 <i>Codes, ordinances and regulations</i>	32
6.2 CASES.....	32
6.3 COURTS	33
6.4 COMMISSIONS AND TRIBUNALS	33
6.5 LEGAL TERMS AND OFFICE HOLDERS	33
7. NUMBERS.....	35
7.1 GENERAL RULES	35
7.1.1 <i>One to nine</i>	35
7.1.2 <i>Numbers following a noun</i>	35
7.1.3 <i>Ordinals</i>	35
7.2 SPECIFIC RULES	36
7.2.1 <i>Addresses</i>	36
7.2.2 <i>Ages</i>	36
7.2.3 <i>Beginning sentences</i>	36
7.2.4 <i>Bills, acts and agreements</i>	36
7.2.5 <i>Clock time</i>	37
7.2.6 <i>Combination numbers</i>	37
7.2.7 <i>Compound expressions</i>	37
7.3 CURRENCY	38
7.3.1 <i>Amounts in dollars in which the amount is less than one dollar (if expressed as dollars)</i>	38
7.3.2 <i>Amounts in dollars and cents in which the number of cents is less than 10</i>	38
7.3.3 <i>Amounts in cents</i>	38
7.3.4 <i>Amounts in exact dollars</i>	38
7.3.5 <i>Amounts in dollars and cents</i>	38
7.3.6 <i>Amounts at beginning of sentences</i>	38
7.3.7 <i>Millions, billions and trillions of dollars</i>	38
7.3.8 <i>Foreign currency</i>	39
7.3.9 <i>United Kingdom</i>	39
7.3.10 <i>Former currencies</i>	39
7.3.11 <i>United States cents, New Zealand cents</i>	39
7.3.12 <i>General</i>	40
7.4 DAYS AND DATES	40
7.5 DECIMAL NUMBERS	40
7.6 FRACTIONS	41
7.7 HOURS AND MINUTES	41
7.8 IDENTIFICATION NUMBERS, CALL SIGNS AND STANDARDS	41
7.9 INDEFINITE NUMBERS	42

7.10 LISTS	42
7.11 MEASUREMENTS	43
7.12 MILITARY FORMATIONS	43
7.13 PARTS OF BOOKS	43
7.14 PERCENTAGES	43
7.15 RATIOS	44
7.16 RESULTS AND SCORES	44
7.17 ROMAN NUMERALS	44
7.18 SIZES	44
7.19 TELEPHONE NUMBERS	45
7.20 THOUSANDS AND MILLIONS	45
7.21 YEARS AND SPANS OF YEARS	45
8. PUNCTUATION	47
8.1 APOSTROPHE	47
8.1.1 <i>Nouns and indefinite pronouns</i>	47
8.1.2 <i>Plural nouns</i>	47
8.1.3 <i>Singular nouns</i>	47
8.1.4 <i>Where possession is not defined</i>	48
8.1.5 <i>Apostrophes in contractions</i>	49
8.1.6 <i>Non-word plurals</i>	49
8.1.7 <i>Possessive abbreviations</i>	49
8.2 BRACKETS	49
8.3 COLON	50
8.3.1 <i>Introducing lists, quotations et cetera</i>	50
8.3.2 <i>Introducing a statement</i>	50
8.3.3 <i>Prefacing direct speech or quotations</i>	50
8.3.4 <i>Ratios</i>	51
8.3.5 <i>Titles and subtitles</i>	51
8.3.6 <i>Introductions</i>	51
8.4 COMMA	51
8.4.1 <i>Between adjectives</i>	51
8.4.2 <i>Introductory adverbial clauses</i>	52
8.4.3 <i>Adverbs, adverb phrases and adverb clauses</i>	52
8.4.4 <i>When linked by conjunctions</i>	53
8.4.5 <i>Defining and non-defining clauses</i>	53
8.4.6 <i>Names or titles of persons</i>	54
8.4.7 <i>Nouns</i>	54
8.4.8 <i>Omission of words</i>	54
8.4.9 <i>Participles and participle phrases</i>	54
8.4.10 <i>Honorary titles or degrees</i>	55
8.4.11 <i>Clarifying groups of words or numbers</i>	55
8.4.12 <i>Use with 'and', 'or' or 'et cetera'</i>	55
8.4.13 <i>Ambiguities with single words or short phrases</i>	55
8.4.14 <i>Introducing quotations</i>	55
8.5 ELLIPSIS	56
8.5.1 <i>Omission of words</i>	56
8.5.2 <i>Omission of paragraphs</i>	56
8.6 EM RULE (DASH)	56
8.6.1 <i>Parenthetical statements</i>	56
8.6.2 <i>Change in structure of sentence</i>	56
8.6.3 <i>Long lists in sentence</i>	56
8.6.4 <i>Dramatic effect</i>	57
8.6.5 <i>Interruptions</i>	57
8.6.6 <i>Interpolations</i>	57
8.7 EXCLAMATION MARK	57
8.7.1 <i>True exclamations</i>	57
8.7.2 <i>Common parliamentary terms and interjections</i>	57

