Natural phenomena Treat terms for climate and weather events with consistent style. It helps users scan content for keywords and supports readability. Standard rules of capitalisation apply for most natural phenomena Follow the rules of capitalisation for most natural phenomena: Proper nouns start with a capital letter. Adjectives and common nouns are in lower case. Numbers and measurements Italics Names and terms Australian place names Commercial terms Government terms Medical terms Nationalities, peoples and places outside Australia Natural phenomena Organisation names Personal names Plants and animals Ships, aircraft and other vehicles Topographic terms Titles, honours, forms of address Content types Structuring content Referencing and attribution Do not use italics. Most terms are usually in lower case Write generic terms for climate and weather in lower case. This rule applies to many compound nouns. Specific terms usually take lower case. For example, this rule applies to scientific names for types of clouds. Terms for specific phenomena can take initial capitals Scientific terms for natural phenomena can include common nouns that combine to form a proper noun. Use initial capitals when spelling out this kind of scientific term. Common shortened forms are in full capitals. Any non-English names retain the spelling of the original. Climate and weather events take on proper names Individual climate and weather events have names to help communicate the event to the public. There are specific capitalisation rules for climate and weather events. We follow the style recommended by Australia's Bureau of Meteorology. For events not listed here, follow the standard rules for capitalisation. Cyclones are usually given people's names Use initial capitals for the names of cyclones. Do this for the given name and for the adjectives and common nouns that appear immediately before the given name. The bureau uses 'Cyclone', 'Tropical Cyclone' and 'Severe Tropical Example climate change, global warming, greenhouse gases Example cumulonimbus, cirrus and stratus Example Indian Ocean Dipole (IOD) Southern Oscillation Index (SOI) Cyclone' as part of the cyclone's name. Check the name is accurate on the bureau's website. Use the same rule for hurricanes and typhoons. These are different terms for the same natural phenomenon. Always write 'Cyclone' as part of the name unless it is clear from the surrounding text that you are referring to a cyclone. Droughts are usually named after a period in time If the time is a formal period, the name has an initial capital. Fires are usually named for a time or location Bushfires take initial capitals for the adjectival part of their name as well as any proper noun. Fires leading to substantial loss of life and property are usually named after the worst day or where they started. Example Cyclone Yasi Tropical Cyclone Winifred Severe Tropical Cyclone Damien Hurricane Wilma Typhoon Fengshen Example Hilda was the first cyclone in the Australian region to make landfall in the 2017–18 season. Cyclone Hilda made landfall in the 2017–18 season. Example Millennium drought Federation drought the 1982–83 major drought Example State Mine fire (New South Wales, 2013) Black Saturday bushfires (Victoria, 2009) Ash Wednesday bushfires (Victoria and South Australia, 1983) During a fire, authorities usually name a fire based on where it started. Floods, earthquakes and tsunamis are named by year, location and event Use 'year Location event' as the naming convention for floods, earthquakes and tsunamis. Only the location (the proper noun) has an initial capital. Release notes The digital edition significantly expands style advice for referring to natural phenomena. The sixth edition had brief information under 'atmospheric phenomena'. The digital edition recommends using initial capitals for all parts of a cyclone's name. The sixth edition restricted the use of initial capitals to the given name. The Content Guide did not cover style for natural phenomena. About this page References Australian Institute for Disaster Resilience (n.d.) 'Australian disasters', Knowledge hub, AIDR website, accessed 12 June 2020. Bureau of Meteorology (n.d.) Bureau Blog, accessed 18 October 2022. Bureau of Meteorology (2020) Tropical cyclone names, Bureau of Meteorology website, accessed 18 October 2022. Japan Meteorological Agency (2020) Tropical cyclone information, Japan Meteorological Agency Black Tuesday bushfires (Tasmania, 1967) Black Friday bushfires (Victoria and New South Wales, 1939) Black Thursday bushfires (Victoria, 1851) Example the Taylors Creek Road fire Example 1974 Brisbane flood 1989 Newcastle earthquake 2004 Indian Ocean tsunami website, accessed 12 June 2020. National Hurricane Center and Central Pacific Hurricane Center (n.d.) Tropical cyclone names, National Hurricane Center and Central Pacific Hurricane Center website, accessed 12 June 2020. World Meteorological Organization (2020) Tropical cyclone naming, WMO website, accessed 12 June 2020. Last updated This page was updated Tuesday 18 October 2022.

Organisation names Spell and punctuate organisation names correctly. This helps people to understand your content. Write the name as the organisation writes it Organisations determine how their names should be spelt and punctuated. This does not always follow the usual rules. Write the name of the organisation the same way the organisation writes it. This rule applies except in rare cases when the organisation name is in all lower case. Use an initial capital for these names in body text. This helps people identify the name as a proper noun. Numbers and measurements Italics Names and terms Australian place names Commercial terms Government terms Medical terms Nationalities, peoples and places outside Australia Natural phenomena Organisation names Personal names Plants and animals Ships, aircraft and other vehicles Topographic terms Titles, honours, forms of address Content types Structuring content Referencing and attribution Some names start with a lower case letter but have a medial capital (for example, 'eBay'). Write the name the same way, including to begin a sentence. A medial capital is enough to identify the name as a proper noun. Pay attention to the use of capital letters, punctuation (such as apostrophes) and logograms (such as '&'). Make sure to include all words in the name. Don't add additional words. Check the correct name of an organisation The names of organisations can change. The most efficient way to confirm an organisation's name is to check its website, annual report or letterhead. If this is unsuccessful, there are other reliable services. For Australian Government entities, use the government online directory. Directory entries contain links to departmental pages listing annual reports. Annual reports are a good way to find the former names of departments. The government online directory includes the Australian Government Organisations Register and the directories of state and territory governments. There are also website directories for some local governments. For non-government entities, use: the Australian Securities Exchange's listed companies the Australian Securities and Investments Commission registers For all entities, use: the Australian Business Register's ABN lookup a publication that lists organisations such as the Directory of Australian associations or Margaret Gee's media guide, if your organisation has access. Example eSafety keeps tips on its website topical and up to date. Example United Nations

Educational, Scientific and Cultural Organization ['United Nations' doesn't have an apostrophe because it is descriptive. Note the variant spelling of 'Organization'.] Department of the Prime Minister and Cabinet (PM&C) [The ampersand is part of the initialism but not the spelt-out form.] State Library Victoria [The name is not the 'State Library of Victoria'. It does not include a preposition.] Meat & Livestock Australia [The ampersand is part of the name.] Example Before September 2013, the Department of Social Services was called the 'Department of If you cite a source written by an organisation that has since changed its name, use the name that was published in the source. This may be the organisation's or government department's past name. Capital letters in registered business names Some organisation names appearing on the Australian Business Register have all capitals. Our first rule applies: write the name as the organisation does. Check the organisation's website and publications to find how it capitalises its name and follow the organisation's preferred style. Shortened forms of the name Use the organisation's shortened form only if the organisation regularly uses it in its own content. For example, the Department of Home Affairs uses 'Home Affairs' as the shortened form. It would be inappropriate to use 'DHA' to refer to Home Affairs. However, Defence Housing Australia does use the initialism 'DHA', so using it to refer to that organisation would be appropriate. Spell out the shortened form the first time, unless the organisation's name is known only by the shortened form. Shortened forms as part of the name Some organisations use shortened forms such as 'Ltd', 'Pty Ltd', 'Co' and 'Inc' as part of their legal name. Others use the spelt-out forms. Families, Housing, Community Services and Indigenous Affairs'. Example MySA GOV [All capitals for 'GOV' is the preferred style. The registered business name has the same capitalisation.] The Smith Family [Initial capitals is the preferred style. The registered business name is 'THE SMITH FAMILY' in all capitals.] Write this Zoning laws allowed IKEA to lease the land. Defence Housing Australia (DHA) provides housing for Defence members and their families. DHA also provides other related services. Not this Zoning laws allowed Ingvar Kamprad Elmtaryd Agunnaryd (IKEA) to lease the land. DHA provides housing for Defence members and their families. Don't add a full stop at the end of 'Co' and 'Inc' unless they finish a sentence. No full stop is the correct Australian Government style for abbreviations. Use the organisation's full title on first mention in a publication. On subsequent mentions in print documents, you can omit words like 'proprietary' and 'limited' and the corresponding shortened forms. Capitalise organisations' names in 2 situations Use initial capitals for: all words capitalised in the full, official names of organisations the first mention of an organisation. Don't use an initial capital for: generic terms – such as 'the department' or 'the agency' – even if the organisation being referenced capitalises the generic term in its content mentions of several organisations with the same generic name. In body text, use lower case for the definite article in the names of organisations Some organisations use the definite article 'The' in their name with an initial capital. Use the full name, including 'The', in 2 situations: Apple Inc Woodside Petroleum Ltd Perpetual Limited Example Australian Academy of the Humanities – the academy Department of Finance – the department The departments of Health and Finance – the departments Western Sydney University – the university Australian Ballet Company – the company Royal Commission into Misconduct in the Banking, Superannuation and Financial Services Industry – the royal commission Gundagai Shire Council – the shire council/the council Regional Australia Summit – the summit in emails and letters if the name appears in an alphabetical list (arrange by 'The' as the first word in the name). Always use lower case 'the' in body text. This follows the practice of most organisations. If organisations omit the definite article from their name, don't use it in emails and letters. In body text, 'the' appears before the correct name or isn't needed at all. Put a possessive apostrophe in a name if the organisation does Use an apostrophe only when it forms part of the official name of an organisation. In all other cases for organisation names, don't use possessive apostrophes. The apostrophe is disappearing from many organisational names, particularly from those that contain plural nouns ending in 's'. In these cases, the plural noun is descriptive rather than possessive. Example The University of Sydney [Correct name, not 'University of Sydney'] Next year the University of Sydney will renovate its science buildings. [Body text uses lower case for 'the'] Example Charles Sturt University [Correct name, not 'The Charles Sturt University'] Research