CAPS LIST

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

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

Preference for reference on capitals, hyphens and proper names —

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

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

Also use —

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

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 (Out-of-date directories are also kept as records of defunct departments, organisations et cetera.)

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

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

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

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

AAA rating, a (not ‘an’)
Aboriginal (noun or adjective)
Access to Excellence initiative/program
accord (prices and incomes accord)
act (of Parliament), but capital in full title
Adass community, or Adass Israel community
address-in-reply
administrative arrangements orders
AFL Grand Final, grand final
Age, the (but the Business Age section, or an Age Insight article)
AIDS, HIV/AIDS
air force (but Royal Australian Air Force)
aircrane (see Erickson)
airports (init. cap. for correct name — e.g., Melbourne Airport [at Tullamarine], Avalon Airport
Alert Digest No. 1
amendment (to clause)
ANOP (Australian Nationwide Opinion Polls)
Anzac frigates
appropriation, appropriation bill
AQIS — Australian Quarantine and Inspection Service
armed services
army (but the Australian Army)
ARREOs (authorised representatives of registered employee organisations)
Arts, Victorian Council for the (the federal arts council is the Australia Council)
Arts Centre, Victorian (includes George Fairfax Studio, Hamer Hall, Playhouse, State Theatre and National Gallery of Victoria)
Assembly (Legislative Assembly)
Auditor-General (Victorian Auditor-General’s Office, the audit office, Auditor-General’s
office)
AusAID
AusLink (federal land transport plan); but Auslink (private sector consulting group)
Australian Formula One Grand Prix, grand prix
Australian health care agreement
Australian Open Tennis Championships (first time, then Australian Open okay)
authorities (init. cap. for full name)
ayes (and noes — ‘the ayes have it’)
back benches (the physical benches)
backbench (the non-ministers)
backbench members
backbenchers
bachelor of arts/commerce/science et cetera
bankruptcy court (Federal Court of Bankruptcy)
bench (court)
BERC (budget and expenditure review committee [of cabinet])
bill (parliamentary)
blood bank, Red Cross Blood Bank, Red Cross Blood Bank Victoria
Blue Wedges coalition
boards (init. cap. for full name)
Boeing 737, 767 et cetera
BOO scheme (build, own, operate)
BOOT scheme (build, own, operate, transfer)
botanic gardens (but Royal Botanic Gardens)
boy scouts
branches (all lower case — e.g., investment and aviation branch)
Breakeven (gambling counselling service)
budget —
  budget documents
  budget estimates
  budget papers (but budget paper 2)
  budget speech
  inner budget
  mini-budget
  outer budget
bureaus (init. cap. for full name)
Burnley Tunnel
BushTender (a DSE project to improve the management of native vegetation on private land)