8.7.3 <i>Irony or sarcasm</i>	57
8.7.4 <i>Pseudo-questions</i>	57
8.8 HYPHEN.....	58
8.8.1 <i>Compound words in Macquarie Dictionary</i>	58
8.8.2 <i>Compound words not in Macquarie Dictionary</i>	58
8.8.3 <i>Compound words not in Macquarie Dictionary and not covered under the ambiguity rule</i>	59
8.9 OBLIQUE STROKE (FORWARD SLASH).....	63
8.10 PARAGRAPH.....	63
8.11 QUESTION MARK.....	64
8.12 QUOTATION MARKS.....	65
8.13 SEMICOLON.....	65
8.13.1 <i>Single sentence from two or more clauses</i>	65
8.13.2 <i>Before a conjunction</i>	66
8.13.3 <i>Separating clauses or phrases</i>	66
8.13.4 <i>Separating parallel clauses</i>	66
9. QUOTATIONS.....	67
9.1 INCOMPLETE QUOTATIONS AND SHORT COMPLETE QUOTATIONS.....	67
9.1.1 <i>Incomplete quotations</i>	67
9.1.2 <i>Short complete quotations</i>	68
9.2 LONGER DIRECT QUOTATIONS.....	69
9.2.1 <i>Introduction of text</i>	69
9.2.2 <i>When speaker resumes</i>	69
9.2.3 <i>Format</i>	69
9.2.4 <i>Omission of words</i>	70
9.2.5 <i>Lengthy omissions</i>	70
9.2.6 <i>Incomplete quotations</i>	70
9.2.7 <i>Interruptions</i>	70
9.3 INDIRECT QUOTATIONS.....	70
9.4 QUOTATIONS FROM SONGS AND POEMS.....	71
10. SPECIAL STYLE.....	73
10.1 COMPUTER AND INFORMATION TECHNOLOGY TERMS.....	73
10.2 DEFENCE TERMS.....	76
10.2.1 <i>Titles</i>	78
10.2.2 <i>Aircraft names et cetera</i>	78
10.2.3 <i>Military formations</i>	79
10.2.4 <i>Names of ships and ADF facilities and bases</i>	79
10.3 HIGHER EDUCATION INSTITUTIONS.....	83
10.4 SCHEMES, POLICIES, PROGRAMS AND AGREEMENTS.....	84
10.5 PARLIAMENTARY AND PUBLIC SERVICE TERMS.....	88
10.6 FOREIGN WORDS AND PHRASES.....	99
11. STYLE UPDATES.....	113
11.1 STYLE UPDATE 1—MAY 2005.....	113
11.2 STYLE UPDATE 2—JUNE 2005.....	114
12. INDEX.....	115

1. INTRODUCTION

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

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

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

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

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

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

1.1 STYLE

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

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

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

1.2 SPELLING

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

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

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

2. ABBREVIATIONS AND CONTRACTIONS

2.1 ABBREVIATIONS

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

Co.	Esq.	Hon.	Inc.
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](#).]

2.5 COMPANY NAMES

Use the style used by the company:

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

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

Co.	Inc.	Ltd	Pty	
Broken Hill Proprietary Co.	Ltd		News Ltd	
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:

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

2.12 NUMBER

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

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

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

BUT To dial Optus, press the number 1.

2.13 STREETS ET CETERA

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

Dampier Crescent
Mount Isa
Wall Street

BUT corner of George and Hunter streets

2.14 VERSUS

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

R v Smith Smith v Brown

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

Smith and Brown

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

3. ACRONYMS AND COMPOUND NAMES

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

3.1 ACRONYMS

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

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

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

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

3.1.2 SOME ACRONYMS HAVE BECOME FULLY ACCEPTED AS INDEPENDENT WORDS

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

anzac biscuits	radar	scuba
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	ParlInfo
V/Line	WorkCover	

For company names use the style used by the company:

ACNielsen
PricewaterhouseCoopers

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

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

3.3 BRACKETS

Brackets may need to be used in acronyms such as:

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

3.4 PLURALS

Plurals are formed by adding s without using an apostrophe:

MPs NCOs P3Cs
PhDs POWs

3.5 POSSESSIVES

Possessives are formed by adding pos s or s pos:

the AMA's letter both FASs' qualifications

4. THE FUNCTION OF CAPITAL LETTERS

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

4.1 NAMES OF BODIES

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

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

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

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

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

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

International Labour Organisation
World Health Organisation
World Trade Centre

BUT United States Department of Defense

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

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

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)

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

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

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

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

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

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

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

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

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

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
TaxPack
The Tempest
The Theory of Everything: The Origin and Fate of the Universe
Today show
West Side Story
Yes, Minister

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

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

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

5.3 SCIENTIFIC NAMES

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

Macropus rufus
Eucalyptus tereticornis
Giardia monoleucus
Macropus rufus rufus

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

eucalyptus
giardia

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

Canidae
Carnivora

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

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.

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

6.1.1 BILLS

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

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

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

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

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

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

TSI Bill
ARPNS(LC)A Bill

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

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

Appropriation Bill (No. 1) 2005-06

BUT appropriation bills

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

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

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

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

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

Elements of bills are as shown in the following examples:

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

6.1.2 PROPOSED AMENDMENTS TO BILLS

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

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

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

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

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

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

6.1.3 ACTS

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

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

BUT

environment protection act
tax act
wool tax act

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

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

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

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

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

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

Elements of acts are shown in the following examples:

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

6.1.4 CODES, ORDINANCES AND REGULATIONS

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

6.2 CASES

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

Full case citations may contain the following elements:

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

That is:

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

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

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

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

Links:

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

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

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

6.3 COURTS

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

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

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

Some court names are used generically, for example:

federal courts industrial court

6.4 COMMISSIONS AND TRIBUNALS

Full titles of commissions and tribunals require initial capitals:

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

BUT

the royal commission into drug trafficking
the royal commission

6.5 LEGAL TERMS AND OFFICE HOLDERS

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

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

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

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

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

I ask you, Judge, whether ...

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

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

7. NUMBERS

7.1 GENERAL RULES

7.1.1 ONE TO NINE

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

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

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

7.1.2 NUMBERS FOLLOWING A NOUN

When a number follows a noun, use figures:

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

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

7.1.3 ORDINALS

Express first to ninth in words, thereafter use figures:

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

BUT the eleventh hour (see *Macquarie Dictionary*)

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

7.2 SPECIFIC RULES

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

7.2.1 ADDRESSES

Express as follows:

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

7.2.2 AGES

Follow general rules:

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

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

7.2.3 BEGINNING SENTENCES

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

Fifty per cent is not enough.

BUT (in interjections)

Senator Lundy—\$560 million?

Senator Cook—2008.

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

7.2.4 BILLS, ACTS AND AGREEMENTS

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

7.2.5 CLOCK TIME

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

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

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

Mr TURNBULL (Wentworth) (7.00 pm)

Mr NEVILLE (Hinkler) (10.05 am)

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

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

Proceedings suspended from 11.58 am to 1.15 pm

Sitting suspended from 6.30 pm to 8.00 pm

Sitting suspended from 1.00 pm to 2.00 pm

7.2.6 COMBINATION NUMBERS

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

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

BUT four two-month periods

7.2.7 COMPOUND EXPRESSIONS

Follow general rules:

one hour 20 minutes
three months and 11 days

7.3 CURRENCY

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

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

\$0.25 \$0.75

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

\$3.05 NOT \$3.5

7.3.3 AMOUNTS IN CENTS

1c 5c 10c 56½c 99c 68.5c

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

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

7.3.4 AMOUNTS IN EXACT DOLLARS

\$1 \$5 \$10 \$1,000

7.3.5 AMOUNTS IN DOLLARS AND CENTS

\$1.05 \$6.95 \$55,996.20

7.3.6 AMOUNTS AT BEGINNING OF SENTENCES

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

Sixty-five thousand dollars was the true figure.