at Charles Sturt University examined whether early Australian wheat varieties caused allergic reactions. [Body text does not use 'the'] Example Actors' and Entertainers' Benevolent Fund Qld Example Australian Securities and Investments Commission Libraries Board of South Australia Minerals Council of Australia Chief Government Geologists Conference Australian Workers Union Use the singular verb with organisation names The rules of grammar allow the use of a plural or singular verb with the names of organisations. This is not Australian Government style. Always use a singular verb. This applies even if organisation names end in an 's' and look plural. Release notes The digital edition consolidates and updates information from the sixth edition. It has links to online resources writers can use to ensure the information is up to date. In a departure from the sixth edition, the abbreviations 'Co' and 'Inc' do not have a full stop. This is consistent with Australian Securities and Investment Commission (ASIC) guidance and relevant legislation. The sixth edition had relevant information on organisations' names in different parts of the manual. The Content Guide had an example to illustrate style for generic and full organisation names, consistent with the sixth edition, but no explicit guidance. About this page References Australian Business Register (n.d.) ABN lookup, Australian Business Register website, accessed 11 August 2021. Australian Charities and Not-for-profits Commission (n.d.) Charities, ACNC website, accessed 10 Write this The Bureau of Meteorology has been quick to respond. Woolworths is advertising its new stock. The United Nations turns 75 in 2020. NT Fisheries has reviewed its policies. Not this The Bureau of Meteorology have been quick to respond. Woolworths are advertising their new stock. The United Nations turn 75 in 2020. NT Fisheries have reviewed their policies. June 2020. Australian Government (2020) Directory, Australian Government Directory website, accessed 10 June 2020. Australian Securities and Investments Commission (n.d.) Search business names register, ASIC Connect website, accessed 11 August 2021. Australian Securities Exchange (n.d.) 'The official list (listed companies)', Company information, ASX website, accessed 10 June 2020. Department of Finance (2021) Structure of the Australian Government public sector, Department of Finance website, accessed 19 October 2022. Last updated This page was updated Wednesday 1 February 2023. https://www.stylemanual.gov.au/grammar-punctuation-and-conventions/names-and-terms/personal-names Personal names Getting personal names right is respectful. It also helps users avoid any confusion. Check that you've used the correct spelling, punctuation and capitalisation. Use the right name When you write to or about people, always use the form of personal name that the

person uses. If you can, ask the person which name they prefer. Otherwise, consult reputable sources for: Names of people who work within government or in roles related to government, including state and territory governments: Directory.gov.au. Records of names of people closely associated with Australia: The National Archives of Australia. Historical and biographical information: The Australian dictionary of biography and Trove. Numbers and measurements Italics Names and terms Australian place names Commercial terms Government terms Medical terms Nationalities, peoples and places outside Australia Natural phenomena Organisation names Personal names Plants and animals Ships, aircraft and other vehicles Topographic terms Titles, honours, forms of address Content types Structuring content Referencing and attribution Information on prominent Australians, search 'eResources' such as Who's who in Australia or Encyclopedia Britannica: National Library of Australia. The accepted form of authors' names and the names of people being written about: library catalogues. Names are important to a person's sense of self. To avoid cultural or gender bias when referring to parts of names, use: 'given name' instead of 'Christian name' 'family name' instead of 'surname' 'previous names' instead of 'maiden name'. Use initial capitals for personal names, initials and nicknames Use initial capitals for the names of real and fictitious people. Capitalise the initials of people's given names. Write them unspaced and without full stops. Use non-breaking spaces to ensure that initials are not separated from family names. Use initial capitals for nicknames. The first time they appear in your text, place nicknames in quotation marks. Example Oodgeroo Noonuccal Clive James Minjee Lee Miles Franklin Fiona Katauskas Beatie Bow King O'Malley Example W Aly Ken G Hall AD Hope J-P Bruneteau [Hyphen is part of the individual's given name, Jean-Paul] Example 'Madame Butterfly' [Swimmer, Susie O'Neill] Be aware that a few people don't use capitals for their names. This is a deliberate style decision that is part of their personal identity. Examples include bell hooks and kd lang. Use the form the person uses. Spell plural forms correctly The plural of any personal name is formed by adding 's' or 'es'. It depends on the spelling of the personal name (Table 1). Table 1: How to make a plural form of a name Names ending in Action to make plural Examples 's', 'x' and 'z' Add 'es' There were 3 Yanises and 2 Lizes at the meeting but no Alexes. 'y' Keep the 'y' and add 's' The Murphys always meet on Tuesdays. 'i' Keep the 'i' and add 's' The 2 Ranis were close colleagues. 'o' Add an 's' The 4 young Angelos played together all day. All other letters Add an 's' The 2 Evelyns in the section were cousins. Punctuate possessive forms with an apostrophe Use an apostrophe and an 's' with personal names, even when they already end in 's' (Table 2). Plural personal names take just an apostrophe. Simply add an apostrophe to the end of the plural form. Table 2: How to show the possessive form for names and for pronoun combinations Number Names ending in Action to show possessive case Examples Singular (one person) 's' Add apostrophe 's' ('s) Jas's report 'Blocker' [Rugby League player, Steve Roach] 'Million Dollar Mermaid' [Annette Kellerman, swimmer, diver and film star] 'Maj' [Majak Daw, the first Sudanese-born AFL footballer] 'The Little Digger' [Former prime minister, Sir William Hughes] Singular (one person) Any letter other than 's' Add apostrophe 's' ('s) Tui's signature Plural (2 or more people of the same name) The plural 's' or 'es' Add only an apostrophe (') without an extra 's' The Joneses' responses or the Nasrins' name tags Plural (2 or more people of a different name) Any letter other than 's' Add only an apostrophe 's' ('s) on the last name Aiko and Tashi's team Plural (2 or more people using singular pronoun and possessive pronoun with a noun) Any letter other than 's' Add only an apostrophe 's' ('s) on the noun You and your partner's luggage Number Names ending in Action to show possessive case Examples Keep hyphens and all parts of compound family names Always retain hyphens when you write given and family names that are hyphenated. Write all parts of compound family names. Keep the compound when writing a person's family name. Sometimes someone has more than one family name but is only known by one. Write all the names the first time and use the well-known family name after. To decide which name to use, ask the person if you can. Otherwise, check works they have written, personal correspondence from them or reliable sources about them. Follow reliable sources for non-English names As far as possible, if you need to write a non-English name, use the same form and spelling as the person uses. Check their personal correspondence or works they have written. If you can, ask them how you should address them. As a last resort, use the name that is most commonly used Example Kath Day-Knight Alen-Igor O'Hran Example William Delafield Cook ['Delafield Cook' is a compound name.] Example Mary Morton Allport [The artist is known as 'Allport'.] in writing about the person. Pay attention to the order of names The order of names is culturally based. In many English-speaking countries, the order of a name is given name then family name. However, other cultures use family names first. Some people change the order of their name when they move countries. If you can, ask the person which name is their family name and how they would prefer to be addressed. Follow guidance for how to write about nationalities, peoples and places outside Australia. Keep accents and diacritic marks in names Given and family names sometimes have diacritic marks or symbols, including accents, such as à, á, â, ã, ä, è, ē, ĕ, ę. When you write names, retain diacritic marks unless the person commonly uses a simplified form of their name. Insert diacritic marks into your document with the Unicode Standard – for example, U+00E8 is è. In word processing applications, you can also use the ASCII extended character set. Treat names with particles case by case Some family names contain a particle, such as 'della', 'Al' or 'von'. It is sometimes difficult to decide how to capitalise these personal names in English. Use the same capitalisation as the person uses. It is largely a matter of individual preference and family custom. If you can't ask them, use reliable resources to decide on a case-by-case basis, then use the same form throughout the content. Example Chinese–Australian economist Professor Xiaokai Yang was born Yang Xiguang. Yang is his family name. He changed his given name to Xiaokai after being released from prison in China. He is known by Xiaokai Yang in the US and Australia, but as Yang Xiaokai in China. Example Renée Geyer Jirí Václav Daneš Faddéj Faddéevič Bellinsgáuzen [Romanised Russian form] – Fabian Bellingshausen [English form] Nguyễn Thu Giang [Vietnamese form] – Giang Thu Nguyen [English form] – Giang Nguyen [Simple form] – GT Nguyen [Initialised form] Florens Theodor Reinhard Müller Most, but not all, particles are written in lower case. The particle is sometimes omitted when the given name is omitted. Always use an initial capital for the particle when a name starts a sentence. You can also rephrase the sentence to retain the original form. List family name first in reference lists In a reference list, put the family name first and then the initial for the given name of the lead author. Follow the rules for the author–date system to create an alphabetically ordered list. Names you pronounce the same way but spell differently go together in an alphabetical list. Example Kim van Netten Thomas de la Condamine

Julian Van Aalst Dame Constance D'Arcy Freda Du Faur Example Ludwig van Beethoven – Beethoven [The particle is omitted.] Richard Di Natale – Di Natale [The particle is included.] Example Willem van Otterloo was chief conductor of the Sydney Symphony Orchestra. Van Otterloo was chief conductor of the Sydney Symphony Orchestra. The chief conductor of the Sydney Symphony Orchestra was van Otterloo. Example MacArthur AB M'Cay H McFarlane AD MacFarlane D [In this list, all family names are pronounced 'Mac'. They are ordered as if they were spelt the Release notes The digital edition includes a new section on hyphens in personal names. This section wasn't in the sixth edition. The digital edition guidance complements the topic on cultural and linguistic diversity, which also discusses personal names. It has links to useful online sources such as a link to the Unicode Standard for diacritic marks. The Content Guide did not provide specific advice on the style for people's names. About this page References Australian Government (2020) Directory, Australian Government Directory website, accessed 10 June 2020. Australian of the Year Awards (n.d.) Honour roll, Australian of the Year Awards website, accessed 9 June 2020. Microsoft Corporation (2020) Keyboard shortcuts in Word: insert international characters, Microsoft website, accessed 9 June 2020. National Archives of Australia (n.d.) Search for people, NAA website, accessed 9 June 2020. National Centre of Biography (2020) Australian dictionary of biography, Australian Dictionary of Biography website, accessed 9 June 2020. National Library of Australia (n.d.) eResources, National Library of Australia website, accessed 9 June 2020. National Library of Australia (n.d.) Trove, National Library of Australia website, accessed 9 June 2020. Owen M (2018), How to type accented letters in macOS three different ways, appleinsider website, accessed 9 June 2020. The