business of the house
cabinet (the)
Cabmac (Victorian Coastal and Bay Management Council)
CAD (central activities district)
CAE (Centre for Adult Education)
Cairn Curran Reservoir
CAM/SAM funding (care aggregated module/standard aggregated module)
Cape Schanck
Carlton Gardens
caucus
CBD (central business district)
centres (lower case — e.g., Dandenong Victorian business centre, Bairnsdale community correctional services centre, Ballarat Energy Smart advisory centre, Eltham community health centre and Highpoint shopping centre
NB: init. cap. for specialist centres such as Monash Medical Centre, Australian Centre for Youth Literature, Centre for Forest Tree Technology)
Cerberus, HMVS (‘HMVS’, ‘HMAS’ et cetera not italicised)
Chair (when it refers to the Presiding Officer, not the piece of furniture)
chair (when it refers to the piece of furniture or the chair of a committee, et cetera)
chamber (of Parliament, legislature)
Changi prison camp
Channel 7, Channel HSV7
charrette planning scheme
Chevra Kadisha (responsible for Jewish Orthodox burials)
Chief Commissioner of Police (the chief commissioner)
chief parliamentary counsel
Crown prosecutor/s
CityLink project
   CityLink
   link corporation
   Melbourne City Link Authority
   the link
   city of Melbourne (the place), but init. cap. when referring to the council
clause (of the bill)
Clerk (of either house) but ‘clerks’
Clerk of the Parliaments
clerk/s of court
COAG (Council of Australian Governments)
coalition
Co.As.It (Italian organisation)
commissions (init. cap. for full name)
committee (stage of a bill)
commonwealth (but init. cap. for correct title — e.g., Commonwealth Grants Commission)
commonwealth state/territory disability agreement
communism
consolidated revenue
constitution, the (Australian and Victorian, the Constitution Act, but The Constitution Act Amendment Act)
Corporations Law (formerly Companies Code)
corporations (init. cap. for full name)
Council (Legislative Council)
councillor (but abbreviate when used as title — e.g., Cr Smith)
councils (init. cap. for full name)
counsel (a barrister or several barristers)
counsel, parliamentary
courts (init. cap. for correct name) —
    Children’s Court
    Coroners Court
    County Court
    Court of Appeal
    Court of Disputed Returns (Supreme Court)
    District Court
    Drug Court
    Family Court of Australia, or Family Court
    Federal Court of Australia, or Federal Court
    High Court of Australia, or High Court
    Koori Court
    Magistrates Court (but with apostrophe in act or bill title)
    Supreme Court
full bench
full court
courthouse/s (all lower case)
CREDIT (court referral and evaluation for drug intervention and treatment) program
Crown, the (Crown land, Crown law officers et cetera)
Crown Casino
Crown prosecutors
CSF (curriculum and standards framework)
cub scout/s, cub scout leader et cetera
Cup Day, but cup eve, cup week, the cup et cetera
Daily Hansard, the daily

dam (init. cap. for full name — e.g., Dartmouth Dam, Thomson Dam)
defence force, but Australian Defence Force, comprising —
  Australian Army (the army)
  Royal Australian Air Force (the air force)
  Royal Australian Navy (the navy)
Democrats (when referring to members of a political party; otherwise lower case)
dental hospital (full title Royal Dental Hospital of Melbourne)
departments (init. cap. for full name)
deputy (but init. cap. for full title — e.g., the Deputy Leader of the Liberal Party)
Deputy Premier
Deputy Speaker
design rules (all lower case)
Director of Public Prosecutions
directorates (all lower case — e.g., research and planning directorate)
Displan (state disaster plan)
division (of bill or act — e.g., division 2 of part 3 of the bill, or division two of part III of the bill. Look up bill or act to see whether words or Arabic/ Roman numerals used)
divisions (public service) (all lower case — e.g., planning, policies and standards division)
docks (init. cap. for full name — e.g., Appleton Dock, Swanson Dock, Victoria Dock)
doctor of philosophy, not Doctor …)
Domain Tunnel
dos and don’ts
dot the i’s and cross the t’s
E

Eastern bloc
Eastern Europe
eastern treatment plant
EastLink
EDP (electronic data processing)
EES (environment — not environmental — effects statement)
EFT positions (equivalent full-time positions)
EFTPOS (electronic funds transfer at point of sale)
EIS (environmental — not environment — impact statement)
Electoral Commissioner
ENTER (equivalent national tertiary entrance rank)
Erickson Aircrane (used by DNRE to fight bushfires, not Ericsson Skycrane)
Essential Services Commission (note: there is no commissioner)
estimates (of revenue and expenditure), estimates committees
executive government
Exhibition Building, Royal Exhibition Building, Exhibition Trustees
Exhibition gardens (correct name Carlton Gardens)
F

faction (even when correct title used — e.g., Socialist Left faction)
federal, federalism, federal capital, federal government et cetera
Federal Magistrates Service (not … Court)
Federation (the uniting of the Australian states on 1 January 1901)
federation (as in the commonwealth)
Fisheries Co-Management Council
Fishermans Bend
FOI (only after first reference in full — e.g., under freedom of information (FOI) legislation
Ford Australia (trading name of Ford Motor Company of Australia Ltd
FReeZA program
front benches (the physical benches)
frontbench (ministers and shadows)
frontbench members
frontbenchers
full bench
full court
funds (init. cap. for full name — e.g. Community Support Fund, Consolidated Fund)
g