BUT (in an interjection)

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

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

7.3.7 MILLIONS, BILLIONS AND TRILLIONS OF DOLLARS

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

7.3.8 FOREIGN CURRENCY

When distinguishing between Australian dollars and foreign currency:

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

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

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

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

7.3.9 UNITED KINGDOM

United Kingdom currency should be expressed as follows:

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

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

7.3.10 FORMER CURRENCIES

Some former European currencies:

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

For former Australian currency, express as follows:

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

7.3.11 UNITED STATES CENTS, NEW ZEALAND CENTS

Express as follows:

US25c NZ60c

7.3.12 GENERAL

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

7.4 DAYS AND DATES

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

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

7.5 DECIMAL NUMBERS

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

0.25— 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

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

BUT Nine Network
Seven Network
Ten Network

7.9 INDEFINITE NUMBERS

Express as follows:

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

7.10 LISTS

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

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

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

7.11 MEASUREMENTS

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

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

7.12 MILITARY FORMATIONS

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

7.13 PARTS OF BOOKS

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

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

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

7.14 PERCENTAGES

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

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

7.15 RATIOS

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

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

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

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

7.16 RESULTS AND SCORES

Express as follows:

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

7.17 ROMAN NUMERALS

Express as follows:

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

7.18 SIZES

Express as follows:

a size 4 ball
a size 7½ hat

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

7.19 TELEPHONE NUMBERS

Express as follows:

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

7.20 THOUSANDS AND MILLIONS

Express as follows:

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

Numbers of a thousand or more may be expressed thus:

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

7.21 YEARS AND SPANS OF YEARS

Follow general rules:

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

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

8. PUNCTUATION

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

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

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

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

8.1 APOSTROPHE

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

8.1.1 NOUNS AND INDEFINITE PRONOUNS

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

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

8.1.2 PLURAL NOUNS

Use s pos for plural nouns that end in s:

the ladies' dresses
the riders' mounts

And for more than one person with the same surname:

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

8.1.3 SINGULAR NOUNS

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

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

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

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

8.1.4 WHERE POSSESSION IS NOT DEFINED

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

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

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

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

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

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

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

Queensland Nurses Union
National Farmers Federation

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

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

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

8.1.5 APOSTROPHES IN CONTRACTIONS

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

do not don't
it is it's

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

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

8.1.6 NON-WORD PLURALS

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

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

Do not use an apostrophe in the following cases:

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

8.1.7 POSSESSIVE ABBREVIATIONS

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

ALP's BHP's USSR's

8.2 BRACKETS

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

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

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

8.3 COLON

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

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

8.3.1 INTRODUCING LISTS, QUOTATIONS ET CETERA

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

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

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

8.3.2 INTRODUCING A STATEMENT

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

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

8.3.3 PREFACING DIRECT SPEECH OR QUOTATIONS

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

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

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

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

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

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

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

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

8.3.4 RATIOS

Use a colon to indicate a ratio in scales:

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

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

8.3.5 TITLES AND SUBTITLES

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

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

Note There is no comma before the headline.

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

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

8.3.6 INTRODUCTIONS

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

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

8.4 COMMA

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

8.4.1 BETWEEN ADJECTIVES

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

She was a quiet, gentle, compassionate woman.

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

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

8.4.2 INTRODUCTORY ADVERBIAL CLAUSES

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

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

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

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

8.4.3 ADVERBS, ADVERB PHRASES AND ADVERB CLAUSES

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

In a simple sentence:

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

Following a conjunction at the start of a sentence:

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

Following a coordinating conjunction in a compound sentence:

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

Following a subordinating conjunction in a complex sentence:

(1) SUBORDINATING TO AN ADJECTIVE CLAUSE:

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

(II) SUBORDINATING TO AN ADVERB CLAUSE:

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

(III) SUBORDINATING TO A NOUN CLAUSE:

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

This also holds true for any parenthetical element.

8.4.4 WHEN LINKED BY CONJUNCTIONS

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

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

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

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

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

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

8.4.5 DEFINING AND NON-DEFINING CLAUSES

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

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

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

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

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

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

8.4.6 NAMES OR TITLES OF PERSONS

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

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

8.4.7 NOUNS

Note the use of commas with nouns in the following:

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

BUT

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

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

8.4.8 OMISSION OF WORDS

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

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

8.4.9 PARTICIPLES AND PARTICIPLE PHRASES

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

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

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

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

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

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

8.4.10 HONORARY TITLES OR DEGREES

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

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

8.4.11 CLARIFYING GROUPS OF WORDS OR NUMBERS

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

By 2008, 563 more men will be needed.

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

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

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

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

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

8.4.13 AMBIGUITIES WITH SINGLE WORDS OR SHORT PHRASES

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

Note the distinctions in the following sentences:

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

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

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

8.4.14 INTRODUCING QUOTATIONS

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

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- <i>Tampa</i> (adj, adv)
pre-Christian	un-Australian (adj)

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

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

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

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

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

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

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

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

NUMBERS (as words or figures)

(4) *Hyphenate* fractions:

one-third three-quarters 25 thirty-seconds

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

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

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

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

iodine-31 strontium-90 uranium-235

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

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

BUT from 1972 to 1975

NOUNS AND VERBS

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

ex-boxer ex-member ex-wife

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

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

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

great-aunt great-grandmother

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

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

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

cane grower wheat grower
wine grower wool grower

ADJECTIVES AND ADVERBS

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

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

BUT small to medium sized businesses

(14) *Hyphenate* adjectival combinations of colours:

a blue-grey haze black-and-white copies

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

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

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

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

Note

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

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

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

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

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

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

government funded schools
privately owned buildings
school based learning

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

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

MISCELLANEOUS

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

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

BUT

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

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

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

BUT cooperation, coordinate

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

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

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

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

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

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

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

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

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

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

BUT a catch-22 situation

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

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

8.9 OBLIQUE STROKE (FORWARD SLASH)

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

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

8.10 PARAGRAPH

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

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

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

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

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

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

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

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 **it’s** backing of the proposal and, undertakes to pay for all the legal expenses incurred.

