

HANSARD STYLE GUIDE**ACRONYMS (See also AMPERSANDS)**

¹ Always expand acronyms the first time they occur in each member's speech (other than those excepted) and include the acronyms in brackets immediately afterwards.

² It is not necessary to include the brackets immediately afterwards if the acronym appears in the following sentence.

³ However, always place the acronym in brackets after the first occurrence if the expansion is lower case: it is too hard to pick up in text even if it is only a sentence away.

For example —

¹ The recommendations of the Council of Australian Governments (COAG) will be debated next week. One of the key areas under consideration is law reform, which the Attorney-General will address.

² The World Health Organisation is a good institution. The WHO ...

³ The regional forest agreement (RFA) is a good initiative.

If the member subsequently uses the full name, do not substitute the acronym.

It is the responsibility of the forms proofreading subeditor to scan for unnecessary doubling up of acronym expansions.

Do not expand an acronym unless you are sure it is correct. Each member's speech should have acronyms expanded the first time so it is complete.

Acronyms that do not require expansion —

AM or FM band	IT
AIDS, HIV/AIDS	LSD
ALP	MLA
ABC	MLC
ANZ	MP
BHP	Nasdaq
BP	PERIN court
CSIRO	PIN number
CD	RMIT
CV	SBS
DNA	TAFE
EFTPOS	TAB
GP	TV
GPO	UK
GST	USA
HMAS, HMS, HMVS	VIP
IBM	YMCA
IQ	

Do not use acronyms in headings.

ACTS

If a member mentions the year of an act — e.g., the Water Act 1989 — leave it in.

ADJOURNMENT DEBATE

Ensure that the right portfolios — that is, the senior portfolios — are shown for ministers handling answers on behalf of ministers in the other house.

Use the members' words in the lead-ins — 'matter', 'issue', 'question' et cetera are acceptable — but add the words 'in another place' when referring to a minister/member in the other house.

AMPERSANDS

Ampersands can be used (with hard spaces before and after) in company names expressed in acronyms, such as P°&°O, and in some common phrases, for which we follow *Macquarie*.

AND/OR

It is acceptable to use 'and/or'. For example —

The child's mother, father and/or guardian should attend the meeting.

APOSTROPHES (See also PLACE NAMES and POSSESSIVES)

(See commonwealth *Style Manual* on adjectival possession) —

When the sense of a noun is more adjectival than possessive, the apostrophe is frequently omitted:

girls high school (a high school for girls)
senior citizens centre (a centre for senior citizens)

Elimination of the apostrophe, and an emphasis on the adjectival sense of a plural noun, makes standardisation of terminology easier. Therefore it is acceptable to use:

a drivers licence; drivers licences
a private members bill; private members bills
taxpayers funds

However, an apostrophe is still used where the omission of one would be plainly wrong:

children's book week
men's room
wife's pension
handicapped child's allowance

As a rule use apostrophes as follows with singular nouns that end in 's':

Reeves's qualifications
Dickens's novels

Our style is not to use the possessive apostrophe in names such as 'McDonalds' and 'Tattersalls')

BUDGET

Budget speech —

In the Assembly, treat the budget speech as you would a second-reading speech.

In the Council refer to BM12 for the form dealing with budget papers. (The Council does not have the bill at this stage, but this procedure allows members to debate the budget before it arrives in the chamber.)

Budget papers —

Only the full titles are italicised (so ‘budget paper 5’, et cetera, is in lower case).

CAPITALISATION (See also **ITALICS** and S:\References\STYLE\CAPS LIST.doc)

The tendency in modern English is to reduce the overall number of capitalised words on the page (page 47 *Style Manual*, fifth edition). Therefore:

(1) Position titles

Capitalise (i) senior parliamentary positions (ministerial portfolios, the Presiding Officer, the Clerk, the Deputy Clerk et cetera, but not their plurals) and (ii) key government office-holders such as the Chief Justice of Victoria, the Chief Commissioner of Police (the first time for each speaker and then the ‘chief commissioner’) the Regulator-General and the Ombudsman). If in doubt, check with the Deputy Editor or Senior Subeditor.

Use lower case for positions listed in the *Victorian Government Directory* — for example, chief health officer and chief psychiatrist) and other positions such as managing directors of companies and mayors.

