



POLICY STYLE GUIDE

Language	<p>Australian English</p> <p>e.g. -ise, -our, -er (as in adviser, not advisor)</p>
Wording	<p>“This policy applies across the University.”</p> <p>“This policy is made under the <i>University of Melbourne Act 2009</i> (Vic) and supports compliance with.....”</p> <p>Where possible, use active voice and present tense.</p>
Numbers	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Minimal in headings (e.g. “Leadership and volunteering”, not “Leadership and Volunteering”) • Use capitals for: <ul style="list-style-type: none"> ○ Degree names (e.g. Bachelor of Arts) ○ School names (e.g. Graduate School of Humanities and Social Sciences) • Use lower case for general terms (e.g. dean, academic division, degree)
Punctuation	<ul style="list-style-type: none"> • No ampersands (&), except when referring to proper names (e.g. Careers & Employment) • Use spaced en dash in body copy

	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • 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	<p>A-B</p> <ul style="list-style-type: none"> • Aboriginal (with cap) • Aboriginal and Torres Strait Islanders (not ATSI) • academic division (not faculty nor graduate school) • Acts – <i>Building Act 1993</i> (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) <p>C-D</p> <p>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)</p> <p>E-F-G</p> <ul style="list-style-type: none"> • eg (no punctuation)

	<ul style="list-style-type: none"> • 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) <p>H-I-J-K</p> <ul style="list-style-type: none"> • healthcare (one word) • honours (not Honours) • ie (no punctuation) • include means not complete list • Indigenous (with cap) • Interdisciplinary • internet site, the internet (lower case) <p>L-M</p> <ul style="list-style-type: none"> • liveable (not livable) • multidisciplinary (no hyphen) <p>N-O-P</p> <ul style="list-style-type: none"> • part time, part-time study (hyphenated only when part of a compound adjective) • postgraduate diploma • prerequisite (not pre-requisite) • program <p>Q-R-S</p> <ul style="list-style-type: none"> • staff (not employees) • subjects (not courses or units) <p>T-U-V</p> <ul style="list-style-type: none"> • 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) <p>W-X-Y-Z</p> <ul style="list-style-type: none"> • website (not web site) • WorkSafe • World Health Organization
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