Unicode Consortium (2020) 'Combining diacritical marks', Unicode 13.0 character code charts, Unicode website, accessed 9 June 2020. Last updated This page was updated Friday 5 August 2022. same way.] https://www.stylemanual.gov.au/grammar-punctuation-and-conventions/names-and-terms/plants-and-animals Plants and animals Names for plants and animals come from classification systems. The right style for the classification conveys meaning to people reading the content. Italicise genus and species names The genus and species form the definitive name of a plant or animal. By convention: the genus is in italics and takes an initial capital the species is in italics and is lower case. Numbers and measurements Italics Names and terms Australian place names Commercial terms Government terms Medical terms Nationalities, peoples and places outside Australia Natural phenomena Organisation names Personal names Plants and animals Ships, aircraft and other vehicles Topographic terms Titles, honours, forms of address Content types Structuring content Referencing and attribution Example Subspecies and the names of varieties are also italicised. In these names, abbreviations for the words 'subspecies' and 'variety' take a full stop. This is an exception to the general rule for abbreviations. Accessibility requirements Screen readers don't pronounce italics. Use the semantic tag *to provide emphasis for italicised names in HTML. Write common names in lower case and roman type Most plants and animals have a common name as well as their genus and species name. For common names: Use lower case unless they are also a proper noun, a registered trade mark or in some specialised content such as genetics. Do not use italics. Use initial capitals when the name includes a proper noun. Plant and animal names that are also common English words Backhousia citriodora is the scientific name of the lemon myrtle. Ornithorhynchus anatinus is the scientific name of the platypus. Example Eucalyptus pauciflora subsp. hedraia is a subspecies of snow gum found only in the Mount Bogong and Falls Creek areas of Victoria. Acacia alata var. platyptera is a variety of winged wattle that is found only in Western Australia. Example The Tasmanian devil is named after its home range of Tasmania. The grasslands were home to more than a million red kangaroos. Tuross River was home to a family of platypus. Example Norfolk Island pine Mount Arthur burrowing crayfish Names that have become everyday words are shown in roman type and don't need a capital letter. This includes English derivatives. These are plant and animal names that came from the scientific classification system and are now in everyday use. You usually don't need to use an initial capital for breeds, even if they are derived from a regional name. Registered trade marks Use an initial capital for names of registered cultivars or breeds. In a sentence, the registered name is sometimes in quotation marks. It's best to check a dictionary or another reputable source to confirm whether the name has an initial capital. Refer to related guidance on commercial terms. Birds (ornithology) In generalist Australian Government content, use lower case for the names of birds unless the name contains a proper noun. Example acacia eucalypt Example feline [From the subfamily Felinae] carnivore [From the order Carnivora] Example labrador siamese cat friesian cattle Example Acacia 'Cascade' is a registered cultivar derived from Australian native flora. Example The silver gull (Larus novaehollandiae) is a common gull of the Australian coast. South-west Western Australia is the only place where Carnaby's black cockatoo is found. This style may vary in some specialist content and content following international conventions. If writing for these, check and use the style that readers will understand. For example, in some contexts the common names of bird species start with a capital letter but are lower case when used as a generic term. In both generalist and specialist content, use lower case for bird names in a list of common names of plants and animals. Genetics When using genetic terms for plants and animals: Use italics for the names of genes. Use roman type for the names of proteins (enzymes). Capitalisation varies for the names of genes, but proteins usually take an initial capital only. Include the genus and species at first mention of the common name The common name of a plant or animal can be a local name for more than one species in different places. Only the scientific name is the definitive name. For this reason, include the species name in parentheses when you first mention the common name so it is clear which plant or animal you are writing about. A common name is often a local name for a species: A common name can be used for several species. A species can have different common names in different places. Example The Silver Gull (Larus novaehollandiae) is frequently observed in Australian coastal regions. A species of cockatoo, Carnaby's Black Cockatoo, is native to south-west Western Australia. Example The area was inhabited by green tree frogs, carpet pythons, bush rats and silver gulls. Example In plants, the gene Sbe1 encodes starch-branching enzyme one, Sbe1. Example Royal grevillea (Grevillea victoriae) is one of more than 350 species in the genus Grevillea. When the genus is repeated, it can be abbreviated If you have already written the full name of the genus, use a shortened form for later mentions. This is often

just the first letter of the genus name, followed by a full stop. This is an exception to the general rule for abbreviations. When there are several genera that start with the same letter, include the second letter in the abbreviation. Refer to classification systems to help you name plants and animals Plants and animals are classified in a hierarchy from general to specific. The style you use is set by where the name is in the hierarchy: Names down to genus level start with capital letters. Species names are in lower case. Genus and species names are in italics. The examples in the table show the classification for: a plant, lemon-scented myrtle an animal, the platypus. Example Black wattle is used as a common name for several Acacia species, such as Acacia mearnsii, A. aulacocarpa, A. auriculiformis, A. concurrens and A. crassicarpa. Acacia dealbata is known by several common names, such as 'silver wattle', 'blue wattle' and 'mimosa'. Example Ornithorhynchus anatinus belongs to the Ornithorhynchidae family. The elusive O. anatinus can be spotted in the riparian zone of our freshwater rivers. Example Anopterus macleayanus and Aleuries moluccana are small Australian trees. Although An. macleayanua is found in cool places, Al. moluccana can tolerate tropical conditions. Classification system of a plant Classification terms Lemon-scented myrtle (botany) Kingdom Plantae Division Tracheophyta Order Myrtales Family Myrtaceae Genus Backhousia Species Backhousia citriodora Classification system of an animal Classification terms Platypus (zoology) Kingdom Animalia Phylum Chordata Class Mammalia Order Monotremata Family Ornithorhynchidae Genus Ornithorhynchus Species Ornithorhynchus anatinus Scientific names often have Latin endings The scientific names of plants and animals often derive from Latin. Check the spelling when you use them. It can help to recognise spelling patterns: The family names of plants usually end in 'ceae'. The family names of animals usually end in 'idae'. All classification names above genus level are in roman type and take initial capitals. Example Ornithorhynchus anatinus belongs to the Ornithorhynchidae family. Scientific names can include the name of a person Technical content often includes the name of the person who first described the species. The person's name follows the first mention of the species in the content. The publishing date of the description can also follow the name. The name and date, if they are included, appear in roman type. There is a standard form for writing the person's name. In this example, 'F.Muell.' is a standard abbreviation in biology – it uses full stops and has no spaces. Check a biology dictionary if you are not certain. Plants and animals are sometimes allocated to a different genus from the one they were given when they were first described. In this case, the name and date appear in parentheses after the genus and species name. Subcategories of species are usually abbreviated For plants, there are 5 taxonomic categories below species level: subspecies (abbreviated as 'subsp.' for a single subspecies and 'subspp.' for more than one subspecies) variety (abbreviated as 'var.') subvariety (abbreviated as 'subvar.') form (abbreviated as 'f.') subform (abbreviated as 'subf.') The abbreviations are in roman type and lower case. The subspecies and varietal names themselves are in italics. Example Backhousia citriodora is in the family Myrtaceae. Ornithorhynchus anatinus is in the order Monotremata. Example Grevillea victoriae F.Muell. was first described by botanist Ferdinand von Mueller. Example Robshelfordia circumducta (Walker, 1869) [This shows that Walker first described the cockroach in 1869 as a species, but another author has since allocated it to the genus Robshelfordia.] Example Grevillea victoriae subsp. nivalis is one of the subspecies of this Grevillea genus. Grevillea banksii var. fosteri has beautiful blood-red flowers. If the species or variety is unknown or unspecified, there is no word after the abbreviation. For animals, there is only one taxonomic level below that of species: subspecies. By convention, the abbreviation 'subsp.' is not used. Use specialised resources for more information Check the names of plants and animals. Make sure the information is up to date. Use reliable sources such as: the Australian National Herbarium's Australian Plant Name Index the Atlas of Living Australia. Release notes The digital edition builds on content from the sixth edition. It provides more examples, and links to specialised resources. It consolidates information from other parts of the sixth edition. The Content Guide did not have specific content about the style for the names of plants and animals. About this page References Atlas of Living Australia (n.d.) Search species, Atlas of Living Australia website, accessed 11 June 2020. Australia's Virtual Herbarium (2018) Plant names: a basic introduction, Australia's Virtual Herbarium website, accessed 11 June 2020. Australian Cultivar Registration Authority (2017) List of registered cultivars derived from Australian native flora, ACRA website, accessed 11 June 2020. Example Grevillea victoriae subsp. Grevillea banksii var. Example Macropus agilis jardinii is a subspecies of the agile wallaby (M. agilis). Australian National Herbarium (n.d.) Australian plant name index, Australian National Botanical Gardens website, accessed 17 June 2020. Biotext Pty Ltd and Macquarie University (2021) 'Names of organisms', Australian manual of style, stylemanual.com.au, accessed 12 October 2021. Chapman G (1970) Common Australian birds of towns and gardens, Lansdowne, Melbourne. CSIRO (n.d.) Australian national wildlife collection, CSIRO website, accessed 11 June 2020. Day N and Simpson K (2019) Field guide to the birds of Australia, Penguin Books Australia, Melbourne. Gill F and Donsker D (eds) (2020) Capitalization, IOC World Bird List website, accessed 11 June 2020. International Commission on Zoological Nomenclature (2012) International code of zoological nomenclature, 4th edn, ICZN website, accessed 17 June 2020. Pizzey and Knight (2020) Birds of Australia, digital edition, Gibbon Multimedia Australia, accessed 11 June 2020. Queensland Museum, Ryan M and Brisbane Council (1995) Wildlife of Greater Brisbane, Queensland Museum, Brisbane. Ravindran PN (2017) The encyclopedia of herbs & spices, CABI, Oxfordshire. Spencer R and Cross R (2020) A guide to botanical nomenclature, 4th edition, CSIRO Publishing, Melbourne. Turland NJ, Wiersema JH, Barrie FR, Greuter W, Hawksworth DL, Herendeen PS, Knapp S, Kusber W-H, Li D-Z, Marhold K, May TW, McNeill J, Monro AM, Prado J, Price MJ and Smith GF (2018) International code of nomenclature for algae, fungi and plants (Shenzhen code), Koeltz Botanical Books, doi:10.12705/Code.2018. Last updated This page was updated Thursday 23 March 2023. https://www.stylemanual.gov.au/grammar-punctuation-and-conventions/names-and-terms/ships-aircraft-and-other-vehicles Ships, aircraft and other vehicles Names of ships, aircraft and other vehicles follow a set style. Using the correct style helps people identify the names of vehicles in text. Italicise specific names and use capitals Write the names of