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

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

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

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

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

9.2.4 OMISSION OF WORDS

Show omission of a few words or phrases by ellipsis:

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

9.2.5 LENGTHY OMISSIONS

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

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

9.2.6 INCOMPLETE QUOTATIONS

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

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

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

9.2.7 INTERRUPTIONS

Use an em rule to indicate an interruption:

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

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

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
cybervandalism

D

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

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

E

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

F

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

G

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

H

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

I

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

J

Java
JPEG
junk spam

K

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

L

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

logout

M

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

N

narrowcasting
net, the
netiquette
netsurfing
newsgroup
notebook/laptop computer

O

off-line
online
OSI, open systems interconnection

P

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

Q

QPS, query per second
quadbit
QWERTY keyboard
queuing theory

R

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

S

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

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

T

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

U

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

V

V-chip
voice mail
VPN, virtual private network

W

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

X

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

Y

Yagi aerial/antenna

Y-modem

Z

ZV port
Z-modem
Zip drive

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

10.2 DEFENCE TERMS

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

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

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

BUT defence (the concept):

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

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

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

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

10.2.1 TITLES

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

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

10.2.2 AIRCRAFT NAMES ET CETERA

Aircraft names et cetera should not be hyphenated:

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

BUT Boeing 737-800

10.2.3 MILITARY FORMATIONS

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

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

It is customary to designate corps with roman numerals:

the X Corps

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

the Eighth Army

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

10.2.4 NAMES OF SHIPS AND ADF FACILITIES AND BASES

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

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

When possessives need to be added, the possessives should not be italicised:

HMAS *Sydney*'s crew
Cerberus's quota

Class names of ships are not italicised:

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

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

VESSELS OF THE ROYAL AUSTRALIAN NAVY

Amphibious transport ships

HMAS *Kanimbla*
HMAS *Manoora*

Anzac frigates

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

Diving/patrol launches

Malu Baizam
Seal
Shark

Guided missile frigates

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

Landing craft (heavy)

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

Landing ship (heavy)

HMAS *Tobruk*

Mine countermeasure vessels

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

Patrol boats

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

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

Replenishment ships

HMAS *Success*
HMAS *Westralia*

Sail training ship

STS *Young Endeavour*

Submarines

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

Support craft lighters

Boronia
Teloepa
Wallaby
Warrigal
Wattle
Wombat
Wyulda

Survey motor launches

Benalla
Mermaid
Paluma
Shepparton

Survey ships

HMAS *Leeuwin*
HMAS *Melville*

Torpedo recovery vessels

Tailor
Trevally
Tuna

Tugs

Bronzewing
Currawong
Mollymawk
Quokka
Tammar

AUSTRALIAN DEFENCE FORCE FACILITIES AND BASES

ALL SERVICES

Australian Defence College, which oversees these bodies:

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

Australian Defence Force Cadets, which oversees these bodies:

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

Headquarters Australian Theatre (approved for site near Bungendore)

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

Royal Military College of Australia (Duntroon and Tuggeranong)

AUSTRALIAN ARMY

New South Wales

Greenhills
Holsworthy
Kapooka
Moorebank
Randwick
Singleton
Victoria Barracks (NSW)

Northern Territory

Larrakeyah Barracks
Robertson Barracks

Queensland

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

South Australia

Keswick Barracks

Tasmania

Anglesea Barracks

Victoria

Bandiana
Bonegilla
Glenorchy
Puckapunyal
Victoria Barracks (Vic)
Watsonia

Western Australia

Campbell Barracks
Irwin Barracks
Leeuwin Barracks

ROYAL AUSTRALIAN AIR FORCE

Australian Capital Territory

RAAF Base Fairbairn

New South Wales

Headquarters Air Command (at RAAF

Base Glenbrook)

RAAF Base Forest Hill

RAAF Base Richmond

RAAF Base Wagga

RAAF Base Williamtown

Northern Territory

RAAF Base Darwin

RAAF Base Tindal

Queensland

RAAF Base Amberley

RAAF Base Townsville

South Australia

RAAF Base Edinburgh

Victoria

RAAF Base East Sale

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

Western Australia

RAAF Base Pearce

ROYAL AUSTRALIAN NAVY

Australian Capital Territory

HMAS *Harman*

New South Wales

Garden Island

HMAS *Albatross*

HMAS *Creswell*

HMAS *Kuttabul*

HMAS *Penguin*

HMAS *Waterhen*

HMAS *Watson*

Northern Territory

HMAS *Coonawarra*

Darwin Naval Base

Shoal Bay

Queensland

HMAS *Cairns*

Naval Headquarters—South

Queensland, Bulimba Barracks,

Brisbane

South Australia

Naval Headquarters—South Australia,

Keswick Barracks, Adelaide

Tasmania

Naval Headquarters—Tasmania,

Anglesea Barracks, Hobart

Victoria

HMAS *Cerberus*

Williamstown

Western Australia

HMAS *Stirling*

10.3 HIGHER EDUCATION INSTITUTIONS

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

Note Group of Eight universities

Go8

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

10.4 SCHEMES, POLICIES, PROGRAMS AND AGREEMENTS

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

A

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

B

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

C

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

D

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

E

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

F

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

G

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

H

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

I

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

J

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

K, L

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

M, N

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

O, P, Q, R

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

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

S, T, U

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

V, W, X, Y, Z

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

10.5 PARLIAMENTARY AND PUBLIC SERVICE TERMS

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

A

act(s)—

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

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

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

Acting Prime Minister

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

address-in-reply, the address

adjournment debate

administration (the Reagan administration, the Keating administration)

Administrative Arrangements Order

Advance to the Minister for Finance, the advance

Ageing minister, Ageing portfolio (otherwise ambiguous)

Alert Digest(s)

appropriations, the appropriations

appropriation bills

Appropriation Bill (No. 1) 1991-92

ASO5

Attorney-General

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

the Attorney (meaning the Attorney-General)

attorneys-general

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

AusInfo

Australian Government Solicitor

autumn sittings

ayes (ayes and noes)