(2) Departmental divisions, committees, corporations, community organisations, et cetera

(i) *Use Initial Caps* for statutory and non-statutory bodies, including —

authorities	councils
boards	institutes
bureaus	networks
commissions	*offices (including Office of ... and State Coroner’s Office)
committees	registries
corporations	tribunals

* See ‘(2)(ii)(b) regional offices and regions’ below.

(ii) *Use lower case* for —

(a) divisions, directorates, branches, groups, units and areas

If necessary add the word ‘division’ to headings with grey backgrounds

Where necessary adapt using the description in the text (‘branch’, ‘unit’, et cetera)

For example —

planning, policies and standards [division]

purchasing and finance policy [branch]

service development [area]

(b) regional offices and regions

For example —

Barwon–south western regional office

Broadmeadows registration and licensing office

Gippsland region

(c) *centres

For example —

Dandenong Victorian business centre

Bairnsdale community correctional services centre

Ballarat Energy Smart advisory centre

Eltham community health centre

* See ‘*Exceptions*’ below

(d) neighbourhood houses

(e) planning schemes

(f) design rules

(iii) **Exceptions** —

Use Initial Caps for —

Australian Centre for Youth Literature
 Education Centre (State Library of Victoria)
 Forest Tree Technology, Centre for
 Geological Survey of Victoria (correct title)
 Genealogy Centre (State Library of Victoria)
 Land and Survey Information Centre
 Melbourne Sports Training Coordination Centre
 Minerals and Petroleum Business Centre
 Parks Victoria Information Centre
 Victorian International Business Centre
 Water Training Centre

(3) **Titles of organisations with ‘Victorian’**

Render it in full for each speaker the first time and then adapt using the other single words. The context should make it clear which authority or council is being discussed.

For example —

Victorian Workcover Authority — then use ‘Workcover’, ‘the authority’ or ‘VWA’, not ‘Workcover Authority’;

Victorian Government Purchasing Board — then use ‘the board’, not ‘Government Purchasing Board’;

National Gallery of Victoria — then use ‘the gallery’ (where more than one gallery is being discussed, after the full title the first time use ‘New South Wales gallery’ and so on to differentiate);

Victorian Council of the Arts — then ‘the arts council’ or ‘the council’

(4) **‘state’ and ‘commonwealth’**

It is not necessary to capitalise ‘state’ in ‘state of Victoria’ and ‘commonwealth’ in ‘commonwealth of Australia’.

(5) **Topographic/geographic names**

According to the Place Names Committee ‘all words considered part of a proper geographic name should normally be capitalised, including all adjectives and common nouns’. Therefore use Domain Tunnel, Burnley Tunnel, Eildon Weir, Dartmouth Dam, et cetera.

(6) **Publication titles**

(i) General rule:

FOR MAJOR WORKS

Italicised = Maximal Capitalisation

FOR ELEMENTS OF MAJOR WORKS

‘Normal font within quotation marks’ = Minimal capitalisation

(ii) Major publications and creative works

Use maximal capitalisation — that is, capitalise the first word of the title and all other words except definite and indefinite articles, prepositions and conjunctions — and italics. For example:

Hard Times

Encyclopaedia of Practical Quotations

The same applies to subtitles — separated by a dash:

Information Technology and the Year 2000 Problem — Was the Victorian Public Sector Ready?

(iii) Headlines, articles, newspaper features/columns, chapters and web pages

Use minimal capitalisation — that is, capitalise the first letter of the first work of the title and those words that normally bear initial capitals — within quotation marks. For example:

‘Man bites dog’
 ‘Transforming direct speech into indirect speech’
 ‘Domain’
 ‘An interview with Gerard Vaughan’
 ‘What’s on in Monash Province’

(iv) Policies (See also **ITALICS** — **Policy documents**):

Use initial capitals and normal font if referring only to the policy — not the publication:

New Solutions
 Turning the Tide

(v) Web pages (See also **ITALICS** — **Electronic publications**):

Use minimal capitalisation — that is, capitalise the first letter of the first work of the title and those words that normally bear initial capitals — within quotation marks. For example:

‘Victorian law today’
 ‘What’s on in Prahran’

COMMAS

The aim is to use commas sparingly and to avoid ambiguity.

(1) Introductions

- (i) Commas are unnecessary after ‘In 1998’ (unless followed by a figure), ‘Recently’, ‘Of course’, ‘But’, ‘So’, ‘Therefore’ and so on.