individual ships, aircraft and other vehicles: in italics with initial capitals. This makes the name of the ship, aircraft or other vehicle clear. The name contrasts with the rest of the sentence. Numbers and measurements Italics Names and terms Australian place names Commercial terms Government terms Medical terms Nationalities, peoples and places outside Australia Natural phenomena Organisation names Personal names Plants and animals Ships, aircraft and other vehicles Topographic terms Titles, honours, forms of address Content types Structuring content Referencing and attribution Don't use the definite article for navy ships. Accessibility requirements Screen readers don't pronounce italics. Use the semantic tag to provide emphasis for italicised names in HTML. Names in citations Separate the names of vehicles from titles in citations and reference lists. Separate them according to the type of publication: If the title is in italics (such as in book and website titles), use roman type for the name of the vehicle. If the title is in roman type (such as a journal article), use italics for the name of the vehicle. Don't write brands or types of vehicles in italics Begin the names of the brands, models and classes of vehicles with an initial capital letter but don't use italics. Don't italicise or capitalise types of ships, aircraft or other vehicles. Use an initial capital for a generic name only if it starts a sentence. Example HMAS Canberra is the Royal Australian Navy's flagship. Australian–American astronaut Andy Thomas flew his first flight in space aboard the Endeavour. The Indian Pacific travels 4,532 kilometres from Perth to Sydney. Example Mair C (2013) The lucky ship: the nine lives of the Australian coaster Tambar 1912–1960, Nautical Association of Australia, Australia. McMaugh D (21 March 2020) 'Albatross breaks bread with women in need of a hand', Navy Daily, accessed 24 March 2020. Example She was driving a Toyota Corolla. A Boeing 737 brought the Australians home. They travelled in a Commodore for the last part of the journey. Example Don't italicise the definite article (the word 'the') before the vehicle's name unless it is part of the name. Don't put the abbreviated parts of a ship's name in italics. Don't use italics for the ship's class name. Refer to vehicles with the pronoun 'it' Use the pronoun 'it' for ships, aircraft and other vehicles. Do not write 'she' when referring to vehicles in government content. Use pronouns that reflect gender-neutral language. Release notes The digital edition expands on advice from the sixth edition about ships, aircraft and other vehicles. It adds explicit advice about using gender-neutral language to refer to ships. It includes guidance on referring to spacecraft. The Content Guide did not cover this topic. During the Second World War, flying boats were deployed to strike remote enemy targets to Australia's north. The Waco 10 was an open-cockpit biplane introduced in 1927. Mail trains stop at every town, adding hours to the trip. Example The Ghan takes 54 hours to travel from Adelaide to Darwin. [The definite article is part of the train's name.] The Dreamtime was on the shortlist for the name of Qantas's new fleet of Boeing 787 Dreamliners. [The definite article is not part of the ship's name.] Example HMAS Arunta, HMAS Sydney The PS Albury travelled the Murray River in the mid-1800s. Example HMAS Anzac (III) is the lead ship of eight Anzac Class frigates. Example Brisbane was the first stop for the replica Endeavour on its maiden circumnavigation of Australia. About this page References Australian Maritime Safety Authority (n.d.) List of registered ships, AMSA website, accessed 9 June 2020. Judd T (21 March 2002) 'Lloyd's List takes sex out of shipping', The Independent, accessed 9 June 2020. Mellefont J (2000) 'Heirlooms and tea towels: views of ships' gender in the modern maritime museum', The Great Circle, 22(1):5–16. National Museum of Australia (n.d.) 'Italics', Style guide, National Museum of Australia website, accessed 2 December 2019. National Museum of Australia (n.d.) 'Gender', Style guide, National Museum of Australia website, accessed 9 June 2020. Oxford University Press (2016) '5.16: Ships, aircraft and vehicles', New Oxford style manual, Oxford University Press, Oxford. University of Chicago (2017) 'Names of ships and other vehicles', Chicago manual of style, 17th edn, University of Chicago Press, Chicago. Last updated This page was updated Wednesday 19 April 2023. https://www.stylemanual.gov.au/grammar-punctuation-and-conventions/names-and-terms/topographic-terms Topographic terms Correct capitalisation helps people identify topographic and geographic terms in your content. Refer to landmark features, regions and compass points correctly. Write official names with capitals Check official place names and style them correctly. You can check the spelling of an official name using the Australian Place Names dataset. The full names of mountains, rivers, valleys, bays, islands and other features always take initial capitals. Numbers and measurements Italics Names and terms Australian place names Commercial terms Government terms Medical terms Nationalities, peoples and places outside Australia Natural phenomena Organisation names Personal names Plants and animals Ships, aircraft and other vehicles Topographic terms Titles, honours, forms of address Content types Structuring content Referencing and attribution Example Some shortened forms that are popular names or nicknames are also capitalised. Write generic terms in lower case In most cases, don't use initial capitals when you use the name as a generic term. When using the same generic term for 2 or more names in the same sentence, use lower case for the generic term. Keep the initial capital when the general term is a well-recognised abbreviation and works as a proper name. Don't use an initial capital if you're using the noun in a generic sense. the Hunter Valley the Three Sisters the Paroo River Example The Snowy Mountains can also be called the 'Snowies'. The northern part of the Northern Territory is known as the 'Top End'. Example I paddled a kayak 200 km down the Balonne River. The river was in flood for some of the trip. Example The Barossa and Hunter valleys are important winemaking areas. [The word 'valley' refers to both valleys. It's used generically and does not take an initial capital.] The Barossa Valley is in South Australia and the Hunter Valley is in New South Wales. [The word 'valley' is part of the name of each valley and so is capitalised.] Example The Great Barrier Reef is also called 'the Reef'. The Gulf of Carpentaria is also known as 'the Gulf'. Example The Amazon rainforest is vital to the health of our planet. [The 'Amazon rainforest' is not the official name of the region. The word 'rainforest' is generic and doesn't need an initial capital.] Limit abbreviated names 'Mt' is a common and easily recognisable abbreviation for mountains. Use the abbreviation consistently in content and use initial capitals. Spell out the names of other topographic features if you can. Use the abbreviated form only where there's limited space or a lot of repetition, such as in tables and maps. Use Geoscience Australia's authorised abbreviations. Don't use an apostrophe for possessive names Don't use an

apostrophe for topographic terms involving possessives. Official place names are not possessive and do not usually include punctuation. Refer to related guidance on Australian place names. Spell the plural form correctly The plural of any topographic name is formed simply by adding 's' or 'es'. Example Mt Tennent is part of Namadgi National Park. Example C Tribulation [Cape] L Burley Griffin [Lake] Murray R [River] Green Is [Island] Keppel Bay Is [Islands] Correct Careys Peak Incorrect Carey's Peak Example There are 4 Mount Wellingtons in Australia but only one Mount Coot-tha. Write compass points in lower case In text, write the points of a compass in lower case. Use hyphens for points such as 'north-east'. You can use initialisms in tables, illustrations and some specialist works. Always use capital letters with no full stops or hyphens. Release notes The digital edition consolidates and expands information about topographic terms. It relates to guidance on Australian place names. The sixth edition provided brief information under 'geographic features' and 'compass points'. The Content Guide did not have specific details on topographic terms. There are 3 Mount Jameses in Australia. There is one in Queensland, one in South Australia and one in Western Australia. Example south north-east west-north-west A north-westerly wind was blowing the fire towards the town. The car was 30 degrees east of where it should have been. A cool change was coming from the south. Example Initialisms often identify the points on a compass in illustrations About this page References Data.gov.au (n.d.) Datasets, data.gov.au, accessed 10 June 2020. Geoscience Australia (2012) 'Section 2: National topographic map series (NTMS) and general reference map specifications', Geoscience Australia topographic data and map specifications, Geoscience Australia website, accessed 10 June 2020. Intergovernmental Committee on Surveying and Mapping (ICSM) (n.d.) Permanent Committee on Topographic Information, ICSM website, accessed 10 June 2020. ICSM (n.d.) Place names: foundation spatial data, ICSM website, accessed 10 June 2020. Permanent Committee on Place Names (2016) Principles for the consistent use of place names: includes principles for the use of Aboriginal and Torres Strait Islander place names and dual naming depiction principles, Intergovernmental Committee on Surveying and Mapping, accessed 29 May 2020. Last updated This page was updated Wednesday 4 January 2023. https://www.stylemanual.gov.au/grammar-punctuation-and-conventions/titles-honours-forms-address Titles, honours, forms of address Use correct titles and capitalisation for academics, diplomats, judges, government officials, royalty and members of the armed forces. Numbers and measurements Italics Names and terms Titles, honours, forms of address Academics and professionals Australian Defence Force Awards and honours Diplomats Judiciary Parliaments and councils Royalty, vice-royalty and nobility Content types Structuring content Referencing and attribution Academics and professionals Follow these rules to address and title academics and professionals correctly. The guidance focuses on academics, medical practitioners, dentists and veterinarians. Apply the rules when writing about individuals in other professions. Australian Defence Force Use the correct title and style to refer to members of the armed services. This guidance is intended primarily for users outside the Department of Defence and the Australian Defence Force. https://www.stylemanual.gov.au/grammar-punctuation-and-conventions/titles-honours-forms-address/academics-and-professionals Academics and professionals Follow these rules to address and title academics and professionals correctly. The guidance focuses on academics, medical practitioners, dentists and veterinarians. Apply the rules when writing about individuals in other professions. Use initial capitals for the titles of individual academics and professionals The academic and professional titles held by individuals usually have initial capitals. This includes honorary titles. Use lower case if you use a title generically. Numbers and measurements Italics Names and terms Titles, honours, forms of address Academics and professionals Australian Defence Force Awards and honours Diplomats Judiciary Parliaments and councils Royalty, vice-royalty and nobility Content types Structuring content Referencing and attribution Example Adjunct Professor Monty Chiratte [Honorary academic title] All general surgeons at the hospital attended Wednesday's forum. [Generic use] Use full titles in certain contexts Academics and professionals are often addressed by their 'full title'. A full title includes the title or honorific (with initial capitals), name, post-nominals, position and organisation. Use a full title: to introduce an individual as speaker in address and signature blocks in correspondence in official records of proceedings in lists in organisational publications such as annual reports if it is important to know where an individual works. A full title is often about using titles in a display or presentation context (display text). Titles immediately before a name Use initial capitals for titles that appear immediately before a person's name. Do this unless the title is generic. Also use initial capitals for the shortened forms of titles. Shortened forms for titles immediately before a name Only use shortened forms of titles in limited circumstances. People might understand common contractions like 'Prof' for 'Professor', but some shortened forms are confusing. For example, the initialism for 'Pro Vice-Chancellor' is 'PVC'. To ensure your content is readable, write the title in full. Shortened forms are sometimes necessary because of limited space. For example, shortened forms often appear in tables. List the full form of any title that people might find confusing in a note. The space available for image captions can be limited, but write the full names and titles as a default. If you have to use initials and the shortened forms of titles in a caption, always include the full forms in body text to provide context. 