B

back bench (row of seats)

backbench (members of)

backbencher

bar (legal and House of Representatives)

bill(s)—

- appropriation bills
- clause
- division

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

Bills Digest

Black Rod

blue book (a parliamentary report or paper)

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

budget(s)—

budget papers

Budget Paper No. 1, the budget paper

budget session

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

mini-budget

state budget(s)

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

C

cabinet(s)

Cabinet Secretary

caucus, caucuses

Centre Left

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

chair (the Hon. David Hawker took the chair)

chairman—

Madam Chair (as a form of address)

Senate—

the Chairman

the Temporary Chairman (Senator Ferguson)

temporary chairmen

vice-chairman

Chair of the Standing Committee on Community Affairs, the chair

chamber

Chief Government Whip

Chief Opposition Whip

Chief Minister, the chief ministers

Clerk of the House (of Representatives), the Clerk

Clerk of the Senate, the Clerk

clerk(s) (the clerk at the table)

coalition, the

committee—

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

committee stage

in committee

procedural committees

roundtable discussion/conference/hearing

the standing committee, the committee

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

Commonwealth of Australia Gazette, the *Gazette*

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

D

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

E

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

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

F

Family First

federal—

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

Federation—

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

FOI'd

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

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

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

front bench (row of seats)

frontbench (members of)

frontbencher

G

gallery—

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

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

general business order of the day No. 6

government—

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

Governor-General—

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

green paper

the Greens (if specific party name)

the Greens (WA)

the Green Independents
the green movement
grievance day/debate

H

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

I

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

J

the joint sitting, a joint sitting
Journals of the Senate

K

King's Hall

L

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

Left—

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

legislation committee(s)

Liberal (of the Liberal Party)

Liberal-National Party

Liberal and National parties

Liberals

liberal, small 'l'

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

loan fund

the Lodge

M

Main Committee

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

Manager of Opposition Business

member—

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

minister(s)—

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

ministerial, prime ministerial

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

ministry(ies)—

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

N

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

O

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

P

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

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

Q

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

R

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

S

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

Speaker—
former Speaker Mr Neil Andrew; the former Speaker, Mr Neil Andrew
Madam Speaker, the Speaker, the speech made by Mr Speaker
Mr Speaker
Mr Deputy Speaker
Madam Deputy Speaker
the deputy speakers
Second Deputy Speaker
the Speaker, Mr Hawker
Speaker's gallery
Speaker's panel
speakers list
spring sittings
standing order(s), standing order 94
state—
state(s) (New South Wales, Victoria et cetera)
States (the United States of America)
Australian state governments
state railways
states rights
state government school
State Governor, state governors
state schools (in other words, non-private schools)
statewide [*Australian Oxford Dictionary*]
member state of ANZUS
the states house (the Senate)
the state
statute book
supply
supply bills

T

table
Table Office
tax office **BUT** Australian Taxation Office, Taxation Office
territory(ies)
Territory (Northern Territory)
Territorians (Northern Territory)
Trade Subcommittee (a subcommittee of the Joint Standing Committee on Foreign Affairs, Defence and Trade)
Treasury
Treasurer, treasurers
treasury bench (not treasury benches)
treasury bills/notes

U

Usher of the Black Rod, the

V

Vice-President of the Executive Council
Votes and Proceedings

W,X,Y,Z

whips

Chief Government Whip, Government Whip, government whips

Chief Opposition Whip, Opposition Whip, opposition whips

white paper

yes (the yes case)

10.6 FOREIGN WORDS AND PHRASES

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

List of abbreviations

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

A

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

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

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

B

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

C

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

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

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

D

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

E

e converso (L)	conversely
----------------	------------

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

F

factum (L)	the fact
fait accompli (F)	a thing already done
felix culpa (L)	happy fault; applicable when a mistake turns out to be of benefit
flagrante delicto, in (L)	the very act of committing the crime
folie de grandeur (F)	an illusion of greatness
force de frappe (F)	a striking force
force majeure (F)	irresistible compulsion; coercion diplomatically recognised as irresistible

G

gaudeamus igitur (L)	let us therefore rejoice
gravitas (L)	serious-mindedness; dignity and solemnity of bearing

H

hac lege (L)	with this law or condition
hic et nunc (L)	here and now
homo ludens (L)	the sportive man; the aspect of the human personality which leads to irresponsible joking
honoris causa (L)	as a mark of honour, honorary
horrible dictu (L)	horrible to tell
hors du jeu (F)	not practical politics

I

ibidem, ibid., id. (L)	in the same place or case
idem (L)	the same
idem sonans (L)	sounding the same
imperium in imperio (L)	a government within a government
imprimis (L)	in the first place
in camera (L)	in private
in custodia legis (L)	in the keeping of the law
in esse (L)	in being

in extenso (L)	from the beginning to the end; leaving out nothing
in extremis (L)	at the last gasp
in fieri (L)	in the process of coming into existence; in the course of completion
in globo (L)	in its entirety; as a whole; taking a general view
in limine (L)	at the outset; preliminary
in loco parentis (L)	in the place of a parent
in majorem cautelam (L)	by way of greater caution
in medias res (L)	into the heart of the subject; without preface or introduction
in memoriam (L)	in memory of
in perpetuum (L)	forever
in personam (L)	those actions in law which seek recovery of damages et cetera against the person
in poenam (L)	by way of punishment
in posse (L)	possible; potential
in re (L)	in the matter of
in rem (L)	a judgment pronounced on the status of some particular subject matter
in situ (L)	in its original or proper situation
in solido (L)	in the whole (applied to a contract)
in statu quo ante (L)	in the condition in which it was
in toto (L)	altogether
in transitu (L)	during the passage of
inter alia (L)	among other things
inter alios (L)	among other people
inter se (L)	among themselves
inter vivos (L)	in one's lifetime; among living persons
ipso facto (L)	by the very act itself
ita est (L)	it is so
iterum (L)	again; once more

J

j. (judex) (L)	judge
jure divino (L)	by divine right
jus accrescendi (L)	the right of survivorship
jus canonicum (L)	canon law
jus civile (L)	civil law
jus divinum (L)	divine law
jus gentium (L)	the law of nations; sometimes used for public international law

