



Office of the Legislative Assembly

HANSARD STYLE MANUAL

July 2025

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1 INTRODUCTION

1.1 STYLE MANUAL PRINCIPLES

This style manual sets out the principles of usage and style to be followed by Hansard editors to produce chamber and committee transcripts for the Legislative Assembly for the Australian Capital Territory. Its purpose is to assist editors to produce high quality transcripts that are characterised by clarity of expression, consistency of style, and good punctuation and grammar.

It contains guiding principles on issues such as capitalisation, how to show numbers and using punctuation skilfully to preserve the meaning of the spoken word in the written report. There is also a usage section, which focuses on words or phrases that are often misused or confused, and a list of useful web addresses. Where possible, web addresses and links have also been included in individual sections to assist editors to resolve issues quickly and easily.

The need for production consistency in the face of the variety of styles and the broad range of subject matter encountered by Hansard editors demand adherence to the principles enunciated in this manual. The contents of this manual are reviewed periodically to ensure consistency with style developments in the wider community.

This manual draws from the following publications:

Macquarie Dictionary Online
[Australian Government Style Manual](#)

Editors are encouraged to access the manual [electronically](#) or as a shortcut on their computer desktop to make sure they are viewing the latest version.

Verification of the spelling of proper nouns is essential. There are a number of useful websites which editors are encouraged to use for this purpose. These are listed in Section 2 USEFUL LINKS and are also be found in relevant sections of the manual.

2 USEFUL LINKS

ACRONYMS

International <http://www.acronymfinder.com/>

Australian <http://www.parliament.vic.gov.au/downloadhansard/pdf/aphea/Cwealth/Acronyms.pdf>

ACT SPECIFIC

Remuneration Tribunal <http://www.remtribunal.gov.au>

ACT courts: <http://www.courts.act.gov.au/>.

ACT Legislation Register (acts): <http://www.legislation.act.gov.au/>

ACT Legislative Assembly: <https://www.parliament.act.gov.au/>

AUSTRALIAN GOVERNMENTS (commonwealth and links to state government sites, parliaments, etc) as well as links to some overseas governments.

<http://www.australia.gov.au/>

<http://www.directory.gov.au>

COMPUTER TERMS

<http://whatis.techtarget.com/>

FEDERAL PARLIAMENT

Home <http://www.aph.gov.au>

Hansard <http://www.aph.gov.au/hansard/>

LEGAL

Courts and judges

<https://www.directory.gov.au/courts>

<http://www.courts.act.gov.au/>.

Legal information

<http://www.virtualref.com/abs/283.htm>

LEGISLATION

Australian (federal and states)

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

http://www.austlii.edu.au/au/legis/cth/consol_act/

ACT

<http://www.legislation.act.gov.au/> (Acts)

<http://www.legislation.act.gov.au/b/default.asp> (Bills)

MEDICAL

Drug names: <http://www.pbs.gov.au/pbs/home>

NATIONAL LIBRARY (links to Australian newspapers online and other internet resources and information)

<http://www.nla.gov.au/>

OFFICE OF THE LEGISLATIVE ASSEMBLY

[Hansard internal page](#)

[LA Library](#)

[OLA Intranet](#)

PLACE NAMES

<http://www.ga.gov.au/map/names/>

<https://www.dfat.gov.au/geo/countries-economies-and-regions#listing-index-item-2>

<http://www.worldatlas.com/>

3 SPELLING

The [*Macquarie Dictionary Online*](#)¹ is the first reference point for spelling, including for compound and hyphenated words.

Where a spelling in the *Macquarie Dictionary* 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, “adviser=advisor”, use “adviser”.

Hansard maintains a word list of commonly used words and terms relevant to proceedings of the ACT Legislative Assembly: See [WORD LIST](#)

3.1 DIACRITICAL MARKS

Diacritical marks such as accents (acute, é; circumflex, â, and grave, è), cedillas (ç), diacritics and umlauts (ë, ö), and tildes (ñ) may be used where suggested by the *Macquarie* (for example, El Niño) or in the verified name of a person mentioned (for example Osher Günsberg). They are also used for countries like Côte d'Ivoire and Türkiye.

¹(2025). *Macquarie Dictionary Publishers*, an imprint of Pan Macmillan Australia Pty Ltd. <https://www.macquariedictionary.com.au>

4 ABBREVIATIONS AND CONTRACTIONS

Shortened words such as “bus” and “phone” have become words in their own right and should not be shown with an apostrophe or full stop.

4.1 ABBREVIATIONS

A shortened form of a word is not followed by a full stop.

St (for saint, but not for street; see section 4.10 [Streets and other location identifiers](#))
No 21

4.2 AMPERSAND

Ampersands are not generally used in *Hansard* transcripts; however, the following exceptions apply:

PM&C P&C association ACT Fire & Rescue Ernst & Young

BUT an ampersand should not be used in NHMRC, for example, as the council itself does not use one. Do not use an ampersand to replace “and” in text.
For court case titles see section 8.2 [Court cases](#).

4.3 COMPANY NAMES

Use the following shortened forms for company names, regardless of the company’s preference.

Inc Pty Co Ltd

4.4 CONTRACTIONS

(See also section 10.1.6 [APOSTROPHES IN QUOTATIONS](#).)

Generally, contractions should not be used in Legislative Assembly transcripts except:

- in interjections;
- in the reporting of direct speech; and
- when the full words would sound stilted.

For example:

You have read that report, haven’t you?
NOT: You have read that report, have you not? (unless it was said)
Let’s revisit that in the detail stage.
NOT: Let us revisit that in the detail stage.

Committee transcripts are generally more verbatim or less formal than Assembly transcripts. Therefore, contractions, if said, may be used more liberally in committee transcripts.

4.5 COURTESY TITLES

Use abbreviations or contractions in the following cases when they appear as part of a person’s name:

Mr Mrs Ms Messrs
Dr Esq Hon Rt Hon

Courtesy titles not listed above should be set out in full in the text.

In committee transcripts, titles are spelt out in full in the body of the text, with the exception of the examples above. However, they are abbreviated as side names, as per the following:

TITLE	SIDE NAME	TITLE	SIDE NAME
Acting Superintendent	Supt	The Hon	Mr/Mrs/Ms/Dr
Admiral	Adm	Inspector	Insp
Air Commodore	Air Cdre	Judge	Judge
Air Vice Marshal	Air Vice Marshal	Justice*	Justice
Air Marshal	Air Marshal	Lieutenant	Lt
Alderman (official)	Alderman	Lieutenant Colonel	Lt Col
Ambassador	Ambassador	Lieutenant Commander	Lt Cmdr
Assistant Commissioner**	Asst Commissioner	Lieutenant General	Lt Gen
Associate Professor	Prof	Magistrate	Mr, Mrs, Ms
Brother	Brother	Major	Major
Brigadier	Brig	Major General	Major Gen
Captain	Capt	Mr Justice*	Mr Justice
Chief Inspector	Chief Insp	Mr, Mrs, Ms	Mr, Mrs, Ms
Chief Justice	Chief Justice	Pro Vice Chancellor	Pro Vice Chancellor
Chief Superintendent	Chief Supt	Professor	Prof
Colonel	Col	Rear Admiral	Rear Adm
Commander	Cmdr	Regimental Sergeant Major	Sgt Major
Commissioner**	Commissioner	Reverend	Rev
Commodore	Cdre	Reverend Father	Rev Father
Constable	Const	Reverend Doctor	Rev Dr
Councillor (official)	Councillor	Right Reverend	Bishop
Deputy Commissioner	Dep Commissioner	Senior Constable	Snr Const
Deputy Mayor	Councillor	Senior Sergeant	Snr Sgt
Detective	Det	Sergeant	Sgt
Detective Chief Inspector	Det Chief Insp	Sir	Sir
Detective Senior Sergeant	Det Snr Sgt	Sister	Sister
Doctor	Dr	Squadron Leader	Sqn Ldr
Emeritus Professor	Prof	Station Sergeant	Sgt
Father	Father	Superintendent	Supt
Federal Agent	Federal Agent	Superintendent, Acting	Supt
Flight Lieutenant	Flt Lt	The Hon	Mr/Mrs/Ms/Dr
General	Gen	Vice Admiral	Vice Adm
Group Captain	Group Capt	Warrant Officer	Warrant Officer
His/Her Excellency, Mr/Mrs/Ms	Ambassador	Wing Commander	Wing Cmdr

* “Justice” unless witness puts “Mr Justice” on the witness details.

** Police commissioners only.

4.6 INITIALS

No full stops or spaces are used between and after initials.

Mr AB Smith

Michael J Brown

Abbreviations that consist of more than one capital letter, or of capital letters only, are written without full stops.

PO Box 5

12 BC

100 AD

PhD

QEII

4.7 LATIN

Where a speaker says i.e., Hansard style is to expand and render as “—that is,”:

“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.”

Where a speaker says e.g, Hansard style is to expand to “for example”.

Where a speaker says viz, render as such with no fullstop and no italicisation.

4.8 MILLIONS, BILLIONS AND TRILLIONS

(See also sections 9.3.7 MILLIONS, BILLIONS AND TRILLIONS (OF DOLLARS); and 9.17 THOUSANDS AND MILLIONS)

Spell out million, billion and trillion when used with amounts of money. The abbreviation m (\$200m) should not be used.

\$200 million

\$2 billion

\$4 trillion

In other cases, follow the general rules applying to numbers (see section 9.1.1 One to nine): express numbers one to nine—however used in larger numerical compounds—in words and numbers above nine in figures. For example:

4.9 NUMBER

Use No for number and Nos for numbers (no stops) when followed by a figure.

Appropriation Bill (No 1)
appropriation bills Nos 1 and 2

BUT

To dial Optus, press the number 1.
The number one priority ...
This is number one on the list.

4.10 STREETS AND OTHER LOCATION IDENTIFIERS

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

Mount Isa
corner of George and Hunter streets

Wall Street
Dampier Crescent

4.11 TIMES

Show as follows:

8 am to 2 pm
8.06 am
2 pm

At the start of a speech:

MR BROWN (Brindabella) (11.10):

After midnight:

MS SMITH (Ginninderra) (1.05 am):

5 ACRONYMS AND COMPOUND NAMES

There is no 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.

See <http://www.acronymfinder.com/> for international acronyms.

An excellent source for acronyms is often the relevant department's annual report; they are usually listed at the end of the report.

5.1 AWARDS, GRADES, ORDERS AND TITLES

Do not use full stops or spaces.

ASO6	DLitt	DSO	EL1	APS6
MLA	OBE	PhD	QC	SOGB
Mr Jones QC, OBE				

5.2 COMPOUND NAMES

Compound names are names that combine elements of two or more words, as opposed to acronyms, which consist strictly of initial letters. Use capital letters for compound names in accordance with the style of the relevant organisation.

ACTMAP systems	ACTTAB	ACTSPORT
ActewAGL	ACTEW Corporation Ltd	SouthCare helicopter

5.3 ACRONYMS

5.3.1 Capital letters in acronyms and initials

ABC	ACOSS	ACROD
ACTION	ACTTAB	ACTU
AIDS	ALP	CHEA
CPSU	HIV/AIDS	ILO
ILO	MLA	NHMRC
TAFE	UK	UN
USA	WA	

Note: If a member says "USA" or "WA" there is no need to expand the acronym, but do not use "WA" if the member said "Western Australia".

5.3.2 Acronyms that have become fully accepted as independent words

Follow the *Macquarie Dictionary* in these cases, using lower case letters but with an initial capital letter in some cases.

radar	scuba
Qantas	anzac biscuits BUT Anzac Day

5.4 INITIALS

Some initials, usually associated with a figure, are shown with lower case letters and no full stops.