gallery (Parliament House: press gallery, public gallery, Speaker’s gallery)
Gas and Fuel
general business (business of the house)
GFS (government finance statistics)
girl guide/s, guides et cetera
G-line (gambling problem counselling service)
government
government business (business of the house)
*Government Gazette, or Victoria Government Gazette*
Government House
Governor, the
Governor-General
Governor in Council
Governor’s speech
grand final (but AFL Grand Final)
grand prix (but Australian Formula One Grand Prix)
grants commission (but Victoria Grants Commission and Commonwealth Grants Commission)
Greens, the (political party — e.g., a Greens senator)
  more generally lower case — e.g., green consumerism, greenie

*Guinness Book of Records*
H

HACC program (home and community care program)

_Halsbury’s Laws of England_

Hamer Hall

Hansard (when referring to department/people)

_Hansard_ (when referring to book)

Hazchem

Hazmat

Healthy Futures program

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

Hear, hear!

Heatane gas

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

HIV/AIDS

HMAS (Her Majesty’s Australian Ship), HMS (Her Majesty’s Ship), HMVS (Her Majesty’s Victorian Ship): not part of names of ships, so not italicised — e.g., HMAS _Voyager_, HMS _Britannia_, HMVS _Cerberus_

HOLS (home opportunity loan scheme)

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

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

House Committee (the parliamentary committee)

Housing Guarantee Fund (Ltd not shown)
ICT (information and communications technology)
IDO (interim development order)
Independent (when referring to a member of Parliament who is not a member of any political party)
Independents charter (full title: Independents Charter Victoria 1999)
Insight article (the Age)
institutes (init. cap. for full name)
International Year of/for …
internet (but the Net)
J

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

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

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

Kings Bridge
Kingsway
Kmart
Koo Wee Rup (no hyphens)
Kryal Castle (Ballarat)
Kyoto protocol/treaty/agreement/acord
L

Labor, New (Bracks government)
Labour, New (UK Blair government)
Labor Party (Australian)
labour movement (not Labor movement)
Labour Party (UK)
Landcare (groups)
LAP (learning assessment project)
leader (of political party), but init. cap. for correct title —
    leader of my party
    leader of the conservatives
    Leader of the Government
    Leader of the House
    Leader of The Nationals
    Leader of the Opposition

library, the parliamentary

Lieutenant-Governor

Linking Victoria program (transport)

loan council (but Australian Loan Council)

lower house (of Parliament)

Ltd (in name of company), not ‘Limited’
M

M>Train
M>Tram
M’Naghten rules (plural; plea of insanity as a defence)
MAFRI (Marine and Freshwater Resources Institute — not ‘Research …’)
mark 2 or mark II (but mach 1 for speed of sound)
Marpol (International Convention for the Prevention of Pollution from Ships)
master of arts/commerce/science et cetera
mayor of Brighton (the mayor)
*May’s Parliamentary Practice*, 20th edition, or on page 21 of *May*
Melbourne Citymission
Melbourne Cricket Club
Melbourne Cup —
  Cup Day
  cup eve
  cup week
  Melbourne Cup Day
  the cup
Melbourne Grand Prix (Promotions) Pty Ltd (owned by government)
Melbourne International Festival of the Arts (Melbourne festival)
Melbourne Major Events Company (also Victorian Major Events Company)
Melbourne Markets (wholesale trading and distribution centre)
Melbourne Museum
Melbourne remand centre
Melbourne showgrounds
Melbourne zoo
Menhennitt ruling (right to abortion)
Met, the
  Met Bus
  Met Trains (note plural)
  Met Tram (note singular)
Metcard Xpress
Metlink — Melbourne’s public transport network
Metplan
Metropolitan Ambulance Service Royal Commission
Metropolitan Fire and Emergency Services Board
Metropolitan Fire Brigade
minister (but init. cap. for correct title — e.g., Minister for Public Transport)
ministerial
ministerial council (but init. cap. for correct title — e.g., Ministerial Council on Health)
ministerial statement
Ministers Fraternal (religious group)
ministry (but init. cap. for correct title — e.g., former Ministry of Housing)
minutes of the Council (correct title: Minutes of the Proceedings)
Monash Freeway
Moody’s Investors Service
Mount (in name, not Mt)
MRET (mandatory renewable energy target)
Murray–Darling Basin (en dash), but Murray-Darling Basin Commission (hyphen)
Murray-Darling Basin agreement
Museum Victoria (umbrella organisation)
N