'Dr' is an exception in all instances. Like 'Ms' and 'Mr', 'Dr' is easy to understand when it appears before a name. Example Professor Margaret Gardner AC, President and Vice-Chancellor, Monash University [Full title] Example Our new vice-chancellor and president is Professor Rufus Black. We welcome Dr Jamilah Mulyadi to our clinic. Dr Mulyadi is now available for skin examinations. Titles that replace a name Use initial capitals for official titles that replace a name. Titles replacing a name also have initial capitals: when you address someone directly for salutations in correspondence. For all other uses, titles that replace a name should be lower case. These other uses include abbreviated titles and titles given by an organisation to a role or position. Academic and professional organisations might capitalise such titles as a mark of respect or status, but this is not Australian Government style. Treat them as generic and use lower case. Titles after a name Use lower case for most titles that appear after a name. These titles describe the individual and are generic. There is one exception. Only use initial capitals for titles after a name in

a full title. This includes for: address and signature blocks in correspondence lists in organisational publications such as annual reports. Example Departmental officers recently attended Upsilon University's annual Copyright Symposium. The academic panel (pictured below), chaired by Vice-Chancellor Tom Dhillon, discussed recent cases with implications for fair dealing provisions of the Copyright Act 1968. [Body text: spelt-out titles] Left to right: Associate Professor Sara Baird, Vice-Chancellor Tom Dhillon, Dean Frank Ealing, Adjunct Professor Olena Iraklidis, Dr Celia Nieminen [Image caption: preferred style] Left to right: Assoc Prof S Baird, VC T Dhillon, Dean F Ealing, Adj Prof O Iraklidis, Dr C Nieminen [Image caption: only for limited space] Example The Vice-Chancellor of the University of Tasmania visited last week. [Initial capitals: official title replacing name] The vice-chancellor visited Burnie campus last week. [Lower case: abbreviated title replacing name] Dear Chancellor [Initial capital: salutation] 'We note your concerns Doctor. Thank you for bringing this evidence before the committee'. [Initial capital: direct address] Follow your organisation's template style for signature blocks. Templates apply design elements and list all elements in correct order. Some organisations prefer all capitals for names, titles and the organisation's name. Use lower case for titles used in a generic way Generic use of academic and professional titles includes: titles that describe a named individual plural titles common nouns. As shown in the previous section, most titles that appear after a name are generic. Example They met with Associate Professor Dianne Stephens OAM, medical director of the National Critical Care and Trauma Response Centre. [Lower case: generic descriptive title in body text] Associate Professor Dianne Stephens OAM, Medical Director, National Critical Care and Trauma Response Centre [Initial capitals: full title] Professor Chris Goodnow FAA FRS Executive Director Garvan Institute of Medical Research 384 Victoria Street Darlinghurst NSW 2010 Australia [Initial capitals: full title for address block] Dr Fatima Dashti FASM Director (Research) Institute for Viruses telephone email website [Initial capitals: full title for signature block. Order of elements might vary.] #LIVE #COVID Update with Professor Paul Kelly, Australian Government Chief Medical Officer, Department of Health. [Initial capitals: full title to introduce speaker in government video.] 2021 Innovation Award recipients Dr Joanne Zheng Senior Research Scientist AcmeCo Australia Professor Alexander Bannon Senior Lecturer in Rehabilitation Medicine Faculty of Health and Medical Sciences University of Adelaide [Initial capitals: full titles for list in annual report] Some titles appearing immediately before a name are also generic because they describe the individual. These titles are usually preceded by 'the' or a modifier. Adjectives are modifiers because they restrict the meaning of a noun. Use title, name and post-nominals at first mention When you write about an individual, it's respectful to use their title. The first time you mention someone in body text, use their academic or professional title before their first name and last name, followed by post-nominals. If you mention the individual again, only use the title and last name. Some academic titles have an accepted abbreviated title you can use after the first mention. Never use the shortened form of the title in body text ('Prof' for example), except for the contraction 'Dr'. Example Professor Bartlett, the university's vice-chancellor, welcomed alumni to the reception. [Lower case: descriptive title after a name] The research fellow Lydia Mbegngue wrote extensively on this topic. [Lower case: title before a name, modified by 'the'] Several postdoctoral fellows in the research facility met last week. [Lower case: plural title] A provost oversees a university's academic performance. [Lower case: common noun] Dhriti Saxena is a local doctor in general practice. [Lower case: common noun and descriptive title after a name] They met with former medical director Tom Perera. [Lower case: title immediately before a name, modified by 'former'] Two doctors from this practice attended the conference. [Lower case: plural title] It is important to see your doctor to develop an asthma action plan. [Lower case: common noun] Example Emeritus Professor Stephen Duckett has extensive experience in health care at senior leadership level. Professor Duckett's membership of the RMIT Council concludes in 2022. ['Professor' is the accepted abbreviated title for an Emeritus or Emerita Professor.] Write this This year's graduate cohort asked Deputy Vice-Chancellor Jonquil Johansson to moderate their debate. Not this DVC Jonquil Johansson to moderate their debate. Write post-nominals after the name in academic and professional titles Post-nominals are letters after a name that stand for academic, civil and military awards and honours. Make sure you write post-nominals in the right order. Don't use commas before or between post-nominals. Use post-nominals at first mention only The first time you write a name in body text, use the academic and professional title along with the first and last name. Include the post-nominal for a civil or military honour in the title. If you mention the name again, use the title and last name, but don't include the post-nominal. Include post-nominals in the shortened forms of titles Retain any post-nominals for civil and military honours when using the shortened forms of titles. Use post-nominals for academic and professional qualifications in 2 contexts Post-nominals can also stand for tertiary and professional qualifications. Use these post-nominals: for correspondence within the academic community to show relevant expertise. Don't include both 'Dr' (doctorate) and 'PhD' (Doctor of Philosophy) for the one name. It is conventional to use either the title or the post-nominal. This also applies to PhD equivalents such as 'LLD' (Doctor of Laws). Don't include post-nominals for master and bachelor degrees in correspondence. Example Professor Sally Wheeler OBE MRIA FAcSS FAAL Example Dr Ziggy Switkowski AO has been chancellor of RMIT since 2011. Dr Switkowski is also chair of NBN Co. Example Attendees: Dr Z Switkowski AO, Prof M Bean CBE, Dr S Andrews, Ms J Latchford, Prof S Duckett, Ms T McLaughin and Mr D Hoogstra. [Extract from minutes of a university council meeting] Titles for academics In most contexts, address academics with their full title: title or honorific, name, position, post- nominals and academic institution. An academic who is knighted Use 'Sir' or 'Dame' after the academic title. Emails and letters to academics Keep the initial capital for the title in correspondence when you're writing to a specific person. In formal correspondence: Open with 'Chancellor' (or 'Vice-Chancellor', 'Professor' and so on). Conclude with 'Yours faithfully'. In less formal correspondence: Open with 'Dear Chancellor' (or 'Vice-Chancellor', 'Professor' and so on). Example Dr Zdenka Svoboda or Zdenka Svoboda PhD [Individual with doctorate] Dr Amin Salke MD FRACGP [Medical practitioner] Brent Hulot CPA [Accountant] Mark

Price BEngTech TMIEAust [Engineer] Mia Lillard BCom CFP [Financial planner] Example Associate Professor Peter Spencer, College of Science, Health, Engineering and Education, Murdoch University [Full title] Distinguished Professor Larissa Behrendt AO Director of Research Jumbunna Institute for Indigenous Education and Research University of Technology Sydney PO Box 123 Broadway NSW 2007 Australia [Full title: address block] Example Chancellor Dame Leonie Kramer AC DBE Chancellor Sir Albert Axon KBE Conclude with 'Yours sincerely'. Don't include a comma after these phrases. Australian Government style is to write salutations without punctuation. How to address associate and assistant professors correctly in correspondence differs by country and educational institution. For Australian correspondence, write 'Dear Associate Professor' and 'Dear Assistant Professor' not 'Dear Doctor' or 'Dear Professor'. People with doctorates You can address people who hold a doctorate as 'Doctor' or 'Dr' (without a full stop). Today, it is acceptable to use 'Dear Dr Name' for both formal and informal correspondence. When writing 'Dear' without the person's name in emails and letters, write the title 'Doctor' in full. Don't include a comma after these phrases. A holder of a doctorate who is knighted If the holder of a doctorate is knighted, don't address them as 'Doctor'. Instead, address the person by 'Sir' or 'Dame'. Write the post-nominals for the knighthood after the name, followed by any other post-nominals. Don't insert commas before or between the post-nominals. Write this Dear Associate Professor … Yours faithfully Dear Assistant Professor … Yours sincerely Not this Dear Associate Professor, … Yours faithfully, Dear Assistant Professor, … Yours sincerely, Example Dear Dr Muecke Dear Doctor Example Dame Bridget Ogilvie AC DBE FRS FAA Titles for medical practitioners, dentists and veterinarians Use 'Doctor' or 'Dr' for medical practitioners, dentists and veterinarians, whether or not they hold a doctorate. Those with a doctorate may choose to add the post-nominal 'PhD'. Use 'Professor', 'Associate Professor' or 'Assistant Professor' for doctors who hold these titles at academic institutions. Some doctors who hold professorships choose to use 'Dr' when working in clinical practice. Surgeons in human medicine are traditionally called 'Mr', 'Ms' or their preferred gender- appropriate honorific. Some surgeons prefer to use 'Dr'. For example, a search of the website of the Royal Australasian College of Surgeons shows that council members use 'Dr', 'Miss', 'Mr', 'Ms', 'Professor' and 'Associate Professor'. It is best to contact the doctor's practice if you are unsure of their preferred honorific. You are unlikely to cause offence if you use the title (or honour) awarded most recently. Release notes The digital edition includes the information from the sixth edition with updated and additional examples. Capitalisation rules in digital edition are linked to the title's position in relation to the