| **Language** | Australian English  
| e.g. –ise, -our, –er (as in adviser, not advisor) |
| **Wording** | “This policy applies across the University.”  
| | “This policy is made under the University of Melbourne Act 2009 (Vic) and supports compliance with…..”  
| | Where possible, use active voice and present tense. |
| **Numbers** | • In sentences, spell out one to nine, use digits from 10 onwards.  
| | • Use digits for scores, percentages and measurements.  
| | • Per cent (not percent or %) in text; % in tables or break out boxes  
| | • Spaces in numbers of five digits or more, no commas (e.g. 50 000, not 50,000)  
| | • Spell out the word “million” (e.g. $2.5 million, not $2.5m)  
| | • $A, $US  
| | • 124-127 (unspaced en dash) |
| **Times** | • Generally, write times in full, using double 00s (e.g. 10.00am, not 10am)  
| | • Use unspaced en dash between times (e.g. 10.00am-12.15pm)  
| | • “Am/pm” and double 00s can be left out when describing a period of time in the morning or afternoon (e.g. 10-11am, 4.30-6pm) |
| **Dates And Years** | • Spell out months in full (e.g. 8 August 2011, not 8 Aug 2011)  
| | • To describe a period of time use unspaced en dash (e.g. 5-15 August 2011)  
| | • Spell out years in full (e.g. 1990s, not ‘90s) |
| **Abbreviations** | • Generally, name in full on first mention followed by abbreviation, use abbreviation only thereafter  
| | • Names commonly used as acronyms can be used without spelling out, e.g. CSIRO, OECD, APEC, UNICEF, ALP, AFL, ABC, LGBT  
| | • No full points (e.g. USA, not U.S.A)  
| | • Spell out words like “up to” or “more than”, rather than using symbols (e.g. < or +) |
| **Capitalisation** | • Minimal in headings (e.g. “Leadership and volunteering”, not “Leadership and Volunteering”)  
| | • Use capitals for:  
| | o Degree names (e.g. Bachelor of Arts)  
| | o School names (e.g. Graduate School of Humanities and Social Sciences)  
| | • Use lower case for general terms (e.g. dean, academic division, degree) |
| **Punctuation** | • No ampersands (&), except when referring to proper names (e.g. Careers & Employment)  
| | • Use spaced en dash in body copy |
- Use hyphens in compound adjectives
- No hyphen for corresponding nouns (e.g. “I study full time”, not I study full-time”).
- No hanging hyphens (e.g. full and part-time study, not full- and part-time study)
- Double quote marks (“ “) for direct speech; single quote marks (‘ ’) for everything else
- /s for single or plural, not (s) (e.g. “the student/s”, not “the student(s)”)

**Bulleted Lists**
- Preceded with a colon
- Semicolons at the end of each point
- “and” or “or” (as appropriate) at the end of second last point
- Full stop at the end of the last point

**Phone numbers**
- Landline: +61 3 xxxx xxxx
- Mobile: +61 4xx xxx xxx

**Web addresses**
- Use www. (not http://) unless link does not work without, or does not include ‘www’.

**Qualifications**
- Qualifications in ascending order, followed by honorifics and professional association memberships unitalicised
  
e.g. John Smith, BA Monash LLB (Hons) Monash MA La Trobe PhD Melb. FAICD FCA FCPA

**Inclusion**
- Use:
  - special needs or even differently abled (not disabled, handicapped);
  - typical (not normal);
  - has diabetes, asthma etc (not suffers from or is a diabetic, asthmatic).

**Index**

**A-B**
- Aboriginal (with cap)
- Aboriginal and Torres Strait Islanders (not ATSI)
- academic division (not faculty nor graduate school)
- Acts – *Building Act 1993* (Cth) (Act and year italicised, jurisdiction plain text and abbreviated)
- adviser (not advisor)
- Alumni general term for: Alumna. a female graduate; Alumnus. a male graduate; Alumnae, two or more female graduates; Alumni, two or more graduates, either all male, or both male and female
- authorise, authoriser
- bachelors degree (not bachelor’s degree, and not capitalised unless referring to a specific course)
- before (not prior to)

**C-D**
- cafe (no accent)
- Careers & Employment (use ampersand)
- Commonwealth Government (not Australian nor federal)
- cooperate
- Council (no definitive article, ie not the Council)
- coordinate (not co-ordinate)

**E-F-G**
- eg (no punctuation)
- email (not e-mail)
- enrol, enrolment, enrolled
- etc (no punctuation)
- ex officio (no hyphen)
- focused (single s)
- full time, full-time study (hyphenated only when part of a compound adjective)
- government (lower case unless referring to government by name, ie, government regulations, but Commonwealth Government, Victorian Government)

**H-I-J-K**
- healthcare (one word)
- honours (not Honours)
- ie (no punctuation)
- include means not complete list
- Indigenous (with cap)
- Interdisciplinary
- internet site, the internet (lower case)

**L-M**
- liveable (not livable)
- multidisciplinary (no hyphen)

**N-O-P**
- part time, part-time study (hyphenated only when part of a compound adjective)
- postgraduate diploma
- prerequisite (not pre-requisite)
- program

**Q-R-S**
- staff (not employees)
- subjects (not courses or units)

**T-U-V**
- targeted
- The University of Melbourne (at the start of a sentence), the University of Melbourne (otherwise)
- the University (for Melbourne); university for general term
- totalling, totalled
- undergraduate (not under-graduate)
- Vice-Chancellor (not Vice Chancellor or Vice-chancellor)
- Vice-President (hyphenated)

**W-X-Y-Z**
- website (not web site)
- WorkSafe
- World Health Organization