National Depression Initiative
National Gallery of Victoria
Nationals, The (formerly National Party)
Natural Heritage Trust (not ‘National …’)
neighbourhood houses (all lower case)
NEMMCO (National Electricity Market Management Company)
Net, the (but internet)

networks (init. cap. for full name — e.g., the Court Network, the Resolution Resource Network, the Inner Eastern Local Learning and Employment Network)
New Labour (UK Blair government)
Niemeyer statement
Nieuwenhuysen report (liquor industry)
NightRider (bus service)
Ninety Mile Beach
Nitschke, Dr Philip (voluntary euthanasia)
No Buts campaign
no. (but init. cap. in full title)
noes (as in ayes and noes — ‘the noes have it’)
North Wharf
northern Pacific seastar
notes on clauses (attached to bills)
notice of motion (e.g., notice of motion 4)
notice paper
notices of motion, general business
O

offices (init. cap. for full name — e.g., Office of …; State Coroner’s Office)
Old Treasury building
Ombudsman
Onelink (consortium)
opening of Parliament
opposition, opposition benches, members, parties
order in council
order of business
order of the day
order of the Governor in Council
order of the house (order of the Assembly, order of the Council)
pairs book
papers office
Parliament, Parliament of Victoria, but —
  parliamentarian
  parliamentary committee
  parliamentary government
  parliamentary session/sessional period/sitting
parliamentary counsel
parliamentary secretary (but init. cap. for correct title — e.g., Parliamentary Secretary for Health)
part (of bill or act — e.g., part 3 of the bill. Look up bill or act to see whether words or Arabic/Roman numerals used)
all-party committee
Penington, Dr (not Professor)
PERIN system (penalty enforcement by registration of infringement notice)
Pinocchio
planning schemes (all lower case)
Pledge group
P & O
Police Association (or Victoria Police Association)
police (init. cap. for full title — Victoria Police)
  police force/police officers
  Victorian police
  Victorian police force
    departments (all lower case)
    divisions (all lower case)
    units (all lower case)
    squad/s (all lower case)
police station (Hawthorn police station)
ports — (lower case for location — e.g., port of Melbourne
  init. cap. for correct name of authority/corporation — e.g., Port of Melbourne Corporation)
Portarlington (Bellarine Peninsula), not Port Arlington
Premier
Presiding Officer (but presiding officers)
PrimeSafe
PRMS (physical resources management system)
Princes Bridge
Princes Pier
Princess Theatre
principal act
province (former Council) (init. cap. for correct title — e.g., North Western Province, Eumemmerring Province)
Pty (in name of company), not ‘Proprietary’
public account
public service, the
Q

Quadxtra (TAB bet)
Queen, Her Majesty the
Queen Elizabeth II
Queen, the (but ‘the kings and queens of England’)
Queen’s Hall
questions on/without notice
question time
Quit campaign
R

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

railway stations (Hawthorn railway station, Flinders Street station)

Ramsar

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

registries (init. cap. for full name)

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

ResCode

Rip, the (entrance to Port Phillip Bay)

River Murray

RONI (road/s of national importance)

Royal Agricultural Show —

Melbourne showgrounds (not Royal Melbourne showgrounds)