L

lacuna (L)	a hiatus, a blank
laissez faire (n); laissez-faire (adj) (F)	the doctrine of non-interference
lapsus linguae (L)	a slip of the tongue
lapsus memoriae (L)	a slip of the memory
le roi et l'état (F)	king and state
lese-majeste (F)	high treason
lex domicilii (L)	the law of the domicile
lex non scripta (L)	unwritten law; common law
lex non scripta (L)	the common law; literally, unwritten law
lex scripta (L)	statute law; literally, written law
lex terrae (L)	the law of the land
lingua franca (It.)	any language used as a means of communication among speakers of other languages
lis (L)	legal proceedings; literally, the dispute
locum tenens (L)	a deputy or substitute
locus in quo (L)	the place in which

M

mafioso, pl. mafiosi (It.)	a member of the Mafia
magna cum laude (L)	with high honours

magnum opus (L)	chief work of a creative artist
mala fide(s) (L)	in bad faith; not genuine; the opposite of bona fide(s)
malapropos (F)	ill timed; inappropriate
mandamus (L)	we command; used in the phrase ‘writ of mandamus’
manu forti (L)	with a strong hand
mater familias (L)	the mother of the family
maxima cum laude (L)	with the highest praise; with distinction
me iudice (L)	according to my judgment
mea culpa (L)	by my fault
mea maxima culpa (L)	through my own most grievous fault
mens rea (L)	a guilty mind
mera noctis (L)	midnight
mesne (F)	middle; intermediate (used most in the phrases ‘mesne profits’ and ‘mesne process’)
minima de malis (L)	of evils, choose the lesser
modus operandi (L)	manner of operation
mos majorum (L)	the custom of our (their) ancestors
mutatis mutandis (L)	with the necessary changes in points of detail; literally, those things changed that need to be changed
mutato nomine (L)	the name being changed
N	
ne plus ultra (L)	the uttermost; perfection
nervus probandi (L)	the chief argument
nil desperandum (L)	never despair
nil novi sub sole (L)	nothing new under the sun
nolens, volens (L)	whether willing or unwilling
non bis in idem (L)	not twice tried for the same offence
non compos mentis (L)	not of sound memory and understanding
non est (L)	it is not; wanting; minus
non obstante (L)	notwithstanding

non sequitur (L)	it does not follow
non sine gloria (L)	not ingloriously
nota bene (NB) (L)	note carefully
nudis verbis (L)	in plain words

O

obiter dictum (L)	an opinion not necessary to a judgment
odium scholasticum (L)	the spitefulness of scholars
omnia vincit amor (L)	love conquers all things
onus (L)	burden (as of proof)
onus probandi (L)	the burden of proof
op. cit. (opere citato) (L)	in the work just cited

P

par exemple (F)	for example
pari passu (L)	with equal step; equally; without preference
passim (L)	everywhere; throughout
pater familias (L)	the father of the family
pater noster (L)	our father
pax Britannica (L)	the peace imposed by British rule within the British Empire
pax Romana (L)	the peace imposed by Roman rule within the Roman Empire
per (L)	through
per capita (L)	by heads; by the individual person
per curiam (L)	by the court
per diem (L)	each day; by the day
per incuriam (L)	through heedlessness or neglect
per jocum (L)	for fun
per se (L)	by itself considered
per stirpes (L)	by the right of representation; literally, according to the stocks

persona non grata (L)	unacceptable person
pleno jure (L)	with full authority
post (L)	after
post bellum (L)	since the war
post hoc non propter hoc (L)	after this but not because of this
post meridiem (pm) (L)	afternoon.
post mortem (L)	after death; also autopsy
prima facie (L)	on the face of it
primo mihi (L)	first of all myself
primus inter pares (L)	the first among equals
principia, non homines (L)	principles, not men
pro bono publico (L)	for the public good
pro forma (L)	as a matter of form
pro hac vice (L)	for this turn or occasion
pro patria (L)	for the sake of one's country
pro rata; pro rata parte (L)	in proportion
pro re nata (L)	to meet the emergency; literally, 'for a thing born'
pro tanto (L)	for so much; just by so much
pro tem. (pro tempore) (L.)	for the time being
propaganda vide (L)	for extending the faith

Q

qua (L)	in the character of; by virtue of being
qua se (L)	in itself, by its own nature
quaere (L)	question
qualis pater talis filius (L)	like father, like son
quantum (L)	the quantity or amount
quantum sufficit (L)	as much as suffices
quasi- (L)	resembling; seemingly but not actually

quid pro quo (L)	equivalent; something done in return
quis custodiet ipsas custodes? (L)	who will guard the guards?
quo animo? (L)	with what mind?
quo vadis? (L)	where are you going?
quod erat demonstrandum (q.e.d.) (L)	as was to be shown
quod erat faciendum (q.e.f.) (L)	as was to be done

R

R. (Rex or Regina) (L)	the king; the queen
raison d'être (F)	the reason for existence
ratio decidendi (L)	the ground for a judicial decision
ratio scripta (L)	a judgment delivered in writing
res gestae (L)	the things done (including words spoken) in the course of an event
res integra (L)	fresh matter; not yet judicially expounded
res nullius (L)	a thing that has no owner
res, non verba (L)	deeds, not words

S

securitas (L)	freedom from anxiety
securus judicat orbis terrarum (L)	the judgment of the whole world is conclusive
secus (L)	it is otherwise
semble (F)	it seems
seriatim (L)	severally and in order
sic (L)	so written or printed
simpliciter (L)	without modification
sine die (L)	without a day being set, or indefinitely
sine qua non (L)	something/someone indispensable
sotto voce (L.)	in a low tone intended not to be overheard
soupçon (F)	a slight trace of something (literally, suspicion)
spes ultima gentis (L)	the last hope of his race; the last hope of his family

status quo (L)	the existing state of things at any given date
sub finem (L)	towards the end
sub iudice (L)	under consideration, before the court
sub lege libertas (L)	liberty under the law; the only freedom compatible with order
sub modo (L)	under condition or restriction
sub nomine (L)	under the name
summa cum laude (L)	with highest honours
summum bonum (L)	the chief or highest good
supra (L)	above

U, V

ultra vires (L)	beyond the powers; said of a corporation or company when exceeding its authority, or of a constitution
versus, v (L)	against
verbatim et literatim (L)	word for word and letter for letter
vice versa (L)	conversely
vide ut supra (L)	see what is stated above
viva voce (L)	by word of mouth; orally; literally, by the living voice
volens et potens (L)	willing and able

11. STYLE UPDATES

11.1 STYLE UPDATE 1—MAY 2005

3.1.1 Use capital letters without full stops in acronyms and sets of initials—After **BUT**, add VoIP

4.3 Titles of positions—At the end of the introductory paragraph add:

The full title of a Commonwealth minister or parliamentary secretary—even if not said—should be used when first mentioned in a speech. When only part of their title is mentioned thereafter it should take lower case. In Committee of the Whole in the Senate and in consideration in detail in the House of Representatives and the Main Committee, the full title of a Commonwealth minister or parliamentary secretary need not be used if not said.