25 bhp	50 kph
8 pm	8 am

5.5 PARENTHESES

Parentheses may be used, particularly in acronyms such as:

AD(JR) legislation

LA(MS) legislation

5.6 PLURALS

Plurals are formed by adding “s” without using an apostrophe.

BUT MLAs

PhDs

1990s

p’s and q’s

dot the i’s and cross the t’s

5.7 POSSESSIVES

(See also section 10.1 [Apostrophe](#))

Possessives are formed by adding apostrophe s.

the AMA’s letter

both FASS’ qualifications

This is so in all cases, as per the following examples:

Mr Smith’s
Jesus’s

Ms Jones’s
Menzies’s

6 CAPITAL LETTERS

The modern trend is to use capital letters sparingly, usually only for full proper nouns. Hansard follows the general principles of the *Macquarie Dictionary* and the *Australian Government Style Manual*, while differing on some details where there are inconsistencies.

[Section 12](#) provides guidance in the use of initial capital letters in commonly used parliamentary words and terms.

6.1 PARLIAMENTARY WORDS AND TERMS

The word list at [Section 12](#) contains guidance on capitalisation of common terms.

6.2 NAMES OF BODIES and ORGANISATIONS

The general principle is to use initial capital letters for the official titles of specific bodies, organisations, corporate entities, sporting organisations et cetera. Use initial lower case letters when only part of the title is used.

Anglican Church, the church

Australian Broadcasting Corporation, the corporation

Australian Education Union, the union

Canberra Institute of Technology, the institute

Canberra Hospital [the], the hospital, TCH

Centenary Hospital for Women and Children, Centenary hospital

World Health Organisation (with an “s”)

Woden Valley Soccer Club

Schools—

Yarralumla Primary School
Marist College Canberra, the college
Canberra Girls Grammar School BUT girls grammar
Lake Ginninderra College, the college
Melba Copland Secondary School

The spelling and formatting of business or organisation names should be confirmed using the business's or organisation's official website.

Occasionally organisations are inconsistent in the spelling and/or capitalisation of their names. For example, icon water and Icon Water both appear on the Icon Water website. In such instances, use the version listed in the copyright or legal information section (often found in the footer) of the website. Icon Water's copyright specifies Icon Water.

When the words "Australian", "of Australia", "Commonwealth", "Australian Capital Territory", "ACT", "Canberra", "International", "National", "Royal", "United Nations" or the name of an Australian state are omitted from an official title, the general principle is that the remaining words should take initial capital letters. Use a lower case initial letter if the reference is further shortened to a common noun or nouns—eg the bank/the audit office.

ACT Ambulance Service, the Ambulance Service, the service
ACT Fire & Rescue, ACT fire brigade
ACT Planning and Land Authority, the Planning and Land Authority, the authority
ACT Rural Fire Service, the Rural Fire Service, the service
ACT State Emergency Service, the State Emergency Service, the service
Australian Army, the Army
Australian Broadcasting Corporation, the Broadcasting Corporation, the corporation
Australian Medical Association, the Medical Association, the association
Australian National Audit Office, the National Audit Office, the audit office,
Australian Taxation Office, the Taxation Office, the tax office
Federal Court of Australia, the Federal Court, the court (See section 8.3 [Courts](#))
Law Society of the ACT, 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

There are some exceptions to this principle—for example, some parliamentary bodies and organisations for which we have decided to use initial capital letters when an initial or final word like "Australia" is omitted.

Australian Labor Party, Labor Party BUT the/my party
Liberal Party of Australia, Liberal Party BUT the/my party
High Court of Australia, the court
Legislative Assembly for the Australian Capital Territory, Legislative Assembly, the Assembly
Office of the Legislative Assembly

6.3 GOVERNMENT DIRECTORATES

Use the following principles as guidance on the use of initial capital and lower case letters for the names of government directorates.

If the full correct portfolio or directorate name is used, use initial capital letters. If only part of the portfolio or directorate name is used, even before or after the word "directorate", use initial lower case letters.

the directorate, the justice directorate, the justice portfolio

If the full name of the directorate is used without the word “directorate”, use initial capital letters.

I sent it to Justice and Community Safety.
Is this a problem for Community Services?

Within ACT directorates and commonwealth departments, follow government websites for the capitalisation of names of branches, divisions and units.

6.4 TITLES OF POSITIONS

(See also section 8.5 [Legal Terms and Office Holders](#))

The use or non-use of initial capital letters for the titles of positions is an area ripe for dispute.

Given that Hansard publishes for a client base composed in large part of parliamentarians, statutory office holders, public servants and the like, the general principle—if the correct title can be confirmed relatively quickly and easily—is to err on the side of using initial capital letters when reference is made to these positions, even though this might be inconsistent with the increasing trend in general publishing to use initial lower case letters for position titles.

Prudent use of the internet is an excellent way to verify position titles quickly and accurately. For example, the titles of ACT government position holders are available at <http://actdirectory>. This is also accessible via the WhoG Apps icon on your desktop.

Where a title cannot be easily or readily verified, aim for consistency of capitalisation within the document and avoid ambiguity. Examples of the application of this general principle are set out below.

6.4.1 Parliamentary positions

Use upper case initial capital letters for parliamentary positions when the full correct title is used and where confirmatory information is available. If the full correct title is not used, use initial lower case letters.

Acting Minister for Education, Youth and Family Services, the acting education minister, the acting minister
Chair of the Standing Committee on Public Accounts, chair of the public accounts committee
Chairman of the Select Committee on Privileges, chairman of the committee, the chairman
Clerk, the
Leader of the Opposition, the leader, my leader, the opposition leader
Minister for Education and Training, the education minister, the minister

BUT

You know, Minister, that that is not true.
We wrote to Minister Gallagher about this.
government whip, the whip

6.4.2 Statutory positions

Similarly, use initial capital letters for the titles of statutory office holders when the full correct title is used and where confirmatory information is available.

If it is not possible to confirm the correct title relatively quickly and easily—eg for more obscure titles—use initial lower case letters, but be consistent within the document and avoid ambiguity. If the full correct title is not used, use initial lower case letters.

Australian Statistician, the statistician
Chief of the Defence Force, defence force chief
Chief Scientist, the scientist
Commissioner of Taxation, the taxation commissioner, the commissioner
Community Advocate, the advocate
Director of Public Prosecutions, the director
Electoral Commissioner, the commissioner
Human Rights and Discrimination Commissioner, the commissioner
Official Visitor, Official Visitors, an official visitor

Commonwealth statutory position holders may be found on the Remuneration Tribunal's website: <http://www.remtribunal.gov.au/principalExecutiveOffices/currentDetermination/listPEO.asp>

ACT statutory position holders are listed at <http://www.remunerationtribunal.act.gov.au/determinations>

6.4.3 Departmental and other official positions

Similarly, use initial capital letters for the holders of departmental positions and other official positions when the full official name of the organisation appears as part of the title, and where confirmatory information is available.

If it is not possible to confirm the correct title relatively quickly and easily—eg for more obscure titles—use initial lower case letters, but be consistent within the transcript and avoid ambiguity. If the full correct title is not used, use initial lower case letters.

Acting Secretary to the Department of Foreign Affairs and Trade (federal), the acting foreign affairs secretary
Australian Ambassador to Ireland and the Holy See, the ambassador
Canadian High Commissioner, the commissioner
President of the ACTU, the president
Secretary to (NOT for) Department of Foreign Affairs and Trade (federal), the secretary, the secretary to the foreign affairs department

6.4.4 Company positions

Use initial capital letters for the holders of positions in companies, corporations, boards et cetera. In applying this general principle, it is recognised that it can sometimes be difficult to ascertain the full correct title of these position holders without unduly delaying transcript production.

If it is not possible to confirm the correct title relatively quickly and easily—eg for more obscure titles—use initial lower case letters but be consistent within the transcript and avoid ambiguity. If the full correct title is not used, use initial lower case letters.

Chairman of the Commonwealth Banking Corporation, the chairman, the chairman of the corporation
Managing Director of Dalgety Ltd, the managing director
Chief Executive Officer of the Confederation of Australian Sport, the chief executive officer

6.4.5 Exceptions

Hansard makes exceptions to this general principle for the titles of holders of positions in some smaller and/or inconspicuous bodies or organisations that use initial capitals and lower case letters inconsistently or for which it is difficult to check the full correct title. In such cases, use initial lower case letters. For example:

president of the parents and citizens association; president of the P&C association

However, note that the following are the full titles and carry initial capital letters.

Chief Justice, the
Chief Minister, the
Director of Public Prosecutions, the
Governor-General, the
Premier, the
President (of the United States), the
Prime Minister, the

Use initial lower case letters when official positions are referred to in the plural.

Mr Justice Jones and Mr Justice Smith, 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 (NOT for) the Department of Urban Services and the Secretary to the Department of
Health and Community Care, the secretaries [Commonwealth government]
Director-General of the Justice Directorate, the directorate

6.5 DEGREES, ORDERS AND AWARDS

Follow the *Macquarie Dictionary* for the capitalisation of degrees, orders and awards. If the term is not in the dictionary, do not use initial capital letters. Sometimes you may have to look up the abbreviation (eg MA) to find whether to use capitals. Some examples are:

King's Counsel	diploma
Doctor of Philosophy	Doctor of Letters
Master of Science	Order of Australia
Bachelor of Science	Medal of the Order of Australia
master's degree	Victoria Cross
bachelor's degree	

6.6 SCHEMES, PROGRAMS AND FUNDS

Proposed programs, schemes and funds can be rendered in sentence case. For example:

The north-side hospital (but North Canberra Hospital).
The housing assistance fund (but Housing Australia Future Fund)

For full names of current programs, schemes and funds, use the capitalisation as shown on government websites. Some examples are:

Australia Remembers
A Step Up For Our Kids
the Australian Bicentennial Road Development Program, the program
Housing Australia Future Fund
Landcare
ParkCare
Weathering the change

6.7 CONVENTIONS, TREATIES, CONFERENCES ET CETERA

Use initial capital letters for the full name of conventions, treaties, conferences et cetera. Initial lower case letters should be used when the common noun or nouns are used thereafter and for the plural.

Treaties to which Australia is a signatory are listed on the Australian Treaties Database (ATD), available at <http://www.info.dfat.gov.au/treaties/>. Another useful source for treaties is the UN treaties collection database, located <https://treaties.un.org/Pages/ParticipationStatus.aspx?clang=en> . Here is a list of common treaties:

Declaration on Race and Racial Prejudice, the racial prejudice declaration, the declaration
Draft Declaration on the Rights of Indigenous Peoples, the draft declaration
ILO Committee of Experts, the committee
International Convention on the Elimination of All Forms of Racial Discrimination,
the racial discrimination convention, the convention
International Labour Conference, the conference
International Year for the World's Indigenous People
South Pacific Forum, the forum
Treaty on the Non-Proliferation of Nuclear Weapons, the nuclear non-proliferation treaty

6.8 HISTORICAL, POLITICAL AND SPORTING EVENTS

Use initial capital letters for historical or political events, periods or documents and for sporting events. Initial lower case letters should be used when the common noun or nouns are used thereafter and for the plural. (The *Macquarie Dictionary* takes priority over other Hansard principles where there is a conflict).

Battle of Britain, the battle
Black Thursday
Christmas Day
Cold War BUT a cold war
Dark Ages
Depression, the, or the Great Depression (in the 1930s)
Federation (ie the founding of the Australian Commonwealth), since Federation BUT Brazil is a federation
First World War, World War I
French Revolution
Gulf War
industrial revolution
Iron Age
Korean War
Magna Carta
Melbourne Cup
Olympic Games, the Games, Sydney Olympic Games, the Sydney Olympics, the Olympics,
Olympic symbols, 2008 Games
Paralympic Games, the Paralympics
September 11 (or 11 September if said by member)
Uruguay Round
World War II, the Second World War, the war, the two world wars

6.9 SPECIAL OCCASIONS

Use initial capital letters for recognised special times (the *Macquarie Dictionary* takes priority over other Hansard principles where there is a conflict).

