

## Style Sheet

A	B	C	D
<p>among (not amongst)                      Australian spelling, not US spelling                      Australian Capital Territory                      a lot                      archaic words (avoid)                      active voice (when the subject is the doer of the act)                      analogy (extended comparison that clarifies by illustration)                      acronym (pronounceable word)</p>	<p>bias (write objectively and avoid biased or loaded words)                      buzzwords (avoid in workplace writing)</p>	<p>cooperate  <i>The Courier-Mail</i>                      clichés (avoid)                      contractions (not acceptable in academic writing)                      committee</p>	<p>definite                      double negatives (avoid)                      dilemma</p>
E	F	G	H
<p>email                      embarrassment                      emoticons/emojis (not appropriate in professional contexts)                      expletives (avoid)</p>	<p>focused                      Friday                      fluorescent                      foreign expressions (only use when appropriate)                      forgo (means do without)                      forego (means go before)</p>	<p>gerund (always ends in <i>-ing</i> and always functions as a noun)                      gauge                      garner (means store not gather)</p>	<p>hyperbole (avoid)                      halve (transitive verb—deficits can double but not halve)</p>
I	J	K	L
<p>internet                      intensifiers (avoid)                      it's (contraction not possessive)                      is (when something is fact)                      indispensable</p>	<p>judgement                      jargon (avoid as much as possible)</p>	<p>knowledge                      key (do not use as a free-standing adjective)</p>	<p>like (acceptable as a preposition, but not as a conjunction)                      leisure</p>
M	N	O	P
<p>malapropism                      Monday                      may (for giving permission)                      must (when stating a legal obligation)</p>	<p>non (prefix) always hyphenated                      New South Wales                      nominalisation (convert to verbs as much as possible)                      necessary</p>	<p>organise                      occasion                      one (avoid as a personal pronoun)                      oxymoron (contradictory terms are combined)</p>	<p>per cent (not %)                      program                      possess                      passive voice (when the subject is acted upon)</p>
Q	R	S	T

WRITING AND EDITING STYLE SHEET

Queensland quintessential quotes (use sparingly)	Referencing style: APA or MLA receipt realise	serial comma (with lists of three or more) Saturday Sunday social-networking (hyphenated when it is placed before a noun, e.g. tools, sites) South Australia split infinitives (are acceptable) subject-verb agreement	that (introduces a restrictive/essential clause)—the ones that worked Tuesday Thursday Northern Territory Tasmania their, there, they're
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U	V	W	X
The University of Queensland unnecessary words (avoid or cut out)	Victoria verbosity (avoid) vacuum	while (not whilst) weasel words (avoid) web addresses: www. (not <a href="http://www">http://www</a> , unless, e.g., <a href="https://dropwww.com/">https://dropwww.com/</a> ) which (introduces a non-restrictive/non- essential clause)—the program, which was interesting, worked Wednesday whom (if you answer a question by saying him, it is whom) Western Australia will (indicating the future) withhold	
	Y	Z	
		zombie rules (bogus or phony grammar rules)	

Numbers and dates	Punctuation
Dates: No ordinals 1 January 2017 (NOT 1 <sup>st</sup> January) 10 January 2017 (NOT 10 <sup>th</sup> January)	— (em) — (en) —unspaced— between spans of numbers 10–20 spans of time Nov–

<p>Numbers:                  0, 1–9 = spelt out (i.e., zero, one, two, etc.)                  &gt;1, 9&lt; = numerals (i.e., –2, 0.75, 10, 11, 12)                  Combination = numerals (e.g. there were 3 paramedics and 16 nurses)</p> <p>1–9999 = no comma (e.g. 1600, \$7500, 9900)                  10,000&lt; = commas (e.g. 45,000; \$10,000)</p>	<p>; (semicolon)</p> <p>'quotes'</p> <p>- (hyphen)</p> <p>/ (solidus)</p> <p>. (full stop)</p> <p>, serial comma</p> <p>possessive apostrophe</p> <p><u>underline</u></p>	<p>Dec                  between compound nouns that retain their own identity, e.g. Asia–Pacific</p> <p>; however,                  ; therefore,</p> <p>'single' for emphasis or terms                  "double" for quote within quotes                  'curly' quote marks, not 'straight' quote marks                  Double " " in media releases and articles for most newspapers</p> <p>joins prefixes/suffixes</p> <p>word/word</p> <p>single space after full stops and colons</p> <p>She bought, milk, eggs, and bread.</p> <p>Bridget Jones's baby</p> <p>headings should not be underlined</p>
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Headings

- Avoid acronyms in headings and subheadings.
- Initial word capitalised, then lower case, except for proper nouns.

Bulleted and numbered lists

- no capitals or end punctuation on sentence fragment points
- use initial capital letter and end punctuation for full-sentence list points

## Reference documents

*How Writing Works: A field guide to effective writing* (2016) by Roslyn Petelin

*Macquarie Dictionary*

*Style manual for authors, editors and printers*, 6th edition

*The Economist Style Guide*