Usually commas are necessary after ‘However’, ‘Moreover’, ‘Finally’, ‘Furthermore’ and similar words.

- (ii) When the introductory string of words is short, (just two or three), a separating comma may not be necessary — except to prevent misreading. [But] the comma is essential in a case like the following:

Fourteen months after the rains came to other parts of the Kimberleys.

A comma following ‘after’ would prevent the reader having to go over the sentence twice to get its structure.

(2) General

- (i) No comma is necessary after words like ‘headed’ or ‘entitled’ in the following sense:

The second article was headed ‘Living with a multimillionaire’. (November 1988)

However, a comma is needed in introducing direct speech:

As Lincoln said, ‘The ballot is stronger than the bullet’.

- (ii) Place a comma before a conjunction introducing an independent clause:

The early records of the city have disappeared, and the story of its first years can no longer be reconstructed.

The situation is perilous, but there is still one chance of escape.

The minister was not listening, because I made it clear at the outset that we support this project.

- (iii) Items in a series — for example:

The billabongs at sunset drew flocks of galahs, gang-gangs, budgerigars and cockatoos of all kinds.

The ongoing trend is to use the final serial comma only when it is needed to prevent ambiguity. Therefore a final serial comma is needed in the following:

The sandwich fillings they were offered included ham and tomato, with cheese and egg.

The plates were made from gold, silver, copper and tin, and lead.

(NB: copper + tin = bronze; tin + lead = pewter)

- (iv) Defining (or restrictive) and non-defining (non-restrictive) phrases/clauses:

Note the difference between ‘Hospitals which care for old people are understaffed’ (defining, because it refers only to those hospitals which do) and ‘Hospitals, which care for old people, are understaffed’ (non-defining, because it says all hospitals care for old people).

In the same way ‘My colleague, Mr Jasper, will speak next’ means the speaker has only one colleague, whereas ‘My colleague Mr Jasper will speak next’ means the speaker has more than one colleague.

- (v) Conditional (if) clauses:

Use commas to mark off conditional clauses —

If there is no substance to the rumour, then the minister should say so.

CONTRACTIONS

Assembly and Council — to be used only around interjections (including direct responses) and in reporting quoted or direct speech.

Committees — to be used only when their expansion would sound stilted or contrived.

DATES

It is correct to put the day as well as the date if a members says it— for example, Friday, 21 September.

The date ‘16 October 2001’ requires no punctuation. However, when the day is followed by the date — ‘On Tuesday, 16 October 2001, the sitting begins at 2.00 p.m.’ — commas are required around the date to separate the two. (See *Style Manual*, item 10.43)

DIFFERENT FROM /DIFFERENT TO

Either is acceptable (but not ‘different than’).

DIRECTIONS

Always hyphenate — ‘It is in the north-eastern corner’. ‘I thought it was in the south-west’. ‘No, I reckon it is north-west’, and so on. Note the use of hyphens, not en dashes.

ELLIPSES (ELLIPSIS DOTS)

TEXT —

One day, a big bad wolf met Little Red Riding Hood in the forest. The wolf asked her where she was going. Little Red Riding Hood told the wolf she was going to visit her grandmother.

She did not stop to continue talking to the wolf but hurried on. Soon she arrived at her grandmother’s cottage.

The big bad wolf had reached the cottage before her and swallowed the grandmother up. When Little Red Riding Hood arrived at the cottage the big bad wolf was waiting for her there and swallowed her up, too.

Thanks to the timely intervention of a woodcutter, the big bad wolf was done in and grandma and Little Red Riding Hood were saved.

Ellipses are used always to show the omission of a word or words, a sentence or sentences, or a paragraph or paragraphs from quoted text.

- (i) To show the omission of one or more words at the start of a sentence:

... a big, bad wolf met Little Red Riding Hood in the forest.

- (ii) To show the omission of one or more words in the middle of sentence:

One day, a ... wolf met Little Red Riding Hood in the forest.

- (iii) To show the omission of one or more words at the end of a sentence:

One day, a big bad wolf met Little Red Riding Hood^o...

- (iv) To show the omission of one or more sentences:

One day, a big bad wolf met Little Red Riding Hood in the forest^o... Little Red Riding Hood told the wolf she was going to visit her grandmother.

- (v) To show the omission of one or more paragraphs:

Little Red Riding Hood told the wolf she was going to visit her grandmother.

...