Anzac Day
Ash Wednesday
Australia Day
Christmas Day
Good Friday
International Year for the World's Indigenous People
Lent
New Year's Day BUT new year (The Assembly will sit in the new year.)
Queen's Birthday holiday

Ramadan
Senior Citizens Week
St Patrick's Day
Yom Kippur

6.10 PLACE NAMES

Use initial capital letters for recognised geographical areas or when referring to a specific street, place, building et cetera, by name, but not when using the common noun thereafter as a substitute for a specific name. The [Department of Foreign Affairs and Trade](#) maintains a list of official names for countries, economies and regions. A useful site for verifying Australian place names and geographical designations is <http://www.ga.gov.au/map/names/>

6.11 GROUPS OF PEOPLE

When groups of people and institutions are referred to in a collective sense follow the *Macquarie Dictionary* for capitalisation.

bar, the
bench, the
church, the (in the collective sense BUT the Uniting Church in Australia)
Establishment, the
fourth estate, the
press, the
state, the (in a national sense or in the sense of a country considered as a political community)

6.12 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 uses) for Australian Aborigines
aboriginal, aboriginals, aborigine, aborigines (original inhabitants of any other country) (see [Macquarie Dictionary](#))
Indigenous Australians (ie Aborigines/Torres Strait Islanders)

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

6.13 IDEOLOGIES

Follow the *Macquarie Dictionary* capitalisation when referring to an ideology. If the word does not appear in the dictionary, observe the following principles:

Use an initial capital letter when the name is derived from a person.

Fraserism	Leninist(ism)	McCarthyist(ism)
Reaganomics	Stalinist	Thatcherism

Use an initial lower case letter 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

6.14 WORDS DERIVED FROM NAMES

This is one of those areas that are constantly evolving. We generally do not use an initial capital letter for common words derived from names.

anzac biscuit
brussels sprout
corriedale sheep
french poodle
geiger counter
molotov cocktail
platonic

biro
chauvinistic
french window
german measles
machiavellian
persian carpet/rug

brazil nut
draconian
freudian
manila folder
pap smear
philistine

Exceptions to this rule are names followed by an apostrophe and those including the contraction “St”.

Alzheimer’s disease
Paterson’s curse

Abbott’s booby
Sturt’s desert pea

St Bernard dog

6.15 SCIENTIFIC TERMINOLOGY

Use an initial capital letter and italicise the genus name, but do not use an initial capital letter 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, without a stop, and a space after the initial capital.

M rufus, *E tereticornis*, *G monoleucus*, *M rufus rufus*

For generic names that have become common names, use lower case (use the *Macquarie Dictionary* as a guide).

banksia
eucalyptus tree
salmonella

The names of families and orders take initial capital letters and are not italicised.

Candidae
Carnivora

6.16 TRADEMARKS

An initial capital letter should generally be used when it can be established that it is a trademark or a proprietary name. This is sometimes a matter for editorial judgement. Note the following examples:

Tip Top bread
Minties

Coca-Cola (if a point is being made about the company)/Coke

Shape milk
Omo
Hills hoist

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 dictionary.

bankcard, mastercard, visa
esky
thermos

biro
laminex
valium

diazepam
pyrex
vegemite

6.17 TITLES

6.17.1 Books, poems, plays, operas, ballets, musicals, films, songs, works of art, and radio and television programs

Initial capital letters and italics should be used for these items.

A Hard Day's Night
Blue Poles
AM program

A Tale of Two Cities
Four Corners

The Tempest
The Barber of Seville

6.17.2 Newspapers and magazines

Initial capital letters and italics should be used for the titles of newspapers and magazines. Where the title begins with a definite or indefinite article, the article should not take an initial capital letter or be italicised.

the Age

the Australian

the Sydney Morning Herald

6.17.3 Documents, reports, booklets, handbooks and brochures

Use sentence case. The first letter of the first word of the title and of those words that normally bear an initial capital should be capitalised. The title should be italicised.

The forgotten victims of crime: families of offenders and their silent sentence
One-way roads out of Quamby: transition options for young people exiting juvenile detention in the ACT

Where titles contain more than one line, with no specified punctuation between them, the segments should be separated by colons. The title should be italicised.

The forgotten victims of crime: families of offenders and their silent sentence
Teaching in the ACT: shaping the future

6.17.4 Collections and exhibitions

Use initial capital letters for the names of art or photographic collections and exhibitions. They should also be italicised.

Surrealism by Night

(See also section 7.2 Books, poems, plays, reports, booklets, handbooks, brochures, operas, ballets, musicals, films, works of art, songs, collections, exhibitions, and radio and television programs)

6.18 SACRED WRITINGS

Use initial capital letters for the names of sacred writings and specific creeds, confessions of faith and prayers.

Apostles' Creed
the Old Testament
Ten Commandments
Revelation 22:21

the Lord's Prayer
the Koran
Proverbs

the Bible
the New Testament
II Chronicles 4:7

6.19 CAPITALS ASSOCIATED WITH PUNCTUATION

6.19.1 Hyphenated titles

In cases where an initial capital letter for the name of an organisation or a position title is followed by a major word after a hyphen, use an initial capital letter also for the word following the hyphen.

Pro-Vice-Chancellor
Vice-Chairman Smith, the vice-chairman
Vice-Chancellor Brown
Vice-President of the Executive Council, the vice-president

6.19.2 Colons

Do not use a capital letter after a colon except when it is followed by an indented quotation in small font or quotation marks. A colon is not a terminal punctuation mark—ie a full stop

7 ITALICS

This section provides guidance on when to use and when not to use italic font.

7.1 NAMES OF NEWSPAPERS OR PERIODICALS

Use italics for the titles of newspapers and periodicals. Note that a definite article preceding the title, even if it forms part of the title, should not be italicised. For example:

Canberra Times, the
CityNews
Melbourne *Age*, the (name of city not part of title)
Sydney Morning Herald, the (name of city part of title)

When the possessive “s” is added to an italicised name the “s” should not be italicised.

the *Australian*’s critique

If possible, write around it: the critique in the *Australian*.

7.2 REPORTS, BOOKLETS, HANDBOOKS, BROCHURES, BOOKS, POEMS, PLAYS, OPERAS, BALLETS, MUSICALS, FILMS, WORKS OF ART, SONGS, COLLECTIONS, EXHIBITIONS, AND RADIO AND TELEVISION PROGRAMS

These categories of works are italicised. Italicise the definite article if it is part of the title. Capitalise the titles as per [6.17.1](#) and [6.17.3](#)

A Tale of Two Cities
AM
Blue Poles
Candle in the Wind
Daily Hansard
Four Corners
Fowler’s Modern English Usage
House of Representatives Practice
official Weekly Hansard
proof Daily Hansard
report of the Standing Committee on Education entitled *Youth employment: a working solution*

Surrealism by Night
Swan Lake
The Gondoliers
Weekly Hansard
West Side Story
Yes, Minister

(See also section 6.17.4 [Collections and Exhibitions](#))

7.3 LECTURES, ESSAYS, CHAPTERS OF BOOKS, MAGAZINE ARTICLES, SUBMISSIONS, PAPERS, NEWSPAPER HEADLINES

See also section 10.12 [Quotation marks](#).

Use quotation marks, not italics, around the titles of lectures, essays, chapters of books, magazine articles, submissions, papers and newspaper headlines.

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

7.4 SCIENTIFIC NAMES

(See also section 6.15 [Scientific Terminology](#))

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

Macropus rufus, *Eucalyptus tereticornis*, *Giardia monoleucus*, *Macropus rufus rufus*, *Delma impar*, *E coli*

If a genus name is used generically it is not italicised (or shown with an initial capital letter).

eucalyptus, giardia

The names of families and orders take initial capital letters but are not italicised.

Candidae
Carnivora

7.5 SHIPS, AIRCRAFT AND TRAINS

Italicise the names of ships, aircraft, trains and the like. Note that the article before the name should not be italicised.

Collins class submarine *Farncomb*
Columbia space shuttle
Daring class destroyer *Voyager*
HMAS *Cerberus*
HMAS *Westralia*
Kingsford Smith's *Southern Cross*
Oriana, the
Southern Aurora train
USS *Enterprise*

BUT classes of ship and types of aircraft should not be italicised.

Iwo Jima class amphibious assault ship

Hercules aircraft

7.6 DESCRIPTIVE LINES NOT PART OF THE NORMAL PROCEDURE OR REPORTED SPEECH

Use italics to denote descriptive lines that do not form part of the normal procedure or the report of the spoken word. Please use autocorrects where available to minimise error.

(Time expired.) (autocorrect: tx) Note that no hard return need be inserted before this.

(Extension of time granted.) Note that no hard return need be inserted before or after this in the middle of a speech. (autocorrect: extt)

Members interjecting— (autocorrect: memsi)

Mr Jones interjecting— no specific autocorrect, so use memsi and modify to suit.

Opposition members interjecting— (autocorrect: omi)

(Quorum formed.) (autocorrect: qf) Note that no hard return need be inserted before or after this in the middle of a speech.

(Second speaking period taken.) (autocorrect: sspt) Note that no hard return need be inserted before or after this in the middle of a speech.

An incident having occurred in the gallery— (autocorrect: incgal)

The bells having been rung—

A video was then shown.

A PowerPoint presentation was then made.

Evidence was then taken in camera.

Slides were then shown.

If debate is interrupted:

At 6 pm, in accordance with standing order 34, the debate was interrupted. The motion for the adjournment of the Assembly having been put and negated, the debate was resumed. (autocorrect: so34debr)

If there is no question before the chair:

At 6 pm, in accordance with standing order 34, the motion for the adjournment of the Assembly was put and negated. (autocorrect: so34neg)

Refer to the *Hansard Form Manual* for further information on descriptive/form lines.

7.7 WHEN NOT TO USE ITALICS

Do not use italics to denote the following:

act titles
bill titles
foreign words and phrases
names of statutes

names of court cases
headings of articles
names of properties

Italics should not be removed from material incorporated from the notice paper, eg motions, apart from the titles of committee reports. Do not remove italics, underlining or bolding from material incorporated from other sources.

8 LEGISLATIVE AND LEGAL TERMS

8.1 LEGISLATION

Bills and acts are formally structured. Bills contain clauses, subclauses, paragraphs and subparagraphs. Acts contain sections, subsections, paragraphs and subparagraphs (not clauses, subclauses et cetera).

8.1.1 Bills

Use initial capital letters for the full correct title of a bill. Bill titles should be verified against the notice paper or at <http://www.legislation.act.gov.au/b/default.asp>. Do not italicise the titles of bills or acts.

The Land (Planning and Environment) Amendment Bill 2000 has been introduced ... The land planning bill ... This environment bill ...

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) 2013-2014 BUT appropriation bills

Bills usually contain clauses (eg clause 150A), subclauses (2), paragraphs (c) and subparagraphs (ii) and should be expressed by the greater element used. For example:

clause 105A(2)(c)(ii) (no spaces between clauses, subclauses et cetera)
subclause (2)(c)

If a member refers to a section or subsection as part of a bill, these terms should be changed to “clause” or “subclause”, but a member may correctly refer to a “proposed section” during debate on the clauses of a bill. Clause numbers should always be checked against the relevant bill(s).

Elements of bills are as shown in the following examples:

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

8.1.2 Acts

Hansard does not italicise the full name of an act in text. 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).

For the correct titles of ACT acts, see the ACT legislation register at <http://www.legislation.act.gov.au/>. For legislation in other Australian jurisdictions, see the AUSLII database at <http://www.austlii.edu.au/databases.html>.