name. The digital edition also introduces the concept of a 'full title', mostly used in display contexts. The sixth edition included relevant information about titles for academics and professionals. The Content Guide had very brief information about abbreviations for some academic qualifications. About this page Evidence Example Doctor Farida Khan [Medical practitioner] Dr Wilson Chang MBBS [Medical practitioner] Dr Tina Macleod MD PhD [Medical practitioner with doctorate] Dr Phil Smith BDS [Dentist] Dr Eve Fenton BVSc DVM [Veterinarian] Miss Patricia Woo MBBS FRACS FAOrthA MsurgEd [Orthopaedic surgeon] Professor Henry Nicklin MBBS FRANZCP [Psychiatrist with academic title] American Psychological Association (2020) '6.15: Job titles and positions', Publication manual of the American Psychological Association, 7th edn, American Psychological Association, Washington DC. Oxford University Press (2016) '5.10: Titles of office, rank, and relationship', New Oxford style manual, Oxford University Press, Oxford. University of Chicago (2017) 'Names, terms and titles of work',Chicago manual of style, 17th edn, University of Chicago Press, Chicago. References Australian Health Practitioners Regulation Agency (Ahpra) (2021) National boards, Ahpra website, accessed 20 June 2021. Australian National University (n.d.) University executive, ANU website, accessed 8 June 2020. Department of the Prime Minister and Cabinet (2016) It's an honour, PM&C website, accessed 13 June 2020. Engineers Australia (n.d.) Engineer of the Year Awards, Engineers Australia website, accessed 8 June 2020. Garvan Institute of Medical Research (2021) 'Leadership', About the Garvan Institute, Garvan Institute website, accessed 7 June 2021. Medical Board of Australia (2012) 'Medical registration: what does it mean? Who should be registered?', Codes, Guidelines and Policies, Ahpra website, accessed 26 July 2021. Monash University (n.d.) 'Senior Monash staff', Organisational governance and structure, Monash University website, accessed 10 June 2020. Murdoch University (n.d.) 'Environmental & Conservation Sciences', College of Science, Health, Engineering and Education: academic operations, Murdoch University website, accessed 19 July 2021. National Centre of Biography (n.d.) Australian dictionary of biography, Australian Dictionary of Biography website, accessed 19 July 2021. National Critical Care and Trauma Response Centre (NCCTRC) (n.d.) 'Our people', About Us, NCCTRC website, accessed 6 July 2021. Podiatric Board of Australia (2012) 'When is it necessary to be registered as a podiatry practitioner?', General Registration, Ahpra website, accessed 26 July 2021. RMIT University (2021) Governance and management, RMIT University website, accessed 22 June 2021. Royal Australasian College of Surgeons (RACS) (n.d.) Council, RACS website, accessed 28 June 2021. The Governor-General of the Commonwealth of Australia (n.d.) Australian honours and awards, The Governor-General of the Commonwealth of Australia website, accessed 8 June 2020. The Royal Australian College of General Practitioners (n.d.) Fellowship, The Royal Australian College of General Practitioners website, accessed 8 June 2020. University of Melbourne (n.d.) 'Honorary degree holders', Notable alumni and staff, University of Melbourne website, accessed 10 June 2020. University of Technology Sydney (n.d.) Jumbunna Institute for Indigenous Education and Research, UTS website, accessed 23 June 2021. University of Technology Sydney (n.d.) 'Our director: Distinguished Professor Larissa Behrendt', Jumbunna Institute for Indigenous Education and Research, UTS website, accessed 8 June 2020. University of the Sunshine Coast (USC) (n.d.) Office of the Vice-Chancellor and President, USC website, accessed 16 July 2021. University of Tasmania (2020), Biography, University of Tasmania website, accessed 19 May 2021. University of Western Australia (2020) 'Former officers of the university', History of the university, University of Western Australia website, accessed 10 June 2020. Veterinary Surgeons Board of Queensland (2018) Policy (general), Queensland Government website, accessed 20 June

Australian Defence Force Use the correct title and style to refer to members of the armed services. This guidance is intended primarily for users outside the Department of Defence and the Australian Defence Force. Use terminology correctly Use the term 'Defence' when you mean both the Department of Defence and the Australian Defence Force (ADF). 'Defence' is used to represent the organisation as a whole. 'Defence' has an initial capital when it is part of a formal name or title. Use lower case for generic references. Use 'Australian Defence Force' and 'ADF' when referring to the Royal Australian Navy, Australian Army and Royal Australian Air Force, commanded by the Chief of the Defence Force. Use 'Department of Defence' when referring to the department, headed by the Secretary of the Department of Defence. Numbers and measurements Italics Names and terms Titles, honours, forms of address Academics and professionals Australian Defence Force Awards and honours Diplomats Judiciary Parliaments and councils Royalty, vice-royalty and nobility Content types Structuring content Referencing and attribution Example Defence engages with industry to deliver procurement outcomes that support departmental and ADF capability. Follow the order of precedence for the 3 arms of the ADF There are 3 arms of the ADF, known collectively as the 'services' ('Services' inside Defence). When referring to the services, follow the order of precedence established by the Defence Act 1903: Royal Australian Navy Australian Army Royal Australian Air Force. Always use initial capitals when writing the short names of the services: Navy Army Air Force. Address members of the ADF by rank, name and post-nominals Use the following order to address members of the ADF: rank given name or initials family name post-nominals service (for commissioned officers in the Navy only). Do this: the first time you write their name in body text in address blocks in correspondence when introducing an ADF member as speaker in official records of proceedings in lists in organisational publications such as annual reports. ADF ranks are listed in the table 'Ranks and salutations'. The institute's paper examines the implications for our defence strategy over the next decade. The aim is to support Australian Defence Force personnel and their families as they transition from military to civilian life. The Department of Defence operates under the Public Service Act 1999. Example Defence Reserves are an essential part of the Navy, Army and Air Force If you mention the name again in body text, use rank and family name. Only one rank has a hyphen Write military ranks of more than one word as separate words. Do not hyphenate the rank. There is one exception from the Air Force: Air Vice-Marshal. It is always hyphenated. Post-nominals Post-nominals are letters after a name that stand for academic, civil and military awards and honours. Write post-nominals after the family name. Place post-nominals before the shortened form showing service ('RAN'). Make sure you write post-nominals in the right order. Don't use commas before or between post-nominals. Use 'RAN' to indicate Navy service for commissioned officers Example Rear Admiral Robert W Plath AM RAN Lieutenant General Susan Coyle AM CSC DSM Air Marshal Mel Hupfeld AO DSC [Don't use commas] Example Chief Petty Officer Ray Rosendale CSM is a Kuku Yalanji man of the Western Sunset Clan. He was born in Nambour and joined the Navy in 1991. Chief Petty Officer Rosendale now has a role advising the Navy on First Nations cultural affairs. Example Acting Sub Lieutenant DW Midson RAN Warrant Officer Class One K Felmingham NSC OAM Air Vice-Marshal Catherine Roberts AM CSC Example Commander Algirdus Diciunas MBE CSM RAN Lieutenant General Natasha Fox AO CSC Air Commodore Michael Kitcher AM DSC Use 'RAN' (Royal Australian Navy) for all commissioned officers of the Navy. Place 'RAN' after the family name and any post-nominals. Don't use an acronym to show service for officers in the Army or Air Force. In Defence, 'RAN' is used to distinguish naval officers from officers in the other services and from naval officers in other countries. Gazettal notices of Australian awards and honours follow this style. For consistency, the Style Manual recommends that Australian Government organisations also follow this practice. Write the rank before the title of ADF members who are knighted When someone has a military rank and another title such as 'Sir', 'Dame' or 'the Honourable', place the military rank first. Address chaplains and maritime spiritual wellbeing officers by title Army and Air Force chaplains wear military rank. Navy chaplains and maritime spiritual wellbeing officers (MSWOs) do not wear military rank. Instead, they wear chaplaincy or MWSO insignia and a service badge with the symbol of their faith or purpose. This gives them 'floating rank', meaning they take on the rank of the person they are talking to. Address chaplains with their chaplaincy title, not a military rank. MSWOs have been part of the Navy since 2020. Address them with their MSWO title, not a military rank. Include any post-nominals. The chaplaincy titles are: Principal Chaplain (Navy and Army) and Principal Air Chaplain (Air Force) Senior Chaplain (Navy) and Chaplain (Navy, Army and Air Force). The MSWO titles include: Example Captain Catherine Wilsen AO [Army] Captain Stephen Beckmann AO CSC RAN [Navy] Example General Sir John Monash GCMG KBE VD Principal Maritime Spiritual Wellbeing Officer Senior Maritime Spiritual Wellbeing Officer Maritime Spiritual Wellbeing Officer. Address retired officers of the ADF by rank Commissioned officers who retire can continue to use their military rank. When writing their name, use their rank and include '(Retd)' after any post-nominals. Avoid using the shortened forms of ranks For internal Defence use, it is common to write the ranks in abbreviated form using capital letters. Don't follow this convention in other types of content. Write the full rank with an initial capital letter. Address members of the ADF correctly in emails and letters The style rule for address blocks applies to all members of the ADF. The style rule for salutations changes with rank. Example Principal Chaplain Darren Jaensch [Army] Principal Air Chaplain Kevin Russell CSC GAICD [Air Force] Senior Chaplain Brian Rayner OAM RAN [Navy] Chaplain Catherine Inches-Ogden CSC [Army] Maritime Spiritual Wellbeing Officer Tammy Dunne [Navy] Example General the Honourable Sir Peter Cosgrove AK CVO MC (Retd) Write this Lieutenant T Smith [Outside Defence] Not this LT T Smith [Defence only] Address blocks To write an address block, follow all preceding rules on this page. The style of address blocks is the same for all ranks. rank given name or initials family name post-nominals 'RAN' for commissioned officers in the Navy '(Retd)' for retired commissioned officers who retain rank postal address. Salutations The Style Manual