Thanks to the timely intervention of a woodcutter, the big bad wolf was done in and grandma and Little Red Riding Hood were saved.

- (vi) To show the omission of punctuation other than a full stop at the end of a quote:

Mr WILSON — The next paragraph says the minister may direct persons:

... to operate and maintain services to the extent and upon the terms specified in the direction^o...

In all cases only three dots are used — with a non-breaking space before and an ordinary space afterwards — even if the ellipsis comes at the end of a sentence.

There should be a space before the first word and a hard space after the preceding word —

... now is the time^o...

No other punctuation mark precedes the first dot or follows the last dot.

Ellipses are not needed in the following because no words are omitted —

Mr CAMERON — To reinforce the point, subsection (3) states:

The Governor in Council may at any time amend or revoke a proclamation.

EM DASHES

Use only one set per sentence.

Em dashes are used —

- (i) To mark a parenthesis in the middle of a sentence, including quotes:

The number of long-term unemployed — those who have been unemployed for 12 months or more — has increased from 225 000 to 240 000.

Then the minister said:

I promise —

it was a deadset promise —

to lower the unemployment rate.

- (ii) To show a break-off:

Dr NAPHTHINE — That would not have happened when we — —

Mr Batchelor interjected.

Always use em dashes in the following: ‘— that is,’; ‘— namely,’; ‘— for example,’ et cetera.

Make sure there is a space before and after an em dash. The following is wrong —

Pigs might fly —and then again they might not.

It should be —

Pigs might fly — and then again they might not.

EN DASHES

En dashes are used only to connect two words or numbers that set up spans between them.

For example —

1999–2000, 2001–02

Melbourne–Geelong train

April–June 2000
163–165 Clarence Street.

Make sure you do not use en dashes (e.g., in directions such as north-east) where hyphens should be used. En dashes can break across the page, which should be picked up in proofreading.

FEWER/LESS

These are interchangeable, so long as no ambiguity results.

FIRST READINGS

The correct style for first readings without debate is *mei* (MEMBER intro) not body bold. To ensure the correct style is applied, use the interactive macro on the tool bar.

FIRSTLY

‘Firstly,’ must be followed in a list by ‘secondly’, not ‘second’, and so on.

FRACTIONS

Use only where figures are used — e.g. ‘three and a half years’, not ‘3½ ...’

Do not use fractions for percentages — e.g. ‘1.5 per cent’, not ‘1½ per cent’.

HOUSE NOTES (See S:\References\STYLE\House notes)

HYPHENATED WORDS (See also **PREFIXES**)

In general, compounds that are used attributively are hyphenated but compounds that are used predicatively are not. For example, ‘a well-run scheme’ (attributive) but ‘the scheme is well run’ (predicative).

Refer to *Macquarie* and the [current session’s] house notes to check hyphenated words.

All the words in the list should be written into each *Macquarie* so that all staff dictionaries are up-to-date first references.

Page 256 of the second edition of Fowler sums up hyphens well. See also para. 6.114 of the commonwealth *Style Manual*.

IF/WHETHER

These are interchangeable, so long as no ambiguity results.

NB: ‘Let me know if you’ll be coming’ is different in meaning from ‘Let me know whether you’ll be coming’.
(*Right Words*)

INTERJECTIONS

In debate, include only interjections that are responded to.

Show *Honourable members applauded*. or **Honourable Members** — Hear, hear! only if it is an expression of the whole house.

If the identity of the member cannot be ascertained, use only:

Honourable members interjecting.

An Honourable Member —

Honourable Members —

An honourable member interjected.

Do not use:*Government/Opposition members interjecting.***A Government/Opposition Member** —**Government/Opposition Members** —**A government/opposition member** interjected.**ITALICS** (See also **CAPITALISATION** — **Publication titles**)**Major publications and creative works**

Italicise, with maximal capitalisation — that is, capitalise the first word of the title and all other words except definite and indefinite articles, prepositions and conjunctions. For example:

*Australian Financial Review**Encyclopaedia of Practical Quotations**Hard Times*

The same applies to subtitles — separated by a dash:

Information Technology and the Year 2000 Problem — Was the Victorian Public Sector Ready?

However, the elements of major publications and creative works —

headlines, articles, chapters, web pages and so on —

are shown in normal font and single quotes, with minimal capitalisation — that is, capitalise the first letter of the first word of the title and only those words that normally bear initial capitals. For example:

‘Man bites dog’

‘Transforming direct speech into indirect speech’

‘An interview with Gerard Vaughan’

‘What’s on in Monash Province’

Italicise the titles/names/citations of —**Books**

The exceptions are the Bible and its various books and other sacred texts such as the Koran, the titles of which are always shown in normal font.