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:

Corporations Law (correct title, but it was repealed and replaced by the Corporations Act 2001)
Criminal Code, the code
Criminal Code Act
Freedom of Information Act 1989, the FOI Act
Land (Planning and Environment) Amendment Act 1994, the land act, the act
Legislative Assembly (Members' Staff) Act 1989, the LA(MS) Act
section 88B(2) of the Workplace Relations Act
self-government act—ie Australian Capital Territory (Self-Government) Act 1988 (commonwealth legislation)

Acts usually contain sections (eg section 73A), subsections (2), paragraphs (a) and subparagraphs (i). Sections should be expressed by the greater element used*. For example:

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

If a speaker refers to a clause or subclause as part of an act, the terminology should be changed to "section" or "subsection". Section numbers should always be checked against 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

*The Office of Parliamentary Counsel's drafting manual contains the following naming conventions:

section 12
subsection 12(1)
paragraph 12(1)(a)
subparagraph 12(1)(a)(ii)

Therefore, if a member says "subsection 12(1)", for example, do not change it. However, it is still our responsibility to ensure that it is the correct section/subsection.

8.1.3 Regulations

The full titles of regulations take initial capitals; part titles require no initial capitals. For the full correct titles of regulations, see the territory's legislation register at <http://www.legislation.act.gov.au/>.

8.2 COURT CASES

Case titles should be written in full and should be checked, where possible. Use v (no stop) for “versus”, Anor (no stop) for “Another” and Ors (no stop) for “Others” in the names of court cases if said. (Case titles should not be italicised).

Carpenter & Anor v McGrath & Anor
Commonwealth v Mewett
Ha and Hammond v NSW
Kruger v the Commonwealth
Mann v O'Neill
Patrick Stevedores Operations No 2 Pty Ltd & Ors v Maritime Union of Australia & Ors
R v Richards; ex parte Fitzpatrick & Browne
Re Macks; Ex parte Saint; Re Macks; Ex parte Johnson

If the speaker says “and” instead of “v”, 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 against one another.

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

Re the Residential Tenancies Tribunal of NSW and Henderson: ex parte the Defence
Housing Authority
Mabo No 2

8.3 COURTS

All full titles of specific courts have initial capital letters. Follow the general principle of using initial lower case letters when only part of the title is used.

Children's Court
Coroner's Court
Family Court of Australia, the Family Court
Federal Court (or full Federal Court) of Australia, Federal Court
Magistrates Court
Supreme Court (or full court of the Supreme Court)

Reference to any of the above as “the court” also follows Hansard's standard initial lower case letter principle.

High Court (or full bench of the High Court) of Australia, High Court (see also section 6.2 [Names of Bodies](#)).

8.4 COMMISSIONS AND TRIBUNALS

Full titles of commissions and tribunals require initial capital letters.

Australian Human Rights Commission
Australian Law Reform Commission
Royal Commission of Inquiry into Drug Trafficking

BUT

the royal commission into drug trafficking
the royal commission

8.5 LEGAL TERMS AND OFFICE HOLDERS

The following is a guide to the use of initial capital and lower case letters for legal terminology and forms of address for legal office holders. For a list of federal courts and judges, see under “Courts and Judges” in the commonwealth *Government Online Directory*, accessible online at <http://www.directory.gov.au/>. Information on ACT courts and judges is accessible at <http://www.courts.act.gov.au/>.

Attorney-General, attorney, attorneys-general, A-G
bar, the
bench, the
Chief Justice of the High Court of Australia, the chief justice
Chief Justice French, the chief justice(s)
Commissioner Fitzgerald, the commissioner(s), the royal commissioner(s)
Crown, the (referring to sovereign or governing power)
crown prosecutor
Crown Solicitor, Deputy Crown Solicitor
His Honour Judge Smith, His Honour, the judge
Mr Jones QC (no comma)
Mr Justice Smith or Smith J,* the justice(s), the judge(s)
Solicitor-General BUT solicitors-general

*Mr Justice X is used by some state superior courts and tribunals (in 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*, accessible online at <http://www.directory.gov.au>.

Note that when a judge is addressed directly the title is shown in lower case, in the same way as when a minister is directly addressed in speech.

I ask you, judge, whether ...

(See also section 6.4 [Titles of Positions](#))

9 NUMBERS

9.1 GENERAL RULES

9.1.1 One to nine

As a general rule, express numbers one to nine in words except when accompanied by a fraction. Numbers above nine are expressed in figures.

three people
8½ per cent BUT eight per cent (for ½: Alt 171 on numeric keyboard. Num Lock should be on)
50 people
The cargo included 120 sheep, 72 goats, 18 cows, one ox and five horses.

9.1.2 Ordinals

Express first to ninth in words, thereafter use figures, **WITH THE EXCEPTION OF Tenth Assembly, Eleventh Assembly**, et cetera.

first
eighth
nth degree
10th

22nd
100th
156th
200th

9.1.3 Numbers following a noun

When a number follows a noun, use figures.

grade 7, year 12
stage 1 of federalism
under-7s (noun and adjective)

BUT

day one of the strike
days one, two and three of the strike
back to square one
the number one swimmer
five years time
number one priority

9.1.4 Thousands

Note the use of punctuation in thousands and above.

\$1,294	189,456 votes	4,589,293 people
BUT		
page 1802		

(See also section 9.17 [Thousands and Millions](#))

9.2 SPECIFIC RULES

9.2.1 Addresses

Show addresses as follows:

1 Sixth Avenue	10 Downing Street	Flat 8
Level 2	PO Box 4	22/146 Stowe Street

9.2.2 Ages

Follow general numbering rules when showing ages.

He died at the age of 55.
They had a nine-year-old son and a 15½-year-old daughter.
He was aged 4½ years.
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.
This rule applies to people in their 40s and 50s.
People who are 70-plus should exercise daily.

9.2.3 Beginning sentences

Use words at the beginning of sentences except where it would be unwieldy to do so.

Fifty per cent is not enough.
\$560 million was spent in 2006.
2006 was the last good year for taxpayers.

At the beginning of short interjections use figures, as follows:

Mr Smith: \$560 million?
Mr Jones: 2006 was a good year.

9.2.4 Percentages

Use words for full percentages from one to nine.

one per cent BUT 1½ per cent (or 1.5 per cent, if said)
0.1 per cent
between one and two per cent
one or two per cent
one-half of one per cent

Do not convert percentages to fractions or fractions to percentages.

5.5 per cent (if said) or 5½ per cent (if said)
zero per cent (if said) or nought per cent (if said)

9.2.5 Clock time

Use figures when am or pm or the word “o’clock” follows the time; otherwise, follow general numbering rules.

10 am, 5 am, 10.06 am
5 am to 3 pm
5 pm to 8 pm, 9 pm to 8.45 am
1 o’clock
half past six
half past 11
12 minutes to seven
12 noon
nine to five
quarter to 12, quarter past four
2300 hours

When a time is shown for the commencement of a speech, use “am” if a speech occurs after midnight. Do not show “pm” at all.

MRS DUNNE (Ginninderra) (7.30):
MS LEE (Kurrajong) (1.05 am):

When a sitting is suspended do not show “am” or “pm” twice. However, if sitting is suspended from am to pm, show both.

Sitting suspended from 6.30 to 8 pm. (Heading 2 = Ctrl Alt 2)
Sitting suspended from 11 am to 2.30 pm. (Heading 2 = Ctrl Alt 2)

9.2.6 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 numbers one to nine are expressed as words (see also section 9.1.1 [One to nine](#)).

four two-month periods

9.3 COMPOUND EXPRESSIONS

Follow general numbering rules when showing compound expressions.

one hour and 20 minutes three months and 11 days

9.3.1 Currency

As a general rule, use figures and symbols to express amounts in currency. “Cent” is represented by the lower case “c”, without a full stop, set Close up to the figure. Do not use “¢”. The dollar is represented by the dollar sign.

9.3.2 Amounts in dollars in which the amount is less than one dollar

If amounts are expressed as dollars, show them accordingly:

\$0.25 \$0.75

9.3.3 Amounts in dollars and cents when cents are less than 10

\$3.05 (NOT \$3.5)

9.3.4 Amounts in cents

1c	5c	10c
56½c	99c	68.5c

BUT “They did not donate one cent.”

9.3.5 Amounts in exact dollars

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

9.3.6 Amounts in dollars and cents

\$1.05 \$6.95 \$55,996.20

9.3.7 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—

Five dollars was the charge.
\$65,400 was the true figure.

and in an interjection (see also section 9.2.3 [Beginning Sentences](#))—

Mr Smith: \$14,000?

9.3.8 Thousands, millions, billions and trillions (of dollars)

\$1 million \$3½ million \$3.03 billion \$2.5 trillion \$8½ thousand

9.3.9 Foreign currency

The following examples—using figures—show how to distinguish between Australian dollars and foreign currency.

Australia	\$A5	\$A50	\$A5,000
USA	\$US5	\$US50	\$US5,000
Canada	\$CAD5	\$CAD50	\$CAD5,000
Hong Kong	\$HK5	\$HK50	\$HK5,000
Malaysia	\$M5	\$M50	\$M5,000
Japan*	¥5	¥50	¥5,000
UK (see below)			

* For ¥, go to Insert, Symbol

Express United States and New Zealand cents as follows:

US25c NZ60c

Express United Kingdom currency as follows:

6p 97p £5,000 £1 million
£1.10 (NOT £1.10p)

The £ sign is created by going to “Insert”, clicking on “Symbol” and clicking on “£” (on the sixth line).

Euro

The euro sign is created by clicking on Ctrl+Alt+ +e.

€10 €10 million

9.3.10 Former Australian currency

Express as follows:

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

9.3.11 General use of currency

Follow the general numbering rules (see section 9.1.1 [One to nine](#))

\$19-odd million, \$19 million plus
between \$1 million and \$2 million (not between one and \$2 million)
25 \$10 notes
a 5c piece
dollar-for-dollar basis
30.8c Australian (if other currencies are also mentioned)
10 cents in the dollar
\$N
on a \$2-for-\$1 basis
one petrodollar and 10 petrodollars
put value back in the dollar
nearly \$500,000 OR nearly half a million dollars (use whichever is said)
the \$64 question
the \$64,000 question
\$X

9.4 DAYS AND DATES

(See also section 9.18 [Years and spans of years](#).)

Use a hyphen (never an oblique stroke) between figures for spans of years. Give members what they say.

2007-08
1999-2000

However, in the name of an appropriation bill, expand the year when the full bill title is used.

Appropriation Bill (No 1) 2006-2007

Follow the general numbering rules when showing days and dates.

1 April 1965 (NOT 1st April 1965 or 1.4.65)
Monday, 8 June 2006
On 17 and 18 December he visited friends.
the first of the month
the first day of the month
the 11th day of the 11th month

When the date stands alone, use a figure with an ordinal ending.

Monday, the 8th (if said) (NOT 8th)
On the 22nd he left for overseas.

9.5 DECIMAL NUMBERS

When decimal numbers are less than unity, place a nought before the decimal point, except in some special instances such as calibre and blood alcohol levels.

0.25 (not .25) per cent .05 blood alcohol level .303 calibre

9.6 FRACTIONS

Isolated fractions up to one-hundredth are expressed in words using a hyphen.

half-hour
one-quarter of a million dollars
one-third
one thirty-third (avoid two hyphens)
quarter-hour
two-thirds of the members

BUT

half a dozen
half a million dollars (if said)
41 hundredths (compound numerator)
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. For example:

They had a nine-year-old son and a 15½-year-old daughter.
He was aged 4½ years.
a performance lasting 2½ hours
I had a two to 2½-hour appointment.