*follows the ADF's style for salutations. The style of salutations depends on rank. Don't include post-nominals in salutations. Never add a comma after salutations. Commissioned officer ranks Rule: Dear [Rank] Use the rule for these ranks: Admiral, Rear Admiral, Commodore and Captain (Navy) General, Lieutenant General, Major General, Brigadier and Colonel (Army) Example Brigadier Ana Duncan AM CSC Commandant Royal Military College-Duntroon Staff Cadet Avenue Campbell ACT 2612 Lieutenant General Gregory Bilton AO CSC Chief Joint Operations Headquarters Joint Operations Command (HQJOC) PO Box 7928 Canberra BC ACT 2610 His Excellency General the Honourable David Hurley AC DSC (Retd) Governor-General of the Commonwealth of Australia Government House Dunrossil Drive Yarralumla ACT 2600 Air Chief Marshal, Air Marshal, Air Vice-Marshal, Air Commodore and Group Captain (Air Force). Rule: Dear [Rank Family name] Use the rule for these ranks: Commander, Lieutenant Commander and Lieutenant (Navy) Lieutenant Colonel, Major and Captain (Army) Wing Commander, Squadron Leader and Flight Lieutenant (Air Force). Rule: Dear [Honorific Family name] Use the rule for these ranks: Sub Lieutenant, Acting Sub Lieutenant and Midshipman (Navy) Lieutenant, Second Lieutenant and Officer Cadet (Army) Flying Officer, Pilot Officer and Officer Cadet (Air Force). ADF style is to use a conventional title before the family name for these ranks. Use the honorifics 'Ms', 'Mr', 'Mx', 'Mrs' or 'Dr' when it is possible to identify the appropriate title. If this is difficult, follow the 'Dear [Rank Family name]' rule. Other ranks Rule: Dear [Rank Family name] Use the rule for ranks from: Warrant Officer of the Navy to Recruit (Navy) Regimental Sergeant Major of the Army to Recruit (Army) Example Brigadier Ana Duncan AM CSC [Address block] Dear Brigadier [Salutation] Example Lieutenant Commander Siobhan Sturdy CSM RAN [Address block] Dear Lieutenant Commander Sturdy [Salutation] Example Officer Cadet Dean Collins OAM [Address block] Dear Mr Collins [Preferred salutation] Dear Officer Cadet Collins [Alternative salutation] Warrant officer of the Air Force to Aircraftman/Aircraftwoman (Air Force). Chaplains and MSWOs Salutations for ADF chaplains and maritime spiritual wellbeing officers do not change with rank. Rule: Dear [Chaplaincy title] Rule: Dear [MSWO title] Other examples appear in the table that follows. Ranks and salutations (in order of precedence) Appointed by Governor-General of Australia Navy Army Air Force Salutation rule Salutation example Admiral of the Fleet Field Marshal Marshal of the Royal Australian Air Force No current appointments No current appointments Commissioned officer ranks Navy Army Air Force Salutation rule Salutation example Admiral (when Chief of the Defence Force) General (when Chief of the Defence Force) Air Chief Marshal (when Chief of the Defence Force) Dear [Rank] Dear Admiral Vice Admiral Lieutenant General Air Marshal Dear [Rank] Dear Lieutenant General Example Lance Corporal A Fenech BM [Address block] Dear Lance Corporal Fenech [Salutation] Example Chaplain Jui-Hsiang Su CSM [Address block] Dear Chaplain [Salutation] Principal Air Chaplain Rodger Boerth AM [Address block] Dear Principal Air Chaplain [Salutation] Maritime Spiritual Wellbeing Officer J Chan RAN [Address block] Dear Maritime Spiritual Wellbeing Officer [Salutation] Rear Admiral Major General Air Vice-Marshal Dear [Rank] Dear Air Vice- Marshal Commodore Brigadier Air Commodore Dear [Rank] Dear Commodore Captain Colonel Group Captain Dear [Rank] Dear Colonel Commander Lieutenant Colonel Wing Commander Dear [Rank Family name] Dear Wing Commander Smith Lieutenant Commander Major Squadron Leader Dear [Rank Family name] Dear Lieutenant Commander Mabo Lieutenant Captain Flight Lieutenant Dear [Rank Family name] Dear Captain Tatipata Sub Lieutenant Lieutenant Flying Officer Dear [Ms/Mr/Mx/Mrs/Dr Family name] * Dear Ms Rossi Acting Sub Lieutenant Second Lieutenant Pilot Officer Dear [Ms/Mr/Mx/Mrs/Dr Family name] * Dear Mr Müller Midshipman Officer Cadet Officer Cadet Dear [Ms/Mr/Mx/Mrs/Dr Family name] * Dear Dr Wong Navy Army Air Force Salutation rule Salutation example * If it's difficult to establish the person's preferred honorific, use the rule 'Dear [Rank Family name]'. Other ranks including warrant officers and non-commissioned officers Navy Army Air Force Salutation rule Salutation example Warrant Officer of the Navy Regimental Sergeant Major of the Army Warrant Officer of the Air Force Dear [Rank Family name] Dear Warrant Officer Patel Warrant Officer Warrant Officer Class 1 Warrant Officer Dear [Rank Family name] Dear Warrant Officer Pappas (for all 3 ranks) Chief Petty Officer Warrant Officer Class 2 Flight Sergeant Dear [Rank Family name] Dear Warrant Officer Wikilyiri n/a Staff Sergeant n/a Dear [Rank Family name] Dear Staff Sergeant Ivanov Petty Officer Sergeant Sergeant Dear [Rank Family name] Dear Sergeant Andersson Leading Seaman Corporal Corporal Dear [Rank Family name] Dear Leading Seaman Setiawan n/a Lance Corporal n/a Dear [Rank Family name] Dear Lance Corporal Lim Able Seaman n/a Leading Aircraftman Leading Aircraftwoman Dear [Rank Family name] Dear Leading Aircraftman Johnson Seaman Private Aircraftwoman Aircraftman Dear [Rank Family name] Dear Aircraftwoman Garcia Trainee Trainee Trainee Dear [Rank Family name] Dear Trainee Ferran Recruit Recruit Aircraftwoman Recruit Aircraftman Recruit Dear [Rank Family name] Dear Recruit Rarru Dear Aircraftman Recruit De Jong Navy Army Air Force Salutation rule Salutation example Chaplains Navy Army Air Force Salutation rule Salutation example Principal Chaplain Senior Chaplain Principal Chaplain Chaplain Principal Air Chaplain Chaplain Dear [Chaplaincy title] Dear Chaplain Pope Maritime Spiritual Wellbeing Officers Navy Army Air Force Salutation rule Salutation example Principal Maritime Spiritual Wellbeing Officer Senior Maritime Spiritual Wellbeing Officer Maritime Spiritual Wellbeing Officer n/a n/a Dear [Maritime Spiritual Wellbeing Officer title] Dear Senior Maritime Spiritual Wellbeing Officer Release notes Guidance in the digital edition broadly follows the Australian Defence Force writing manual (an internal Defence resource). There are also style conventions in the writing manual that the digital edition does not follow. The digital edition consolidates information from the sixth edition and provides updated examples. It has advice on capitalisation for internal military use that was not in the sixth edition. The digital edition outlines the order of precedence for the armed services and includes new guidance about maritime spiritual wellbeing officers. The sixth edition had a table of armed service ranks in Australia. The digital edition has a table of ranks and associated salutation rules. Examples in the digital edition do not follow the sixth edition's requirement for a comma before and between post-*

nominals. This is consistent with this edition's recommendation to use minimal punctuation. The Content Guide did not have information about forms of address and ranks for the ADF. About this page References Air Force (Royal Australian Air Force) (n.d.) Our leaders, Air Force website, accessed 20 August 2021. Army (Australian Army) (n.d.) Our leaders, Army website, accessed 26 August 2021. Army(n.d.) Ranks, Army website, accessed 4 July 2022. Australian War Memorial (n.d.) Collection, Australian War Memorial website, accessed 14 June 2022. Craig J (11 May 2020) 'New chaplaincy branch reflects secular care option', Defence News, Defence website, accessed 30 August 2021. Defence Force Remuneration Tribunal (2020) Navy Maritime Spiritual Wellbeing Officer, DFRT website, accessed 10 June 2022. Department of Defence (2008) Australian Defence Force: badges of rank and special insignia, Department of Defence, Canberra. Department of Defence (2014) Australian Defence Force writing manual, Defence Publishing Service, Canberra. Department of Defence (2021) Defence annual report 2020–2021, Defence website, accessed 2 June 2022. Department of Defence (n.d.) 'Equivalent ranks and classifications', ADF pay and conditions manual, Defence website, accessed 10 November 2021. Department of Defence (n.d.) Procurement and contracting, Defence website, accessed 2 June 2022. Devlin D (1 June 2021) 'Navy's Indigenous advisers drive change', Defence News, Defence website, accessed 30 August 2021. Directorate of History Services (2019) House style for authors, editors and publishers [PDF 1.47 MB], Air Force website, accessed 19 August 2021. PM&C (Department of the Prime Minister and Cabinet) (n.d.) It's an honour, PM&C website, accessed 4 July 2022. PM&C (n.d.) Order of wearing, PM&C website, accessed 4 July 2022. National Archives of Australia (n.d.) Abbreviations used in World War I and World War II service records, National Archives of Australia website, accessed 27 August 2021. Navy (Royal Australian Navy) (n.d.) Ranks of the Royal Australian Navy, Navy website, accessed 4 July 2022. Navy (n.d.) Royal Australian Navy personnel biographies, Navy website, accessed 26 August 2021. Navy (n.d.) Senior leadership team, Navy website, accessed 10 August 2021. Rosendale R (April 2015) 'Chief Petty Officer Ray Rosendale, CSM [PDF 2.52 MB]' Reconciliation News, Reconciliation Australia website, accessed 30 August 2021. The Governor-General of the Commonwealth of Australia (2020) About the Governor-General, The Governor-General of the Commonwealth of Australia website, accessed 4 July 2022. The Governor-General of the Commonwealth of Australia (n.d.) Australian honours and awards, The Governor-General of the Commonwealth of Australia website, accessed 4 July 2022. Last updated This page was updated Tuesday 30 July 2024. https://www.stylemanual.gov.au/grammar-punctuation-and-conventions/titles-honours-forms-address/awards-and-honours Awards and honours Post-nominals and titles of status show the awards and honours an individual has. List them in the correct order. Use post-nominals in the correct order Post-nominals are the shortened forms for academic awards and civil and military honours. There is an order in which to write the post-nominals. In summary, the rule is to write the highest honour first. The order is: post-nominals for honours and awards King's Counsel (KC) or Senior Counsel (SC) or Justice of the Peace (JP) university degrees and diplomas membership of professional associations membership of parliament. Don't use: Numbers and measurements Italics Names and terms Titles, honours, forms of address Academics and professionals Australian Defence Force Awards and honours Diplomats Judiciary Parliaments and councils Royalty, vice-royalty and nobility Content types Structuring content Referencing and attribution full stops or spaces within post-nominals commas before or between post-nominals. Write titles before a person's name in the correct order Vice-regal and ecclesiastical titles and Australian Defence Force ranks usually precede all other titles. Follow these with any other titles (such as 'Dame', 'Sir' and 'Dr') immediately before a person's name. Release notes The reference to 'King's Counsel' replaced the reference to 'Queen's Counsel' upon the death of Queen Elizabeth II. The digital edition consolidates information from the sixth edition and uses topic-specific pages to help users find what they need. It includes updated examples. The sixth edition had substantial information on awards and honours spread throughout the manual, but concentrated in an appendix. Examples in the digital edition do not follow the sixth edition's requirement for a comma before and between post-nominals. This is consistent with this edition's recommendation to use minimal punctuation. The Content Guide had brief guidance for punctuating abbreviations of honours, awards and distinctions. The digital edition is consistent with that guidance. About this page Example Professor Fiona Wood AM FAHMS The Hon Ken Wyatt AM MP The Hon Linda Burney MP Example His Excellency General the Honourable David Hurley AC DSC (Retd) The Right Reverend Dr Sarah Macneil General Sir John Wilton KBE CB DSO Evidence Australian Bar Association (9 September 2022) Statement on the use of postnominals [media release], Australian Bar Association, accessed 12 September 2022. Department of the Prime Minister and Cabinet (2016) It's an honour, PM&C website, accessed 13 June 2020. The Governor-General of the Commonwealth of Australia (n.d.) Australian honours and awards, The Governor-General of the Commonwealth of Australia website, accessed 8 June 2020. References Anglican Diocese of Grafton (n.d) History, Anglican Diocese of Grafton website, accessed 10 June 2020. Australian Council of Health and Medical Sciences (2020) Council of the Academy, Australian Council of Health and Medical Sciences website, accessed 8 June 2020. Debrett's (1991) Debrett's handbook of Australia, Debrett's Peerage (Australasia) & Collins, Sydney. Department of Defence (n.d.) The order of wearing Australian honours and awards list, Department of Defence website, accessed 8 June 2020. Gobbet H (2017) Indigenous parliamentarians, federal and state: a quick guide, Parliament Library, Parliament of Australia, accessed 8 June 2020. Hyslop R (1992) Dear you: a guide to forms of address, AGPS Press, Canberra. Joel A (1988) Australian protocol and procedures, 2nd edn, Angus & Robertson, Sydney. Parliament of Australia (n.d.) Senators and members, Parliament of Australia website, accessed 8 June 2020. The Governor-General of the Commonwealth of Australia (n.d.) About the Governor-General, The Governor-General of the Commonwealth of Australia website, accessed 8 June 2020. Last updated This page was updated Monday 12 September 2022. https://www.stylemanual.gov.au/grammar-punctuation-and-conventions/titles-honours-forms-address/diplomats Diplomats Use the correct term when referring to ambassadors, high commissioners, nuncios and other diplomatic staff.