The titles of many publications include a definite or indefinite article — for example, *The Gentle Art of Flavouring* — which can be dropped if retaining it makes a sentence awkward:

Have you read his *Gentle Art of Flavouring*?

Note: the titles of chapters are shown in normal font and initial caps, within single quotes.

CD-ROMs**Electronic publications**

Encarta (which is a sort of *Encyclopaedia Britannica* of the Internet).

Essays and papers (dissertations)**Films and videos (including video games)****Latin names**

Of flora and fauna, both genus and species. For example:

*Pinus radiata**Ornithorhynchus anatinus*

However, when the generic name is also the common name — ‘banksia’, ‘eucalyptus’ or ‘melaleuca’ — it is shown in normal font.

Legal citations

The correct way of citing cases is by:

Case name
 year
 volume no.
 abbreviation of report series
 page no.

So if a member says:

... Hughes versus Smith of 1992 at page 232 of volume 29 of the *New South Wales Law Reports* states that ...

it should appear in Hansard as

... *Hughes v. Smith* (1992) 29 NSWLR 232 states that ...

Note: *re Wakim* is acceptable — but ‘Wakim’s case’ or ‘Wakim’ should be in normal font, not italics.

See para. 9.157 of fourth edition or para. 9.177 of fifth edition of commonwealth *Style Manual* for report series abbreviations.

Musical works

including albums, CD-ROMs, musical comedies, operas and anthems/songs —

Beethoven’s *Choral Symphony*
My Fair Lady
The Flying Dutchman
Advance Australia Fair

Newspapers and periodicals

Note —

- (i) ‘the’ is not italicised. (*See also Newspapers under S:)
- (ii) headlines, articles, columns/regular features are shown in normal font, within single quotes.

Paintings and sculpture**Papers (dissertations) and essays****Plays****Poems****Policy documents**

For example:

A More Just Victoria
Labor — New Solutions
Lawn Bowls and Labor
Planning for the Future
Turning the Tide

However, use normal font and maximal caps if the member is referring only to the policy and not the publication.
 For example:

New Solutions
 Turning the Tide

Radio and TV programs

Reports, including parliamentary committee reports

Vehicles

Ships, spacecraft, trains et cetera

JUDGES/JUSTICES

When referring to judges of the Supreme and Federal courts use ‘Justice Jones’ rather than ‘Mr Justice Jones’.

OPPOSITION, LEADER OF THE

References to ‘the opposition leader’ are okay, provided the first reference in the turn is to ‘the Leader of the Opposition’.

LIKE/SUCH AS

These are interchangeable — ‘the basic necessities of life, like food and drink’ — so long as no ambiguity results.

MEMBERS — References to

Members of both houses

Remember to put ‘honourable’ in front of ‘member’ — but not for ministers and Leader of the Opposition.

In felicitations or condolences there is some leeway when referring to members and ministers because speakers are more chatty; otherwise, apply the rules below.

Council

Council ministers can be referred to by name — e.g., ‘the Honourable Justin Madden’ (or ‘Mr Madden’) — only if the first reference to the name in the turn includes the portfolio — e.g., ‘the Honourable Justin Madden, the Minister for Commonwealth Games’. Thereafter they can be referred to by name only, if that is what the member says.

Council ministers should not be referred to by the shorthand title Minister Madden, or whatever. They should be referred by name (as above), by portfolio, as ‘the minister’ et cetera.

Council members should be referred to as Mr Forwood or the Honourable Bill Forwood. You do not have to change ‘the honourable member’ to a member’s name.

Council members who have chosen to be referred to by the title ‘Mr’, ‘Mrs’ or ‘Ms’ rather than ‘Honourable’ should be shown as such in text.

When Assembly members or Assembly ministers are referred to in the Council use the speaker’s words. That means ‘Mr’, first or given names or ‘the Honourable’ if a minister are okay. Assembly members should also have their electorates and ministers, their portfolios. ‘In the other place’ should always be added unless the reference is to the Premier or the Treasurer, portfolios that are almost always in the lower house.