9.7 HOURS AND MINUTES

Express hours and minutes as follows, following general rules relating to the use of words and numbers (See section 9.1 [General rules](#)).

a half-hour break	five minutes	3½ hours
10 hours	one hour	one hour 20 minutes

9.8 IDENTIFICATION NUMBERS AND CALL SIGNS

Express identification numbers and call signs as follows:

AAA rating	model 40	F111
1800 and 0055 numbers	mark 2 version	Channel 7
Channel 4 (UK)	XXXX (brand name)	Channel 10
Channel 9	World War II	triple j
convention 96	SOGB	Triple M
Imparja	Prime Minister's XI	Henry VIII
2CN	RRR award	amendment 12 (or No 12 if said)
Highway 1	ASO6	

BUT:

Seven Network	Nine Network	Ten Network
---------------	--------------	-------------

9.9 INDEFINITE NUMBERS

Express indefinite numbers as follows:

We have a fifty-fifty chance of winning
I have told you a hundred times BUT I have told you 100 (ie one hundred) times (if said)
minus two per cent

number one grower of apples
60 per cent plus
101 different ways

9.10 LISTS

When listing points, try to be consistent:

first, second, third
first, secondly, thirdly
firstly, secondly, thirdly
(1), (2), (3)
(a), (b), (c)

(1), (2), (3) or (a), (b) or (c) may be used to start sentences in dot points. Dot points may be used in speeches. Generate dot points using the Hansard template style (it is not possible to do this in indented quotations).

9.11 MEASUREMENTS

For dimensions, temperatures, weights, distances, speeds, fluid measures, electrical measures and angles, follow the general rules relating to the use of words and numbers (see section 9.1 [General rules](#)).

five tonnes	an angle of 45 degrees	nine knots
six kilograms	temperature of eight degrees	two litres
12 grams	a room 10 metres by four metres	2½ litres
30 metres	a 12-volt battery	20 degrees Celsius

9.12 PARTS OF BOOKS, REPORTS ET CETERA

The use of Arabic or Roman figures is acceptable, depending on the source. Follow source if possible.

page 1	table 6	chapter 6
paragraph 9	part 4	section 6
appendix 2	page (ii)	chapter X

9.13 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 distances 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” using the general rules governing the use of numbers and words (see section 9.1 [General rules](#)).

1:100,000
12 to one
a two to one multiplier
one for one
one to one
The correct ratio of rice to water is one to three.
The typical ratio is one to 100.
The book industry uses a 70 to 30 ratio.

BUT

20/20 vision
60-40 rule
dollar-for-dollar basis
\$2-for-\$1 basis
a fifty-fifty chance

a fifty-fifty mixture
The council vote was split 60-40.
We are part of the child-staff ratio.

(see also [Macquarie Dictionary](#))

9.14 RESULTS AND SCORES

Express results and scores as follows:

The game resulted in a 14-0 win to the Brumbies. (if said this way)
Australia beat New Zealand three to one. (if said this way)
The High Court brought down a majority judgement of 4-3.
Bernard Tomic won the match 6-2, 6-4, 6-7, 7-6.
The council vote was split 6-4. (if said this way)

9.15 ROMAN NUMERALS

Some examples of the use of Roman numerals are set out below.

Elizabeth II
George V
World War II
part IV
II Corinthians

9.16 SIZES

Express sizes as follows:

a size 4 ball
a size 7½ hat

9.17 THOUSANDS AND MILLIONS

Note the use of punctuation in thousands and above in the following examples:

1,000
3,125,000
3.1 million
\$5,000
BUT: page 1423

Numbers of a million or more are expressed following the general rules on the use of words and numbers (see section 8.1 [General rules](#)).

1½ million people or 1.5 million people (whatever is said)
\$2 million, \$2 billion, \$2 trillion
tens of thousands of people
three-quarters of a million trees
two million people

(See also section 9.1.4 [Thousands](#).)

9.18 YEARS AND SPANS OF YEARS

See also section 9.4 [Days and Dates](#))

Follow the general rules relating to the use of words and numbers when showing years and spans of years (see section 9.1, [General rules](#)).

AD 55 or 55 AD, 50 BC, 56-55 BC
4½ years
from 1982 to 1986
in 1999-2000
in 2009-10
in 10 years time
in a year's time (see also section 9.1 [Apostrophe](#))
mid-1980s, mid-80s
post-1980s phenomenon
the 1960s, the 60s
the 1914-18 war
the Labor government of 1972-75
the 21st century
20 to 24 years (not 20-24 years)
one day's time
The Labor Party was in power post 1990.

BUT

the class of '83
one week's time

In titles use dates as they are represented in the title.

10 PUNCTUATION

The main function of punctuation is to make the meaning of the spoken word clear when rendered as the written word. In an era when it is necessary to produce *Hansard* transcripts that are as close as possible to the spoken word, simultaneously grammatically correct yet preserving the nuance and flavour of what was said, skilful punctuation is one of the most important tools available to editors.

It is not always possible or 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 that will determine the use of punctuation.

However, as punctuation is largely the creature of syntax and grammar, there are established guiding principles that should be followed in reporting and editing.

10.1 APOSTROPHE

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

10.1.1 Nouns and indefinite pronouns

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

the minister's office
the people's war

the mice's food
for heaven's sake

the gentlemen's hats
anyone's guess

one's rights

somebody else's book

10.1.2 Plural nouns

Use an apostrophe after the s for plural nouns that end in s.

the riders' mounts

the ladies' dresses

Plural nouns that do not end in s take apostrophe s.

women's affairs

children's hospital

Federated Engine Drivers and Firemen's Association of Australasia

Women's Electoral Lobby

10.1.3 Singular nouns ending in s

For singular nouns that end in s, in all cases, add an apostrophe after the s, just as is done with singular nouns ending in other letters.

Burns's poems

Jesus's teachings

Menzies's term

Dickens's novels

the boss's office

Hargreaves's notes

Griffiths's views

Mrs Cross's speech

10.1.4 Where possession is not defined

An apostrophe is not used either before or after the s where the idea of possession is tenuous and the term is adjectival.

drivers licence

sports coat

sales representatives

two weeks pay

six months time

visitors book

workers compensation

a teachers training college

a day's time

premiers conference

savings accounts

Sydney Boys High School

three days rest

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

Note that 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.

10.1.5 Geographical terms

Geographical terms do not take apostrophe s.

Badgerys Creek

Batemans Bay

Frenchs Forest

Kings Cross

St Albans

10.1.6 Apostrophes in contractions

(See also section 4.4 [Contractions](#).)

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

do not don't it is it's

BUT note that an apostrophe is not used in "its" when used to denote the possessive case.

The government handed down its budget.

10.1.7 Non-word plurals

Use an apostrophe to avoid confusion in such expressions as:

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	the three Rs	ifs and buts
the 1970s	ayes	all the year 5s

10.1.8 Possessive abbreviations

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

BHP's mines the ALP's policies the USA's borders

10.2 BRACKETS

Brackets may be used for company names, titles of acts and public service positions, as follows:

Argus Real Estate (Holdings) Pty Ltd
LA(MS) Act

Brackets, round or square, should not be used elsewhere in *Hansard* text. However, brackets appearing in quotations or indented material should be left in. Any interpolation of a speaker into quoted, indented material should be put back to the margin.

MR SMITH: The relevant council minute reads:

The council stands firm—

and I cannot imagine why it would not—

in its backing of the proposal (dated December) and undertakes to pay for all the legal expenses incurred.

10.3 COLON

The colon can also be used to introduce quotations or to preface a quotation or statement. 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 use of the colon should generally be restricted to the following situations:

10.3.1 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.

10.3.2 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.

10.3.3 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.

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?

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

MR SMITH: I refer you to Minister Gallagher, who said:

By 2001, no bus services will run late.

Note: ensure that the colon after bolded side name is not in bold.

10.3.4 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*.

10.4 COMMAS

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 and a vital tool for the editor.

10.4.1 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.

10.4.2 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 members would be aware, this is a federal 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 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.
In the evening, paper lanterns lit the courtyard.
In 1993 we handled 1,990 cases.
In 1993, 1,990 cases came to our attention.

10.4.3 Adverbs, adverbial phrases and clauses within sentences

When using commas to mark off adverbs, adverbial phrases and adverbial 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 coordinating conjunction in a compound sentence:

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

Following a subordinating conjunction in a complex sentence:

(i) Subordinating to an adjectival 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 adverbial 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.

10.4.4 When linked by conjunction

Generally, use a comma between clauses linked by coordinate conjunctions, particularly when the subject of each clause is stated.

I have seen that movie, but I 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.

Do 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.

10.4.5 Defining and non-defining relative 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 (and should be introduced with “that” or “who”).

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. For example:

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

10.4.6 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.

10.4.7 Defining and non-defining phrases

Commas should be used to mark a non-defining or non-restrictive phrase, that is, one that provides incidental information, as in the following example:

The Minister for Urban Services, a large, bald man, was not in the chamber when this bill was debated previously.

In this example, the phrase “a large, bald man” is incidental detail, and should be marked with commas.

Defining words or phrases, that is, words or phrases that are essential to the meaning of a phrase, clause or sentence, are not marked off by commas, as in the following example:

John Howard the actor should not be confused with John Howard the politician.

There are lots of John Howards; the words “actor” and “politician” define which John Howard is being referred to.

Note the use of commas in the following examples:

My brother Andrew is a member of parliament.

In this example, the absence of commas before and after “Andrew” indicates that the speaker has more than one brother. Whereas a sentence reading:

My brother, Andrew, is a member of parliament.

would indicate that the speaker has only one brother.

Thus “My wife Maria has been elected to parliament”, based on the punctuation, indicates that the speaker has more than one wife but he is talking about this particular one.

Equally, the sentence “My colleague, the housing minister, promised a review” indicates that the speaker has only one colleague. As both of these situations are unlikely, the use of commas in these two sentences is incorrect.

10.4.8 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.

10.4.9 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.

10.4.10 Honorary titles or degrees

Commas should not be used to separate names from titles or degrees but should be used to separate multiple titles or degrees. For example:

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

10.4.11 Clarifying groups of words or numbers

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

The general said that, in 1986, 563 more men would be needed.

10.4.12 Use with “and”, “or”

When a series of items separated by commas concludes with an “and” or “or” before the final item, do not place a comma before the final “and” or “or”.

He opened the letter, read it and made a note of its contents.
The balloons were pink, red or maroon.

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.

10.4.13 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, “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.

10.5 DASH

10.5.1 Parenthetical statements

Use a dash (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 Urban Services?—told us so.

*Em rules are generated using Ctrl+Alt+the dash on the numeric keypad. There should be no space before or after an em rule.

10.5.2 Change in the structure of a sentence

Use a dash 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 will stop now.

10.5.3 Long lists in sentences

Use a dash to gather up the subject or object of a sentence which consists of a long list. For example:

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 a perfect place to build the motel.

10.5.4 Dramatic effect

Use a dash 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.

It is also acceptable to use a colon in this instance.

10.5.5 Interruptions

Use a dash to indicate that a speaker has been interrupted.

Mr Jones: Mr Speaker, I draw your attention—

MR SPEAKER: Order! The member will resume his seat.

10.5.6 Interpolations

Use a dash to indicate an interpolation within a sentence in quoted, indented material.

MR SMITH: The relevant council minute reads:

The council stands firm—

and I cannot imagine why it would not—

in its backing of the proposal (dated December) and undertakes to pay for all the legal expenses incurred.

Do not use a dash, either with a colon or alone, to introduce lists or indented quotations. Use a colon alone.

10.6 ELLIPSIS

Use an ellipsis (three dots) to indicate omitted material.

There are two ways to insert an ellipsis: Alt+Ctrl+. or via Insert, Symbol, Special characters, ellipsis.