4.14 Scientific terminology—add vitamin B₁₂

4.16.2 Newspapers and magazines—add the *Lancet*

4.16.6 Web sites and webpages—add crikey.com

6.1.3 Acts—add MOP staff

7.2.5 Clock time—Hansard will commence using ‘am’ and ‘pm’ (with no dots) on budget day 2005.

7.8 Identification numbers—add ABC2

7.9 Indefinite numbers—add: A picture is worth a thousand words.

8.8.1 Hyphen—add: **Note** businesspeople **BUT** small business people

8.8.3 Hyphen, paragraph (11)—add:

roll-out **Note** Do not hyphenate phrasal verbs—for example, to roll out.

8.8.3 Hyphen, paragraph (20)—under **BUT** add:

South West (a WA state government electorate)

10.1 Computer terms—add VoIP, voice over internet protocol

10.2 Defence terms—add: Defence Instruction (General) Personnel 32-1 *Employment of Women in the Australian Defence Force (ADF)*, Defence Instruction (General) Personnel 32-1, DI(G) PERS 32-1, defence instructions, defence instruction

10.4 Schemes—add:

G: Greenhouse Gas Abatement Program, GGAP

H: Higher Bandwidth Incentive Scheme, HiBIS

R: Regional Partnerships program, Regional Partnerships (if referring to the program)

S: Sustainable Regions Program, Sustainable Regions (if referring to the program)

10.5 Parliamentary and Public Service terms—add:

K: King of England, the King, a king

L: left-wing (adj)

P: the Prince of Wales, the Prince, a prince

P: the Pope, a pope

Q: the Queen of England, the Queen, a queen

R: add right-wing (adj)

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

12. INDEX

A

Abbreviations.....	3-6
bill titles.....	29
possessive.....	49
Acronyms.....	7
Acts.....	8, 31, 88
Addresses.....	36
Adjectives (commas).....	51
Adverbs (commas).....	52-53
Ages.....	36
Agreements.....	13, 84-87
Aircraft.....	7, 26, 78
Air Force bases.....	82
Ambiguity rule (hyphen).....	58
Amendments (bills).....	30
Amounts at beginning of sentences ..	36, 38
Ampersand.....	3
And (commas).....	55
Angles (measurement).....	43
Annual reports (capitalisation).....	23
Anzac.....	7, 76
Apostrophe.....	8, 47-49
Army bases.....	81
Art works (titles).....	22, 25
Articles (quotation marks).....	26, 27, 65
Attorney-General.....	33, 88
Audit reports.....	22
Awards and orders.....	4, 13, 55

B

Ballets.....	22, 25
Bases (Defence Force).....	76, 81-82
Battalions.....	79
Battles.....	15
Benefits and payments.....	13
Bible.....	23
Billions	
abbreviations.....	6
of dollars.....	38, 40, 45
Bills.....	29-30, 88-89
Blood alcohol levels.....	40
Boats.....	26, 79, 80
Books	
and booklets (titles).....	25
parts of books.....	35, 43
Brackets.....	8, 49

Brand names.....	21
Brochures.....	25
Budget (terminology).....	89
Building names.....	16-18

C

Calibre (guns).....	40
Call signs.....	41-42
Capital letters.....	9-24
Cases (legislative and legal).....	6, 27, 32
Cents.....	3, 38, 39
Chair (terminology).....	89
Chapters	
chapter numbers.....	43
of books (quotation marks).....	24, 26
Classifications.....	42
Clock time.....	37
Codes.....	32,33
Collections and exhibitions.....	23
Colon.....	44, 50-51
and capital letters.....	23
introducing quotations.....	67
titles and subtitles.....	51
Combination numbers.....	37
Comma.....	51-55
Commissions.....	33
Committee (terminology).....	89
Company names.....	4
Compass directions.....	62
Chemicals.....	20
Compounds	
names.....	7-8
numbers.....	37
Complete quotations.....	68
Computer terms.....	73-75
Conjunctions	
commas.....	53
semicolon.....	66
Conferences.....	14
Contractions.....	4, 49
Conventions (treaties).....	14
Councils.....	9
Courtesy titles.....	4
Courts.....	33
Court cases.....	6, 27, 32
Crown (terminology).....	90
Currency.....	38-40