If a member says ‘the Honourable Minister for Health’, or ‘the Honourable the Minister’ drop the ‘Honourable’. If a member says ‘the Honourable Mr Bowden’, drop ‘the Honourable’ and put ‘Mr Bowden’. But if a member says ‘the Honourable Ron Bowden’, that is what you should put. If members mention first or given names, put them in.

Because there are two members for each province, use ‘an honourable member for Wherever Province’, not ‘the’. [*However, in the 55th Parliament there are two exceptions — ‘the member for South Eastern Province’ and ‘the member for Western Port Province’.*]

Assembly

Assembly ministers should be called only by their portfolios, not their names.

Assembly members should be referred to as ‘the honourable member for Wherever’.

When Council members and ministers are referred to in the Assembly use ‘Mr Madden’ or ‘the Honourable Justin Madden’.

Council members should have their provinces — there are two members for each — and ministers, their portfolios. ‘In the other place’ should always be added.

NB: In adjournment turns in particular change the minister's use of the present tense — e. g., 'The honourable member for Springvale raises the state of the forest ...' to the past tense.

MINISTERS (See also **MEMBERS — References to**)

Correct portfolios

Adjournment — Always ensure the right portfolios — that is, the senior portfolios — are shown for ministers handling answers on behalf of ministers in the other house.

Debate — Unless a debate specifically involves a minister's second or third portfolios, always use his or her first portfolio.

'... minister at the table'

Do not use by itself; always identify the minister.

NEWSPAPERS (See S:\References\STYLE\Newspapers.doc)

NO./NOS

Do not include 'no.' in the following:

- amendment 2
- budget paper 2;
- notice of motion 4
- question on notice 1548
- sessional order 21
- standing order 6

NUMBERS (See S:\References\STYLE\Numbers.doc)

PARLIAMENT/CHAMBER/HOUSE

All three are interchangeable, except in the committee stage, when 'house' is inappropriate. Other than that, use the words the member uses.

POSSESSIVES (See also **APOSTROPHES** and **PLACE NAMES**)

Prefer 'the question of the honourable member for Springvale' to constructions like 'the honourable member for Springvale's question', 'the Law Reform Committee's recommendation' or 'the Public Accounts and Estimates Committee's report'.

PLACES NAMES

Topographic/geographic

According to the Place Names Committee 'all words considered part of a proper geographic name should normally be capitalised, including all adjectives and common nouns'. Therefore use Domain Tunnel, Burnley Tunnel, Eildon Weir, Dartmouth Dam, et cetera.

Possessive 's'

The Place Names Committee advises that 'for names indicating the possessive case ... the apostrophe is deleted'. Therefore, use Fishermens Bend, Halls Gap, Wilsons Promontory and Skenes Creek.

PREFIXES (See also **HYPHENATED WORDS**)

- (i) Always hyphenate words beginning with 'self' and 'non'.
- (ii) With 'semi', 're', 'pre', 'multi', 'under' and 'over' follow *Macquarie*. If the word is not there, use the lists at the bottom of the page as a guide and consult Deputy Editor and Senior Subeditor to ensure consistency.

POINTS OF ORDER

When a member/minister rises on or responds to a point of order always put the words ‘On a/the point of order ...’ in their mouth if they don’t say them.

END SPEECH and a page break must follow each time a member finishes a point of order

PRESIDING OFFICERS (See also RULINGS BY THE CHAIR)

Titles

Use ‘Chair’, not ‘Chairman’, when referring to the member in the chair during the committee stage of a bill.

Statements

The statements of presiding officers should be rendered in the third (or first) person, not the second person.

Usually there is no need to have a member thank the Presiding Officer for a ruling on a point of order or other matter, unless some special point is being made.

QUESTIONS WITHOUT NOTICE

Questions

Always include the member’s introduction — e.g. ‘My question is directed to’, or whatever.

Do not change

I direct my question to the Minister for Education. Will the minister ensure that all children can read?
to
Will the Minister for Education ensure that all children can read?

Answers

Always include a minister thanking a member for their question.

Mr BRACKS (Premier) — I thank the honourable member for her question. Yesterday afternoon the government announced ...

Mr BRACKS (Premier) — I thank the honourable member for her question and her interest in the area. Yesterday afternoon the government announced ...

QUOTING DOCUMENTS

The document ‘says’ but the writer ‘said’. For example —

The second-reading speech says ... **but**
The minister said in the second-reading speech ...

The letter states ... **but**
The association said in its letter ...