There should be a hard space before and after the ellipsis. This applies wherever the ellipsis occurs, including where a sentence ends with an ellipsis and a punctuation mark other than a full stop—ie exclamation mark, question mark. In the case of both definitive end sentences (ones ending with a terminal punctuation mark) and sentences that trail off rather than end definitively, use only the ellipsis preceded by a space.

Use Ctrl+Shift+space to create a hard space.

Boys are often eager to leave home. Few realise until too late ...

10.6.1 Omission of words

Use an ellipsis to indicate the omission of words at the commencement, in the middle or at the end of an indented quotation. For example:

The minister said, inter alia:

... the government will do everything possible ... to remedy the problem ...

However, nothing has been done.

10.6.2 Omission of paragraphs

Use an ellipsis to indicate the omission of a paragraph or paragraphs from indented quotations.

Single engine 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.

10.7 Exclamation mark

10.7.1 True exclamations

Use an exclamation mark to indicate true exclamations.

MR SMITH: Did the government lower interest rates?

Opposition members: No!

10.7.2 Common parliamentary terms and interjections

An exclamation mark is used after terms such as “Order!”, “Hear, hear!” and interjections such as “Oh!”

Exclamation marks must be used very sparingly—and never use more than one at a time. Bear in mind the *Australian Government Style Manual*: Don’t use exclamation marks too often. Exclamation marks can lose their emphasis if you use too many.

10.7.3 Irony or sarcasm

An exclamation mark 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.

10.7.4 Exclamatory questions

An exclamation mark is also used after exclamatory questions.

How dare you say a thing like that!

10.8 HYPHEN

Hyphenation can be a useful tool, but when using hyphens keep in mind three principles:

- strive for clarity;
- do not use unnecessary hyphenation (remember *Fowler’s* advice against over-hyphenation: “Hyphenating should not become burdensome.”); and
- where possible, follow established usage, as per the guidelines set out below.

10.8.1 Compound words in Macquarie Dictionary

Follow the *Macquarie Dictionary* as to whether a compound word is set separate, set solid or hyphenated.

10.8.2 Compound words not in Macquarie Dictionary

We follow the *Macquarie Dictionary*. The modern trend is to hyphenate only to avoid obvious ambiguity.

If the *Macquarie Dictionary* or the Hansard determinations below do not provide a ruling, assess the phrase for ambiguity. If there is glaring ambiguity, hyphenate to show meaningful clusters of words. Where the meaning is clear, avoid hyphenation. Do not use hyphens if the words are used in normal sequence and are really just a series of nouns. For example:

national infant immunisation program
flood control study

are unambiguous enough to require no hyphenation; whereas

Hewson-led reforms of tax
woman-hating religion

require hyphenation in order to facilitate understanding and readability and to avoid any possible misreading. In many cases, the use or non-use of hyphens depends on the immediate context.

10.8.3 Possible confusion or awkwardness

When the word formed would otherwise be confused with another word, use a hyphen.

re-cover (cover again)	recover (regain)
re-form (form again)	reform (remove abuses)
re-sign (sign again)	resign (give up)
co-op and coop	un-ionised and unionised

For words not found in the Macquarie, use a hyphen to avoid an awkward juxtaposition of letters:

re-enter
de-emphasise

semi-invalid
over-representation

self-fulfilling

10.8.4 Compound nouns

Follow the *Macquarie Dictionary* for hyphenation of compound nouns. If the *Macquarie Dictionary* does not give a ruling, use two words.

airfare

mind shift

hand tools

10.8.5 Compound adjectives

Again, follow the *Macquarie Dictionary*. If there is no ruling in the *Macquarie Dictionary* follow the style below.

Hyphenate compound adjectives consisting of an **adjective** and a noun.

cost-effective proposal
full-time students
part-time job
triple-bottom-line reporting

medium-density housing
smoke-free environment
long-term planning (BUT longer term approach)

Hyphenate compound **adjectives** that end in a participle.

well-known person
Stanhope-led government
purpose-built housing
law-abiding citizen

drug-related crime
school-based management
broad-ranging debate
owned corporations
(BUT Territory-owned Corporations Act 1990)

Hyphenate compound **adjectives** that contain a short phrase.

out-of-order petition
up-to-date information
point-of-sale restrictions
four-wheel-drive vehicle
whole-of-government approach

fee-for-service operation
state-of-the-art facilities
on-the-spot fines
not-for-profit company
no-confidence motion

Hyphenate compound **adjectives** containing a preposition/adverb.

in-principle decision
after-school hours
up-front payment
at-risk children

flow-on consequences
sobering-up experience
move-on powers

Hyphenate compound **adjectives** that contain nouns of equal value.

cost-benefit analysis
commonwealth-state relations
Hare-Clark system
win-win situation

criminal-civil system
debt-equity ratio
Mant-Collins report
employer-employee relations

Hyphenate compound **adjectives** that indicate a range.

2013-14 financial year
Sydney-Canberra rail link

Bathurst-Albury-Melbourne run

10.8.6 Base words beginning with a capital letter

Hyphenate base words beginning with a capital letter.

mid-Victorian	neo-Gothic
anti-American	un-Australian

10.8.7 Single letter used with a word

Use a hyphen when a single letter is used with a word.

A-bomb	B-grade	D-notice
e-banking	email	G-clamp
H-bomb	J-curve	L-shaped
R-rated	S-bend	T-shirt
U-boat	X-rated	Y-plan

10.8.8 Prefix

Use a hyphen when the prefix is not usually set solid with the main word, as with “mid”, “non”, “post”, “pre”, “pro” and “self”.

non-alignment	pro-government	mid-term
self-righteous		

Also note that “anti”, “post”, “pre” and “pro” can be used as stand-alone prepositions.

She lived pre the gold rushes.
Post the American Civil War there was chaos in the South.

Hansard sets some prefixes solid. These are listed at section 9.8.13 [When not to use a hyphen](#).

10.8.9 Numbers and quantities

Use hyphens with numbers and quantities, and in compounds where the first element is a number and the second is a noun.

a one-third share	600 and 700-square buildings
a 40-hour week	12-month review (BUT a 12 monthly review)
mid-2007	one 30-centimetre ruler
a two-party accord	24-hour service
a two-party agreement	two-party preferred vote

10.8.10 Adjectival combinations of colours

Use hyphens in adjectival combinations of colours.

a blue-grey haze	black-and-white copies	blue-green algae
------------------	------------------------	------------------

10.8.11 Compound designations

Hyphenate compound designations.

Auditor-General	commercial-in-confidence	fit-out
for-profit	not-for-profit	non-Anglo Saxon

free-to-air TV
non-English-speaking background

non-fee-charging agents

risk-return

10.8.12 Financial year or a span of years

Hyphenate to show a financial year or a span of years.

2007-08 [not 2007/08]
1914-18 war
Labor government of 1972-75

10.8.13 When not to use a hyphen

Do not use a hyphen in the following instances:

When a compound adjective appears after the noun it describes (predicative use of adjective as opposed to attributive use).

This fact is well known BUT a well-known fact, a very well-known fact.
My colleague now works part time BUT she is a part-time worker
The approach was rather broad brush BUT a broadbrush approach
The criticism was well intended BUT well-intended criticism
Channel 10 goes free to air BUT free-to-air TV

BUT

publicly owned company (adverbial compounds ending in ly do not usually take a hyphen)
comparatives (less travelled way) and superlatives (best known writer) are not usually hyphenated.

When letters and numbers appear together.

FA18
ASO6

F111
AS2801 (Australian standard)

SS20

Compounds with the following prefixes are generally set solid:

aero	after	ante	anti	astro
auto	bi	bio	chemo	co
counter	demi	di	electro	endo
exo	extra	geo	hemi	haemo
hyper	hypo	in	infra	inter
intra	iso	macro	maxi	meta
micro	milli	mini	mono	multi
over	para	photo	physio	phyto
poly	pseudo	psycho	re	stereo
sub	super	semi	supra	tri
trans	ultra	un	under	

For prefixes requiring a hyphen, see section 10.8.8 [when a prefix is used](#).

10.9 OBLIQUE STROKE

Use the oblique stroke to separate equal alternatives (when the words apply to the same entity).

he/she	win/lose	and/or
yes/no	either/or	purchaser/provider

BUT

Hall-Kinlyside

10.10 PARAGRAPHING

Text should be broken up into paragraphs of reasonable length. While it is up to the editor to judge what is “reasonable”, it should be remembered that paragraphs help to keep the attention of the reader engaged, an aim less easily achieved with very long paragraphs or very short ones.

With this in mind, where possible, break lengthy paragraphs into smaller ones but avoid short one-sentence paragraphs unless there is a clear change of subject matter. Paragraphing is not, however, primarily a matter of size. Paragraphs should indicate some kind of logical break in continuity between pieces of text—either a change in subject matter or a shift in emphasis.

Questions without notice may be paragraphed. Answers to questions without notice may be paragraphed, as may answers given by witnesses appearing before parliamentary committees.

10.11 QUESTION MARK

A question mark is used at the end of a sentence or parenthetical clause that asks a direct question.

How many pages will be needed?
The Treasurer—or was it the Chief Minister?—told us so.

It 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.

It is not used after a statement that 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 member please resume his seat.
Might I say that he was speaking off the cuff.
For the record, will you state your name and the capacity in which you appear.

Sometimes the tone of voice may turn a statement into a question.

You really saw it?

If possible, avoid interrogative sentences that end with a passage in small font. Such sentences are better rewritten. For example:

Does the minister agree that in the *Australian* of today’s date the following statement appeared:

The Chief Minister has indicated that he will vote against the bill.

would be better rendered:

I ask the minister whether he agrees that the following statement appeared in the *Australian* of today’s date:

The Chief Minister has indicated that he will vote against the bill.

10.12 QUOTATION MARKS

Hansard uses double quotation marks and single quotation marks within double quotations marks.

10.12.1 Newspapers, headlines, articles, essays and lectures

Use double quotation marks around newspaper headlines, the titles of articles, essays and lectures (see also section 7 [Italics](#)).

The essay was entitled “On the origin of the dinosaurs”.
In an article entitled “Dogs ravage teenager”, John Smith claimed ...
The headline in the *Daily Telegraph* was “An act of war”.

10.12.2 Technical terms, colloquial, humorous or slang words

Use double quotation marks 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.
Don Chipp said he would “keep the bastards honest”.

10.12.3 Miscellaneous

The following situations also require the use of double quotation marks:

- when a member indicates that certain words are to be enclosed in quotation marks;
- to enclose the quoted words of a writer or speaker (unless these are indented—see section 11.2.2 [Formatting of indented text](#)); and
- to mark off a term, for example: the word “mark”.

Use single quotation marks only for quoted material within a quotation or if they are used in indented text.

10.12.4 When not to use quotation marks

As no ambiguity arises, to aid readability the following instances **should not** use quotation marks:

This so-called innovation does not actually solve the problem.
Her so-called apology felt insincere.
The answer is no.
The response is yes.

10.13 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.

10.13.1 Single sentence from two or more clauses

Use a semicolon to form a single compound sentence from two or more shorter, grammatically complete sentences not joined by a conjunction.

It is nearly half past six; we cannot reach town before dark.

10.13.2 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.

10.13.3 Separating clauses or phrases

Use a semicolon to separate clauses or phrases that 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.

10.13.4 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.

11 QUOTATIONS

Three types of quotations are dealt with in this section:

incomplete quotations and short complete quotations;
longer direct quotations; and
indirect quotations.

11.1 INCOMPLETE QUOTATIONS AND SHORT COMPLETE QUOTATIONS

11.1.1 Incomplete quotations

Do not use an introductory comma or an initial capital letter (except for a proper noun) at the start of incomplete quotations. Place outside the quotation marks any punctuation marks that relate to the sentence rather than to the quotation:

The Chief Minister said that he would introduce the bill "next week", but he did not say what would be in it.
The Chief Minister said that he would introduce the bill "in my own time".