Customs (terminology)90

D

Dash 56-57

Dates40

Days40

Decimal numbers40

Defence capitalisation76

Defence terms 76-82

Defence Force facilities and bases ... 79, 81

Defining clauses (commas)53

Degrees, orders and awards4, 13, 55

Departments—C'th, state, territory ... 10-11

Descriptive form lines (italics)27

Direct quotations 67-71

Distances (measurements)43

Dollars38, 40

Dramatic effect (dash)57

Drugs21

E

Ellipsis56

Em rule (dash) 56-57

Embassies9

Essays (quotation marks)26, 65

Estimates (terminology)90

Et cetera (commas)55

Ethnic groups18

Euro sign39

Events15

Exclamation mark57

Exhibitions23, 25

F

Facilities (Defence Force)79, 81

Federal (terminology)91

Films (titles)22, 25

Foreign currency39

Foreign words and phrases 27, 99-112

Format (quotation marks)69

Forward slash63

Fractions41

Fractions (hyphen)59

Free trade agreements14

Funds 13, 84-87

G

Geographical areas 16-18

Government

departments 10-11

Governor-General91

Grades3

Groups of people18

H

Handbooks25

Headlines (quotation marks)24, 51, 65

Higher education institutions83

Historical events15

Honourable (title)5

Honorary titles or degrees3, 4, 13

commas54, 55

Hours41

House (terminology)92

Hyphen 58-63

adverbial/adjectival compounds 60-61

and capital letters59

anti, post, pre, pro59

based, funded, owned, related, sized ... 61

chemical elements60

compass directions62

grower58, 60

high, middle and low61

non58, 62

nouns60

numbers59

phrases with three or more words62

proper names (hyphenated)23

set solid63

span of years60

stand-alone letters59, 62

verbs60

I

Identification numbers/call signs 41-42

Ideologies19

Incomplete quotations67, 70

Indefinite numbers42

Indigenous18

Indirect quotations70

Information technology terms 73-75

Initials5

Interjections (exclamation mark)57

International Year of14, 16

Interpolations (dash)	57
Interruptions	
dash	57
quotations	70
Introductions (colon).....	50
Irony (exclamation mark)	57
Italics.....	25-27
scientific terms.....	20
titles	22-23
J	
Judges.....	33-34
K	
Kilogram (measurements).....	43
L	
Latin	6, 27, 99-111
scientific terms.....	20, 26
Leaflets (titles).....	25
Lectures (quotation marks)	26, 65
Legal cases.....	6, 27, 32
Legal office holders	33-34
Legal terms.....	29-34
Legislative terms.....	29-34
Lists	
colon	50
dash.....	56
numbers	42
M	
Magazines (titles).....	22, 25
Measurements	43
Member (terminology).....	93
Military terms	76-82
Millions	
abbreviations.....	6
of dollars.....	38, 40, 45
Minister (terminology).....	11-12, 93
Minutes (time).....	41
Money	38-40
Mount (abbreviation for)	6
Movies (titles).....	22, 25
Musicals	22, 25
N	
Names	
commas.....	54, 55
nicknames	65
of bodies	9-10
of places.....	16-18

proper names	19-20, 23
Navy	
bases	82
vessels.....	79, 80
Newspapers	
headlines (quotation marks)	24, 51, 65
titles	22, 24
New Zealand currency.....	39
Non-defining clauses (commas)	53
Nouns	
apostrophe	47
commas.....	54
Numbers.....	35-45
abbreviations	6
as concepts (indefinite numbers).....	42
beginning a sentence	36, 38
combinations of numbers	37
following a noun.....	35
lists.....	42
ordinals	35
O	
Oblique stroke (forward slash)	63
Occasions	15-16
Oil rigs	26
Office holders	33-34
Omission	
of words (commas).....	54
of words/paragraphs (ellipsis)	56
of words (quotations).....	70
Operas (titles).....	22, 25
Opposition (terminology)	94
Or (commas)	55
Orders and awards	3, 15, 55
Ordinals.....	35
Ordinances	32
P	
Page numbers.....	35, 43
Papers.....	22
and quotation marks	26, 65
Paragraph	63-64
Parallel clauses (semicolon)	66
Parentheses	8, 49
Parenthetical statements (dash).....	56
Parliament (terminology).....	94
Parliamentary terms	88-98
Participles/participle phrases (commas)	54
Parts of books	43
Payments and benefits	13

Percentages	43
Periodicals (titles)	22, 25
Place names.....	16-18
Plays (titles)	22, 25
Plurals	
acronyms.....	8
non-word plurals (apostrophe)	49
nouns and plural nouns (apostrophe)....	47
Poems	
titles	22, 25
quotations from.....	71
Police (terminology)	95
Policies.....	13, 84-87
Political events.....	15
Ports (terminology).....	10
Positions (titles)	11-12
Possession not defined (apostrophe).....	48
Possessives (apostrophe).....	8, 47-49
Premier (terminology).....	95
President (terminology)	95
Programs	13, 84-87
Proper names.....	19-20
hyphen	23
Properties and buildings.....	16-18, 27
Protocols (treaties)	14
Pseudo-questions	57, 64
Public holidays.....	15-16
Public Service terms	88-98
Punctuation	47-66
Q	
Question mark.....	64
Quotation marks.....	65
Quotations	67-72
colons.....	50
format.....	69
incomplete	67, 70
indirect.....	70
interruptions.....	70
introduction of text	69
longer direct.....	69-70
short complete	68
omission of words.....	70
R	
Radio programs.....	22, 25
Radio stations.....	41-42
Ratios	44, 51

Regiments	79
Regulations	32
Religious books	23
Religious groups	18
Reports (audit and committee reports) ...	22
Results and scores (numbers)	44
Roman numerals	44
Royal (terminology).....	96
Royal commissions	33
S	
Sacred writings	23
Sarcasm (exclamation mark)	57
Schemes	13, 84-87
Schools (terminology)	10
Scientific terminology/names	20, 26
Scores (numbers)	44
Semicolon	65-66
Seminars.....	14
Senator (terminology).....	96
Shadow ministers	96
Ships	26, 79, 80
Shire councils.....	9
Singular nouns (apostrophe).....	47-48
Sizes	43
Songs	
titles	22, 25
quotations from.....	71
Speaker (terminology)	97
Special occasions	15
Speeds	43
Spelling.....	1-2, 10
parliamentary, public service terms	88-98
Sporting events	15
Squadrons	79
Standards (ISOs).....	41-42
State (terminology)	97
Streets et cetera (abbreviations).....	6
Style	
general	1
special	73-112
Subscripts/superscripts	20
dates.....	40
ordinals	35
Submissions (titles).....	26
Subtitles (colon).....	51

T	
Telephone numbers	45
Television	
programs	22, 25
stations and networks	41-42
Temperatures.....	43
Thousands	45
Time, clock	37
Titles	
books et cetera	22, 25, 51
Defence.....	78
people and positions	3, 4, 5, 11-12, 54
titles and subtitles (colon).....	51
Trademarks	21
Trade unions	9, 48
Trains	26
Treaties.....	14
Tribunals	33
Trillions	
abbreviations.....	6
of dollars.....	38
U	
United Kingdom currency.....	39
United States currency	39
Universities and colleges	83
US spellings (bodies).....	10
Usage.....	1
V	
Versus (abbreviations)	6, 32
W	
Wars	15
Web	
internet/net.....	74
sites and pages	23
Weights	43
White papers	22
Works of art	22, 23
Y	
Years and spans of years.....	45