

Science Division Annual Research Activity Report Stylesheet

The following is a list of the accepted form of common inconsistencies that have been encountered in the ARAR in recent years. Please ensure you use the appropriate style to reduce the amount of editing required on the document. Information on other common aspects of writing style can be found in the DEC stylesheet.

Use of acronyms—terms appear in full the first time they appear in each SPP report, and are followed by the acronym in parentheses only if they occur again in that SPP report (EXCEPT well-recognised acronyms DEC, CSIRO, DNA, GPS)

Legislation—in italics in full including year

2010/2011 use '/' for one-year spans

2011–2015 use en-dash (not hyphen) for spans of more than one year

Page ranges in list of Publications and Reports use hyphens instead of en-dashes

leafminer – one word

km – abbreviate

Western Australia/Western Australian – in full

south-west of Western Australia or south-western Western Australia – not SWWA

south-western Australia

ssp. – abbreviation for subspecies (not subsp.)

state government – lower case; Western Australian government

federal –not Commonwealth or national (unless part of an official title)

per cent—words used instead of symbol (%) in free text, EXCEPT in tables/figures or where part of another measure (e.g. >80%; %CV etc)

FORESTCHECK – small caps font, upper-case F

proteaceous – lower-case p

Western Australian Naturalists' Club —apostrophe after 'Naturalists'

state NOT State

in 'External Partnerships' section, lower-case 'k' replaced with cap 'K' when referring to \$000s

Critically Endangered NOT critically endangered

Declared Rare Flora NOT declared rare flora

Threatened Ecological Community NOT threatened ecological community

Priority Flora NOT priority flora

Plant Census NOT plant census

Latin species names in italics

Common species names in lower case

Journal title in italics and in full

LANDSCOPE (the publication) in capitals and italics

Use SI units

Forest Management Plan 2004-2013 in full and in italics