11.1.2 Short complete quotations

Place a comma before the opening quotation mark. With rare exceptions, terminal punctuation marks are placed inside the final quotation mark. For example:

The minister said, "I will introduce the bill next week."
The minister replied, "That is not good enough."
"The bill," the minister said, "will be introduced next week."
"I will introduce the bill next week," the minister said.
The minister asked, "When will you understand this?"

The minister asked, “When will you understand this?” believing they never would.
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 Leader of the Opposition did not react.

The exceptions to this principle are when the introductory clause is a question and the quotation is a statement. In this case, place the terminal punctuation mark outside the closing quotation mark.

Did I hear the Prime Minister say, “I will introduce the bill next week”?
Did he hear the Speaker call, “Order!”?

When a quotation is interrupted by a parenthetical element or interpolation, the associated dashes are shown outside the quotation marks.

The minister said, “I will introduce the bill”—we all know what sort of bill it will be—“next week.”

If there is a formal introduction to a quotation, the comma preceding the quotation may be replaced by a colon.

The minister addressed us with these words: “I will introduce the bill next week.”

11.2 LONGER QUOTATIONS

Longer quotations are indented using the Hansard style template (1 In/11pt = Alt 1).

11.2.1 Introduction of indented text

Indented text is introduced with a colon and has one hard return before and after it.

MR SMITH: 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.

11.2.2 Formatting of indented text

Except for petitions and material taken in from minutes, follow the formatting, paragraphing, grammar, punctuation and capitalisation style of the original document. Follow what is in the original even if the grammar or spelling is wrong. Hansard does not use square brackets to insert words for clarification.

MR HANSON: 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.

Any further correspondence should be addressed to: The Secretary, Council Chambers, 104 London Circuit, Canberra.

11.2.3 Omission of words

Show omission of a few words or phrases by ellipsis (see also section 10.6, [Ellipsis](#)).

MS LE COUTEUR: The relevant council minute reads:

The council stands firm ... and undertakes to pay for all the legal expenses incurred.

11.2.4 Lengthy omissions

Show a lengthy omission from the text by an ellipsis.

MS LE COUTEUR: 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.

11.2.5 Incomplete quotations

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

MS LE COUTEUR: The relevant council minute reads:

The council stands firm in its backing of the proposal and undertakes to pay ...

MS LE COUTEUR: The relevant council minute reads:

... council stands firm in its backing of the proposal and undertakes to pay for all the legal expenses incurred.

11.2.6 Interruptions

Use a dash to indicate an interpolation made by the speaker.

MS LE COUTEUR: The relevant council minute reads:

The council stands firm—

and I cannot imagine why it would not—

in its backing of the proposal and undertakes to pay for all the legal expenses incurred.

11.2.7 Indirect quotations

Indirect speech (indicated by the word “that”) is not enclosed in quotation marks.

The minister said that he would introduce the bill next week.

12 WORD LIST

A

Aboriginal and Torres Strait Islander peoples
Abovementioned
Access Canberra (not in Macq)
acknowledgement
Acknowledgement of Country
ACT Corrective Services <u.c.>
ACT PS (ACT public service)
act(s), the act, BUT Architects Act 2004
ActewAGL (not in Macq)
Acting Clerk
acting minister(s)
ad hoc
AD(JR) Act
additional estimates
adjournment debate
administration (ie the Barr administration, the Abbott administration)
administration and procedure committee
BUT Select Committee on Administration and Procedure
administrative arrangements order
Advance to the Treasurer, Treasurer's advance, the advance
after-care (n)
after-hours (adj)
aged-care (adj)
aging
air conditioner
air conditioning (n)
air-condition (v)
air-conditioning (adj)
airfare
all right
anti-discrimination (adj)
anti-terror (adj)
anti-terrorism, anti-terrorist (adj, n)
anymore (adv)
Appropriation Bill (No 1) 2013-2014
appropriation bills
appropriations, the appropriations
arms-length (adj)
artwork
Assembly/ies, the Assembly, the First Assembly, the Eighth Assembly

Assistant Speaker(s)
ATSIEB
Attorney-General, the Attorney-General, the attorney
Attorney-General's Department, A-G's attorneys-general (BUT Standing Committee of Attorneys-General)
Auditor-General, auditor (meaning the Auditor-General)
Australian Alps National Park
Australian Capital Territory, the territory
Australian parliament
Australian public service
Australian state governments
Australian Statistician, the statistician
autumn sittings
ayes (ayes and noes)

B

backbench (members of, or row of seats)
backbencher
backdoor (ad j)
backdown
backfill
backflip
backup (n, adj)
backyard
Badgerys Creek airport
ballpark (n, adj)
bandaid (n, adj)
bar (legal and Assembly)
base load (n)
Batemans Bay, the bay
best practice
biannual
bikepath (not in Macq)
bill(s), the bill(s), but the Statue Law Amendment Bill
Birdsville Track, the track
blackout (n)
Blewitt's Block
block 1 section 2 (no punctuation)
blowout
Blundell's cottage, the cottage
bottom line
BP4 (no space)
breadwinner

breakdown (n)
 break-in (n)
 breakout (n)
 break-up (n)
 breastmilk
 broadbrush (adj)
 brownfield
 budget paper No 1, budget papers
 budget session
 budget speech, the Treasurer's speech, the speech
 budget statements A (Estimates)
 budget statements B (Estimates)
 budget(s)
 build-up
 bulk-bill (v)
 bulk-billing (n)
 burn-off
 businesspeople
 businessperson
 busway
 buyback
 buy-in (n)
 buyout
 by-product (n)

C

cabinet(s)
 call-out (n)
 "calls-on" (singular)
 "calls-ons" (plural)
 Canberra International Airport
 Canberra Nature Park
 car park
 cardholder
 caregiver/s
 casemix (n/adj)
 casework
 caseworker
 Casselden Place, the place
 catch 22 (adj, n), but *Catch-22* the novel
 catch-up (n, adj)
 caucus(es)
 ceasefire (n)
 Central Australia
 Central Coast
 Central Queensland
 centre left (adj)
 centre left (n)
 centre-line

ChAFTA
 Chair of the Standing Committee on Social Policy, the chair
 chair, the (whether the occupant of or the piece of furniture)
 chamber
 changeover (n)
 Check In CBR app
 check-up (n)
 Chief Minister, chief ministers
 Chief of the Defence Force, defence force chief
 Chief Scientist, the scientist
 child care (n)
 childcare (adj)
 classroom
 clause
 clause 4(3)(a)—no spaces
 clawback (n)
 clean-up (n)
 Clerk, Acting Clerk, Clerk of the Assembly
 clerks (plural)
 cloud-cuckoo-land
 coalition, the
 coat-tails (n)
 Cobourg Peninsula, the peninsula
 co-design
 Commissioner of ESA has title Mr or Ms, not Commissioner.
 Commissioner of Taxation, the taxation commissioner, the commissioner
 committee, the standing committee, the committee
 common sense (n)
 common-law (adj)
 common-sense (adj)
 commonwealth
 Commonwealth of Australia
 commonwealth parliament
 commonwealth Treasurer (note u.c. T)
 Communities@Work
 Community Advocate, the advocate
 comorbidity
 consolidated revenue (fund)
 Constitution, the; Australian Constitution
 Continent (of Europe but not others)
 Cooper Creek
 Coral Sea, the sea
 cost-of-living (adj)
 Côte d'Ivoire

Cotter Dam
 counterargument (n) (not in Macq)
 counterargument (not in Macq)
 counterterrorism, counterterrorist (n, adj)
 country (a country or place – a rural area)
 Country (First Nations peoples' traditional land)
 cover-up (n)
 co-worker
 crash-hot (adj)
 crossbench
 crossbench/er
 crosscheck
 crossover
 cross-section
 Crown land
 Crown lease
 Crown v Smith
 Crown, the Crown (sovereign or governing power)
 Cunninghams Gap, the gap
 cutback
 cut-off (n)
 cyber attack
 cyber hack
 cyberbully/ing
 cybersecurity
 cyberskills
 cyclepath/cycleway

D

Dandenong Ranges, the ranges
 dataset
 day-to-day (adj)
 deaf (general term used to describe the physical condition of not hearing)
 Deaf (those who identify as members of the signing Deaf community)
 decision-maker
 decision-making (n/adj)
 defence force chief
 Department of Home Affairs
 department, the, the home affairs department
 Deputy Chief Minister
 Deputy Clerk
 Deputy Clerk of the Assembly
 Deputy Prime Minister
 Dhulwa Mental Health Unit
 Director of Public Prosecutions, the director

directorate; health directorate, but Health and Community Services Directorate
 director-general/directors-general, Director-General Jo Wood
 dispatch box
 division
 division bells
 division of a bill or act, in division
 doorknock (v/adj)
 Dorothy Dixier (different from Macq)
 dot-point list
 double take (n)
 double-check
 double-take (v)
 downside (n)
 draft variation 364 <l.c.>
 drink-drive (adj)
 drink-driver (n)
 drink-driving (n)
 drivers licence
 drop-in (n)
 dropout
 drug driver
 drug driving
 DV364 <note no space between DV and numeral>

E

East Asia
 eastern Europe
 ecosystem
 Elder/s (senior First Nations peoples)
 elder/s for an older person/people)
 Electoral Commissioner, the commissioner
 Eleventh Assembly, the Eleventh Assembly
 end-of-life (adj)
 englobo
 estimates committees, but Select Committee on Estimates
 estimates, in estimates
 et cetera <not italic>
 executive decision
 executive/the executive
 ex-Senator Peter Jones
 Eyre Peninsula

F

fail-safe
 fairy story
 fairytale

Far East
 Far North (of Queensland), Far North
 Queensland
 far right (n)
 far-right (adj)
 far-sighted (adj)
 fast-track (v)
 fearmonger
 federal authorities
 federal capital
 federal government of Australia, the federal
 government
 federal parliament
 federal politics
 federal system
 federal Treasurer
 federation (general)—eg a federation of
 states
 Federation (the event)
 feed-in tariff scheme (FiT scheme)
 fetal
 fetus
 finetune (v)
 firefighter
 firefighting (adj/n)
 firestorm
 first aid (n)
 first home owner
 first home owner grant
 first homebuyer
 First Nations
 First Peoples
 first-aid (ad j)
 firsthand (adj, adv)
 Fishermans Bend
 fit-out (n)
 Fitters Workshop
 Fitzroy Crossing, the crossing
 flip side
 flip-flop
 flow-on
 follow-up (n)
 foregone (meaning gone before)
 forgone (meaning gone without)
 former minister
 former Premier Carr
 forward estimates
 free-for-all
 free-range (adj)
 front line (n)

frontbench (members of)
 frontbench (row of seats)
 frontbencher
 frontline (adj)
 fulfill
 full-scale (adj)
 fundraise/ing/er
 futureproof (adj)

G

gallery
 general business (a section of the notice
 paper)
 general business order of the day No 6
 Googong Dam
 government business (section of the notice
 paper)
 government business order of the day No 7
 government members
 government policy
 government supporters
 government whip
 government(s), in government, the Barr
 government, this government
 Governor-General, Governor-General, the
 grab bag
 grassroots
 Great Barrier Reef, barrier reef, the reef
 Great Dividing Range, dividing range, the
 range
 green paper
 green space
 greenfield/s (adj)
 Greens, the; the ACT Greens
 greenwash
 greywater
 groundwater
 groundwork
 Gulf of Carpentaria, the gulf