People’s Day

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

Royal Melbourne Show

royal show

Show Day

show week

the show

royal assent

Royal Botanic Gardens

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

royal commissioner

royal family

royal visit
S

St (in name, not Saint)
St Kilda Junction
Save Albert Park group
Save Our Suburbs
Schools of the Future program
scout/s, boy scout/s, scout leader, scoutmaster et cetera
SEA Gas (not Seagas) — South East Australia Gas Pty Ltd (owned by Origin Energy and Australian National Power)
SEC or SECV
Senior (Sr) as part of name — e.g., John Cain, Sr
Senior Citizens Week
Seniors Card
7 Eleven stores
schedule (of bill or act — e.g., schedule 2 of the bill. Look up bill or act to see whether words or Arabic/Roman numerals used)
School Start bonus
section (of act of Parliament)
secretary (but init. cap. for correct title of government/parliamentary department — e.g., Secretary of the Department of/for …
select committee (but init. cap. for correct name — e.g., Select Committee on Government Appointments)
Senate, the
senator/s, Senator Evans
Serjeant-at-Arms
session (of Parliament)
sessional orders, sessional order 5
sessional period
shadow minister, shadow ministry
SHOS (shared home ownership scheme)
Show Day (see also ‘Royal Agricultural Society’) Sidney Myer Music Bowl
Sir (form of address — ‘Despite what you think, Sir!’)
sitting (of Parliament)
    sitting day
    sitting week
    sittings of the house
Skilling Victoria program (education and training)
skycrane (see Erickson)
SmartBus
SmartONE (broadband initiative for Victorian schools)
Snovic
Soccer Pools
solicitor-general
Southbank (south side of Yarra from Princes Bridge to beyond Spencer Street, south bank of the Yarra)
southern right whale
Southgate (part of Southbank)
sovereign (but init. cap. when synonymous with the Queen — i.e., Queen Elizabeth II)
SPI PowerNet
Spring Racing Carnival
standing committee (but init. cap. for correct title — e.g., Standing Committee of Attorneys-General)
Standard and Poor’s
standing orders, standing order 5
state (Victoria, New South Wales et cetera)
state disability plan (but Victorian State Disability Plan 2000–2012)
State Netball Hockey Centre
statutory rules, statutory rule 7
subordinate legislation
supply, supply bill, supply debate
T

table (of the house)
table officers (of Parliament)
TAFE (technical and further education), TAFE college, TAFE teaching service
TEI (total estimated investment)
TER (tertiary entrance rank) — now ENTER (equivalent national tertiary entrance rank)
term 3 (of school year)
territory (equivalent of state), but Northern Territory
test cricket, test series, first test
TIMSS (trends in international mathematics and science study)
town hall (even when named — e.g., Malvern town hall)
Trades Hall Council, or Trades Hall
TransGrid
Treasurer’s advance
Treasury bench (not benches)
tribunals (init. cap. for full name)
Tulla pass
Tullamarine airport (correct title: Melbourne Airport)
U

U3A (University of the Third Age) but always out in full first time
United Dairyfarmers of Victoria
United Nations Declaration of the Rights of the Child
units (all lower case — e.g., gambling policy and strategy unit)
Universal Declaration of Human Rights
upper house (of Parliament)
V

VCE (Victorian certificate of education)
VECCI (Victorian Employers Chamber of Commerce and Industry)
VENCorp
Vicfire (central call-taking centre for all fire-related emergency calls)
VicForests
VicHealth (Victorian Health Promotion Foundation)
VICNET
VicRelief + Foodbank (successor organisation to the Victorian Relief Committee and Foodbank Victoria)
VicRoads
VicStart
Victoria Government Gazette, or Government Gazette
Victoria Police (see police)
Victoria University (not ‘… of Technology’)
Victorian Arts Centre, arts centre
Victorian Auditor-General’s Office, Auditor-General’s office
Victorian Major Events Company
V/Line
V/Locity trains (regional fast rail)
VicTrack
votes of the Assembly (correct title: Votes and Proceedings)
VRET (Victorian renewable energy target)
W

wages accord
Waverley Park, formerly VFL Park or AFL park (not AFL Park)
weeks (init. cap. for full title — e.g., Carers Week)
West Coast Railway
West Gate Freeway
Westgate container terminal
western bypass (Geelong)
Western Europe
Western Port (correct place name, but some organisations use ‘Westernport’ in their titles)
Western Ring Road
Western world
whip, the (but init. cap. in full title — e.g., Government Whip, Opposition Whip)
White Swan Reservoir
Who’s Who (England); Who’s Who in Australia
WorkCare
WorkChoices (federal)
WorkSafe
X

X’trapolis (new trains)