RIVER MURRAY, **Murray River** and **the Murray** are all acceptable.

RULINGS BY THE CHAIR

Rulings are given headings when they do not immediately follow the point of order to which they relate and/or there is no other matter before the Chair.

See, for example, Assembly vol. 450 at page 505 —

... snuck down to the school, underneath the bushes, without permission, to get a photograph while alleging he was banned.

The SPEAKER — Order! The time for questions without notice has expired, and a minimum number of questions have been dealt with.

RULINGS BY THE CHAIR**House Committee: sittings**

The **SPEAKER** — Order! During the last sitting week a point of order was taken by the honourable

SECOND-READING SPEECHES (Except budget speech)

Absent ministers — Use forms page BM1 or BM2

Acronyms — Do not expand.

Brackets — Leave as they are.

Bullets — Take out and replace with indent/amend body style as appropriate.

Caps and punctuation — Change to Hansard style, but do not change grammar. If a bill provides for the establishment of an authority, commission et cetera, show in initial capitals.

Checking — Always check second-reading speeches word for word against the tape.

e.g. and i.e. — Leave as they are, with full stops after, unless either starts a sentence, when they should be expanded (like numbers).

Headings styles —

Speech heading 1 (sh1 F11)

Speech Subheading 2 (sh2 F11) and

Speech heading 3 (sh3 F11)

Oblique strokes — Leave as they are.

Only — leave it where it is.

Paragraph lengths — do not change.

Punctuation of lists — alter to Hansard style, but do not add ‘and’ before the final paragraph if it is not already there.

‘Their’ — leave as a singular possessive.

‘This bill’ — do not change to ‘the bill’ anywhere.

SINGULARS AND PLURALS (See also **THEY, SINGULAR USE OF** and **WE**)

Make sure singular nouns are followed by singular pronouns. For example —

The small business council argued ... It (not ‘they’) sought exemptions ...

The only exceptions are those set out under ‘WE’.

SUSPENSION OF THE SITTING

Use the member’s words about the luncheon or dinner ‘break’. Do not use the words ‘adjournment’ or ‘adjourned’ in describing the break, because that is inaccurate. The house does not adjourn; the sitting is suspended.

TABLE, MINISTER AT THE

Do not use ‘the minister at the table’ by itself; always identify the minister.

THAT/WHICH (defining/non-defining relative pronouns)

These are interchangeable, so long as no ambiguity results.

THIS/THAT, THESE/THOSE (demonstrative pronouns)

Do not change ‘this’ to ‘that’ (or ‘the’) or ‘these’ to ‘those’. Use the demonstrative pronouns the members use.

THEY, SINGULAR USE OF

To avoid having to write in ‘his or her’, ‘he or she’ and ‘himself or herself’, which can sound clumsy or contrived, it is now acceptable to report members using ‘they’ with singular, non-gender-specific common nouns and pronouns such as ‘anyone’, ‘everyone’, ‘somebody’, et cetera.

For example —

It is the first duty of any teacher to give their pupils a chance.

If a person is earning \$40 000 a year, we would expect them to pay for their course.

If somebody is not doing their job, it should be brought to their attention.

BUT if a member uses ‘he’, leave it at that; do not add ‘or she’ or make it ‘they’.

This change in policy does not extend to collective nouns such as ‘government’, ‘opposition’, ‘the ALP’ and so on. Therefore, the following plurals are not acceptable:

The government are doing a good job. (It should be ‘is’)

The Liberal Party have put its house in order. (It should be ‘has’)

TITLES (See CAPITALISATION, JUDGES, MEMBERS, MINISTERS and PRESIDING OFFICERS)

UNIVERSITY OF MELBOURNE

University of Melbourne or Melbourne University.

WE

The following are acceptable—

The government is turning the state around. We are working hard ...

The opposition is setting up various policy committees. As part of that we are reviewing ...

The National Party is getting back to basics. We are listening to country people ...

The Liberal Party is mainly city based. We have always sought to represent ...

WORLD WAR I, WORLD WAR II; FIRST WORLD WAR, SECOND WORLD WAR

YOU

‘You’ (as second person pronoun) is acceptable around interjections and prior to the Chair pulling up members for not using the third person.

‘You’ is also acceptable as an informal substitute for ‘one’, so stick to the member’s words. For example:

As with everything else the government has been associated with, it is not where you start that is important, it is where you finish.