H

hairdo
 hairpin
 handout
Hansard (the document).
 Hansard staff
 hardworking (adj)
 Head of Service
 head of state, heads of state
 health care (n)

healthcare (adj)
hell-bent
helpline
Her/His Excellency the Governor-General
high-grade (adj)
high-level (adj)
high-rise <adj.>
high-risk
high-speed
hit list
hit man
home owner/ship
homebuyer
Hon Kevin Rudd, the (e.g)
hotchpotch
hot-water system
house
House of Representatives
house of review
houses of parliament
Human Rights and Discrimination
 Commissioner, the commissioner
Hume Highway, the highway

I

Icon Water <not ICON Water>
in principle, that the bill be agreed to in principle
in-built (adj)
independent, an independent woman
Independent/s (quasi-party)
in-depth (adj)
infill
in-house (adj)
inpatient (n)
in-principle (adj) (for example, in-principle support)
insourcing
intergovernment(al)
in-tray

J

jam-packed (adj)
Jenolan Caves, the caves
jobs for Canberra fund <not l.c. j and f>
judgement (with an e)

K

Kakadu national park, the park
kickstart (v)

kick-starter (n)
King, the
knee jerk (n)
kneejerk (adj)
knife-related (adj)
knockback (n)
knockdown (adj)
know-how (n)

L

Labor Party (Australia)
labour (work)
Labour Party (UK and NZ)
lake front
Lake George, the lake
land act
Landcare ACT
landfill
landholder/landholding (n)
landowner
landownership
large-scale (adj)
late-night (adj)
Latrobe (Tasmania), Latrobe River, Latrobe Valley
lawmaker/lawmaking (n)
Leader of the Opposition (BUT opposition leader, the leader, my leader)
lead-up (n)
leasehold/leaseholder/leaseholding
left wing (n);
left-wing (adj)
legislation committee(s)
Liberal (of the Liberal Party)
liberal, small "l" liberal
Liberals
life span
lifelong (adj)
lifestyle
lifetime
link-up (n)
lip-service (n)
livable
loan fund
Lodge, the
lodgement
long day care (n)
long day care centre
longer term but long-term (adj.)
longstanding (adj)

loose-fill
low income families
lower house
low-grade (adj)
low-loader

M

Maconochie Centre
macro-economic(s)
madam (may I say, madam)
Madam Assistant Speaker (identified first time), the Assistant Speaker
Madam/Mr Deputy Speaker
mail-out (n)
make-up (n)
manager of government business
manager of opposition business
Manuka Oval
means test (n)
means-test (v)
means-tested/testable (adj)
medium density housing
Melbourne airport etc
member for Molonglo
member state of ANZUS
member(s) of parliament
members of parliament
members of the opposition
microbusiness
microcredit
micro-economic(s)
mindset (n)
mini-budget
minister(s), health minister(s), justice minister, sports minister
Minister for Health
Minister for Human Rights
Minister Gallagher; Ministers Gallagher and Corbell
minister of the Crown
minister
ministerial, prime ministerial
ministries
ministry, the Barr-Berry ministry
missing middle homes
mixed-use (adj)
Molonglo Valley
moneys
motorcyclist
motorsport

Mr Assistant Speaker; Mr Assistant Speaker Cain
Mr Speaker, the Speaker, the ruling made by Mr Speaker
mudslinging (n)
multi-agency
multi-level
multimillion
multi-unit (not in Macq)
multi-user (adj)

N

Namadgi National Park
national cabinet <l.c.>
National Capital Plan
national disability insurance scheme <l.c.> but NDIS
Nationals (members of the National Party of Australia)
nay-sayer
New Acton
new Parliament House
new right
new-found (adj)
Newstart <l.c. s>
Ngunnawal and Ngambri Country
No 1 (BUT number one cause)
noes (ayes and noes)
noncompliance etc (but check Macq for non)
non-health-related
non-profit (but check Macq for non)
non-profit-making (adj)
nonproliferation (adj, n)
no-one
Norfolk Island, the island
North Asia, North-East Asia
North Atlantic, the
North Coast (of New South Wales)
North Head, South Head, the heads
North Shore (area of Sydney)
north side
North-sider (resident of north side)
North West Cape
North West Shelf
Northern Australia
Northern Territory
notice of motion
notice of motion No 2
notice paper(s)

NSW Health <u.c. H, NSW not spelled out.>
number one cause
numberplate

O

office holder
Office of the Legislative Assembly, the office
office-bearer (n)
Official Visitor, Official Visitors, an official
visitor
offline
off-load (v)
off-peak (adj)
off-road (adj)
Old Parliament House
on-cost (n)
One Nation
one-stop shop
online (adj) computing
on-road
on-site (adj)
opposition leader, BUT the Leader of the
Opposition
opposition members
opposition policy
opposition whip
opposition; in opposition; the opposition;
order of the day No 7
organ donor register <l.c.>
out of home care
outpatient
outyear(s)
over-representation
own-motion investigation

P

P to 2 school
paragraph, subparagraph
park-and-ride (adj)
Parliament House
parliament(s)
parliamentary counsel
Parliamentary Counsel's Office
parliamentary triangle
parliamentary zone
part (part 1)
party—
party leaders (generally)
party room

pay TV (n)
pick-up (n, adj)
place-making (n/adj)
playgroup
point scoring
policyholder
policymaker
policymaking
pop-up (n and adj)
pork-barrelling (n)
portfolio (the education and training
portfolio)
preamble
Premier, Premier of New South Wales,
premiers,
press, press gallery
previous Assemblies
Prime Minister, prime ministers, Deputy
Prime Minister
private member's bill, private members' bills
private members' business
privilege, privilege statement (NB privilege
statement always singular)
privileges committee, Select Committee on
Privileges
procedural committees
procedure committee, the Standing
Committee on Administration and
Procedure
public gallery
public service, the; the ACT public service,
the Australian public service, the service
pushback

Q

Queen, the
question time

R

R&D (in Macq)
rainwater
ratepayer
real-time (adj)
record keeping
reopening <no hyphen>
right
right wing (n)
right-wing (adj)
road map
roadworks

roll out (v)
 rollout (n)
 rooftop
 round table (n)
 roundtable (adj)
 royal (when referring to the royal family,
 royal activities and events)
 royal assent
 royal commission, child abuse royal
 commission
 Royal Commission into Institutional
 Responses to Child Sexual Abuse
 royal tour
 royals, the
 royalty
 run-off
 run-up

S

scaremonger
 schedule (schedule 1, first schedule)
 schoolchild
 schoolchildren
 secretariat, the secretariat
 secretary ,the committee secretary, the
 secretary
 section 12A(c)(ii) (no space between
 subsection and paragraph)
 section, subsection,
 Select Committee on Estimates
 self-government act
 Serjeant-at-Arms
 session (of parliament)
 sessional order(s)
 set-up
 shadow attorney-general, shadow minister
 for education
 shadow minister for health
 shadow minister(s)
 shadow ministry
 shadow Treasurer
 shareway
 shop-top
 short-sighted
 show stopper
 show-stopping
 sir (may I say, sir,)
 sitting (of parliament)
 skill set
 smartphone

socialist left
 socio-economic
 South Australian parliament
 South Coast (of New South Wales)
 south side
 South-sider (resident of south side)
 Speaker (officeholder), the Speaker,
 Mr Speaker
 sports field
 sportsground
 sportspeople
 spring sittings
 stage 1, stage 2 <light rail>
 standalone (n, adj)
 stand-by (n, adj)
 Standing Committee on Economics, Industry
 and Recreation
 standing order(s)
 stand-out (n)
 state budget(s)
 state government school
 state parliament(s)
 state railways
 state school
 state(s), the states
 States (the United States of America)
 statute book (not “books”)
 stop-work notice
 straightforward
 subclause
 subparagraph
 successive ministries
 summersault
 supplementary estimates
 supply, supply bills
 sure-fire (adj)
 Sydney airport
 Sydney Harbour Bridge, harbour bridge, the
 bridge
 Sydney Harbour Tunnel, harbour tunnel, the
 tunnel
 Sydney Harbour, the harbour
 system-wide (adj)

T

table
 takeaway
 taskforce
 tax office, BUT Australian Taxation Office,
 the Taxation Office

taxation commissioner

Territory Plan

territory(ies)—

third party (n)

third-party (adj)

three- and four-year-old preschool

through-care (adj)

Tidbinbilla nature reserve

timeframe

timeline

time-wise

Timor-Leste

title

tonne (metric units)

top-down

tramline

Treasurer, treasurers

Treasury

Treasury bench (not treasury benches)

Treasury bills/notes

tripartisan

tripartite

triple bottom line funding

Türkiye (not Turkey – as per CSM)

U

under-represented

underway

UnionsACT (not in Macq)

United States, the States

up-front

upper house

upskill

usage

use-by date

user-pays principle

u-turn

V

victim-survivor(s)

videoconference

W

WA (if said)

web page

website

webstream

weeks time not weeks' time

Welcome to Country

wellbeing <no hyphen>

West Basin

Western Australia (if said)

western Europe

Westminster, the mother of parliaments

Whip, the whip, the government whip, the

Greens whip

white paper

wideranging

wit's end

witch-hunt

Woden Valley

Woden Youth Foyer

Work Choices (not in Macq)

workforce

workload

workplace

WorkSafe ACT

Workup

world heritage, world heritage area

World Heritage List, World Heritage listing

worth while (otherwise)

worthwhile (adj)

X

Y

YourSay

Youth Foyer

Z

zero-emission vehicle

zero-emissions plan <otherwise no hyphen>

12.1 First Nations terms

Ensuring the correct spelling of First Nations terms is a vital act of respect, acknowledging the identity, language, and culture of Indigenous peoples.

The [Austlang](#) database on the [AIATSIS](#) website is a reliable resource for verifying the correct spelling and usage of First Nations names and terms.

12.2 First Nations word list

Eora

Jagera (pronounced Yuggera)

Ngaiyurija

Tjillari (not Jillari)

Turrbal

Wadigali

Winanggaay Ngunnawal

Winnunga Nimmityjah Aboriginal Health Service

Yhurwun Bullan

Yolngu

13.1 COMMONLY MISPELT, MISUSED OR CONFUSED WORDS AND TERMS

acknowledgement (not acknowledgment)
adviser (not advisor)
affect and effect
Asia-Pacific region
blood-borne disease
chicken-and-egg situation
child care (n), childcare centre
colourbond
database
dispatch (not despatch)
drink-driving
eg and ie—leave as is said
forgo and forego (and foregone and forgone)
fundraising
Gen Xers/Yers
ill-thought-out document
inpatient
inquiry (not enquiry)
jail (not gaol)
judgement (not judgment)
licence and license
lip-service
marketplace
meter and metre
microbusiness
moneys (not monies)
multi-unit
needle-stick injury
no-one
one-bedroom house
outpatient
P&C association
same-sex-attracted people
schoolchildren
shock-horror
stand-alone (n, adj)
timeframe
timeline
underway
workforce

13.2 COMPUTER TERMS

analog	hard disk	offline
ASCII	hardware hertz	online
bar code	HTML	PC
BASIC	hyperlink	program
baud	information	RAM
bit	superhighway	real-time
byte (1 byte = 8 bits)	input (verb)	rebroadcast
CD-ROM	internet, the net	retransmit
database	intranet	ROM

debug	JPEG	software
desktop publishing	keyword	spreadsheet
disk	kilobyte (1 KB = 1024 bytes)	telemedicine
e-banking	log on, logging on (noun)	tweet
e-commerce	mainframe	Twitter
e-petition	MASS-10th	USB
email	megahertz	web server
Facebook	modem	web page
FAQ	motherboard	website
filename	multimedia	wi-fi
format, formatting	multitask	Word (Microsoft Word)
FORTRAN	narrowcasting	WordPerfect
GIF	net	world wide web, the web
GUI		webstreaming
hard copy		

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