Use the correct term when referring to diplomats The title for diplomats depends on what they represent: High commissioners represent Commonwealth countries. Ambassadors represent non-Commonwealth countries. Nuncios represent the Holy See, the governing body of the Roman Catholic Church. Use initial capitals for the titles of high commissioners, ambassadors and nuncios Use initial capitals when writing to ambassadors, high commissioners and nuncios. Numbers and measurements Italics Names and terms Titles, honours, forms of address Academics and professionals Australian Defence Force Awards and honours Diplomats Judiciary Parliaments and councils Royalty, vice-royalty and nobility Content types Structuring content Referencing and attribution Example His Excellency Mr Babar Amin, High Commissioner for Pakistan The pronouns 'His' and 'Her' are part of the title. Write these with an initial capital as well. Address high commissioners, ambassadors and nuncios with 'His Excellency' or 'Her Excellency' Use 'His Excellency' or 'Her Excellency' to address high commissioners, ambassadors and nuncios. Emails and letters to ambassadors, high commissioners and nuncios In formal correspondence with ambassadors, high commissioners and nuncios: Open with 'Your Excellency'. Conclude with 'Yours faithfully'. In informal correspondence: Open with 'Dear High Commissioner' or 'Dear Ambassador'. Conclude with 'Yours sincerely'. Address other diplomatic staff by name and appointment Use the name and official position to address: diplomatic staff (such as chargés d'affaires and counsellors) consular appointees (such as consuls general, vice-consuls and honorary consuls). Release notes The digital edition consolidates information from the sixth edition and provides updated examples. The Content Guide did not have specific information about titles and forms of address for diplomats. Example Her Excellency the Hon Dame Annette Faye King, High Commissioner for New Zealand Her Excellency Ms Francesca Tardioli, Ambassador of Italy His Excellency Mr Tim Kane, Ambassador to Brazil His Excellency Archbishop (Most Rev) Adolfo Tito Yllana, Apostolic Nuncio for Holy See Example Mr John Smith, Chargé d'Affaires Ms Susan Grace, Consul General in Chennai About this page References DFAT (Department of Foreign Affairs and Trade) (n.d.) Australian ambassadors and other representatives, DFAT website, accessed 8 June 2020. DFAT (n.d.) Foreign embassies and consulates in Australia, DFAT website, accessed 8 June 2020. DFAT (n.d.) Protocol guidelines, DFAT website, accessed 8 June 2020. Queensland Government Department of the Premier and Cabinet (2020) Protocol handbook: a guide for Queensland government officers, Department of the Premier and Cabinet website, accessed 8 June 2020. Last updated This page was updated Monday 6 September 2021. https://www.stylemanual.gov.au/grammar-punctuation-and-conventions/titles-honours-forms-address/judiciary Judiciary Use the correct titles to refer to members of the judiciary. Use the correct form to refer to judges and magistrates Refer to judges of the following courts as 'Justice' and use the title 'The Honourable': High Court Federal Court Federal Circuit and Family Court of Australia supreme courts in the states and territories. Use the titles 'Your Honour', 'His Honour' or 'Her Honour' for judges of: district courts county courts. High Court and Federal Court Numbers and measurements Italics Names and terms Titles, honours, forms of address Academics and professionals Australian Defence Force Awards and honours Diplomats Judiciary Parliaments and councils Royalty, vice-royalty and nobility Content types Structuring content Referencing and attribution Instructions for addressing judges and registrars are at: High Court – How do I address a High Court judge? [PDF 31 KB] Federal Court – How to address [Federal Court] judges & judicial registrars. Judges of these courts retain the title 'The Honourable' for life. You can also abbreviate the term 'Honourable' to 'Hon' without a full stop. Federal Circuit and Family Court of Australia and the supreme courts Refer to judges of the following courts as 'Justice' and use the title 'The Honourable': Federal Circuit and Family Court of Australia supreme courts in the states and territories. Judges of the Federal Circuit and Family Court of Australia and chief justices of the supreme courts in states and territories retain the title 'The Honourable' for life. Supreme court justices also generally retain the title for life. In emails and letters, use 'Your Honour' to address: a justice of the Federal Circuit and Family Court of Australia a judge of a state or territory supreme court. Conclude correspondence with 'Yours faithfully'. District and county courts Address judges of the following courts as 'Judge': district courts county courts. Example The Honourable Chief Justice Stephen Gageler AC The Honourable Susan Kiefel [Retired.] Example The Hon Justice Penelope Neskovcin The Hon Justice Dowling Example The Honourable Justice Christine Mead The Honourable Justice Joshua Wilson Use the title 'His Honour' or 'Her Honour' for judges of these courts. In emails and letters: Open with 'Your Honour'. Conclude with 'Yours faithfully'. Magistrate and local courts Address magistrates in court as 'Your Honour'. When outside court, address them as 'Magistrate'. When addressing an envelope use 'Her Honour Magistrate' or 'His Honour Magistrate'. Knighted judges Address a judge who is a knight or dame as 'The Honourable Sir' or 'The Honourable Dame'. On subsequent mention, you can use 'Sir' or 'Dame' and the person's given name. Release notes The digital edition includes information from the sixth edition with updated examples. The digital edition removes the sixth edition's requirement to use full stops with the abbreviation of 'The Honourable' to 'The Hon'. Example Her Honour Judge Matteo His Honour Judge Jarro Example His Honour Magistrate Smart Her Honour Magistrate Duvnjak Example The Honourable Sir Ninian Stephen KG AK GCMG GCVO KBE QC The Honourable Dame Roma Flinders Mitchell AC DBE CVO QC Example Sir Ninian Dame Roma This change is supported by evidence from Australian corpora and is consistent with the digital edition's recommendation to use minimal punctuation. For the same reason, digital edition examples do not follow the sixth edition's requirement for a comma before and between post-nominals. The Content Guide did not include information on titles for the judiciary. About this page References County Court of Victoria (2020) Judicial contacts, County Court of Victoria website, accessed 8 June 2020. Courts Administration Authority of South Australia (n.d.) 'Judicial officers', Our courts, CAA website, accessed 8 June 2020. Family Court of Australia (n.d.) Judges of the Family Court, Family Court of Australia website, accessed 8 June 2020. Federal Court of Australia (n.d.) How to address judges and judicial registrars, Federal Court of Australia website, accessed 8 June 2020. High Court of Australia (n.d.) How do I address a High Court judge? [PDF 31 KB], High Court of

Australia, accessed 13 August 2024. New South Wales Bar Association (2020) Court structure, judges' titles and order of seniority [PDF 897 KB], New South Wales Bar Association, accessed 8 June 2020. Queensland Courts (2020) Judges of the District Court, Queensland Courts website, accessed 8 June 2020. University of Technology Sydney (6 January 2020) 'The dummies' guide to addressing judicial officers', Faculty of Law News, accessed 8 June 2020. Victoria Law Foundation (2013) What do I call the judge? [PDF 1.4 MB], Victoria Law Foundation, accessed 8 June 2020. *Last updated This page was updated Tuesday 13 August 2024. https://www.stylemanual.gov.au/grammar-punctuation-and-conventions/titles-honours-forms-address/parliaments-and-councils Parliaments and councils Refer to members of Australian parliaments and councils in the correct style. Follow these rules to address and title people correctly. Capitalise the titles of the current prime minister and treasurer Capitalise the titles of the current holders of the positions of: Prime Minister Treasurer. Do this even when the titles are abbreviated. If referencing prime ministers or treasurers generically, use lower case. Numbers and measurements Italics Names and terms Titles, honours, forms of address Academics and professionals Australian Defence Force Awards and honours Diplomats Judiciary Parliaments and councils Royalty, vice-royalty and nobility Content types Structuring content Referencing and attribution Example The Prime Minister announced the new initiative this morning. The PM announced the new initiative this morning. [Less formal] Use lower case letters for former prime ministers and treasurers of Australia. Capitalise titles for current senators and members of the Australian Parliament The Parliament of Australia website has instructions for how to address senators and members. Write these titles as follows: the Prime Minister the President of the Senate the Speaker of the House of Representatives ministers (Senate) ministers (House of Representatives) assistant ministers (Senate) assistant ministers (House of Representatives) senators members (House of Representatives). People elected to the upper house take the title 'Senator' before their given name. Members of the House of Representatives take the initialism 'MP' after their name. Write it after any other post-nominals. Don't use commas before or between post-nominals. Terms of office vary for prime ministers around the world. [Generic] The Treasurer will present the mid-year report tomorrow. In many countries treasurers are preparing responses to this latest development. [Generic] Example Alfred Deakin served 3 terms as prime minister of Australia. Australia's first female prime minister was Julia Gillard, who took office in 2010. Peter Costello remains the longest-serving treasurer in Australian history. Example Senator Claire Chandler Example Ms Zali Steggall OAM MP Address certain office holders of the Australian Parliament as 'Honourable' Use the title 'Honourable' for ministers (including the prime minister) and parliamentary secretaries in the Australian Parliament. The title is given to these office holders because they are members of the Federal Executive Council. They retain the title for life. The abbreviation for 'Honourable' is 'Hon' without a full stop. Use the title 'Senator' before 'the Honourable' if the minister or parliamentary secretary is a member of the Senate. The presiding officers and former office holders of state parliaments The President of the Senate and the Speaker of the House of Representatives (the presiding officers) use the title 'Honourable'. 'Honourable' is also given to members of the Australian Parliament who are: former members of state ministries former presiding officers of state parliaments. In formal emails and letters to a minister: Open with 'Dear Minister'. Conclude with 'Yours faithfully'. In less formal correspondence: Open with 'My dear Minister'. Conclude with 'Yours sincerely'. Example The Hon Chris Bowen MP, Minister for Climate Change and Energy [Serving minister] The Hon Darren Chester MP [Serving MP and former minister] The Hon Warren Entsch MP [Serving MP and former parliamentary secretary] Example Senator the Hon Penny Wong, Minister for Foreign Affairs Example Senator the Hon Susan Lines, President of the Senate The Hon Milton Dick MP, Speaker of the House of Representatives The Hon Bob Katter MP [Former minister in the Queensland Government] Use the appropriate form for members of state and territory parliaments In formal emails and letters, address members of state and territory parliaments with the relevant post-nominal after their name. Number of chambers in state and territory parliament The parliaments of all states except Qld are 'bicameral'. This means parliament has 2 chambers or houses: the Legislative Council – also called the 'upper house' the Legislative Assembly (NSW, Vic and WA) or House of Assembly (SA and Tas) – also called the 'lower house'. The parliaments of Qld, the ACT and the NT are 'unicameral'. This means parliament has one chamber or house – the Legislative Assembly. Use the correct post-nominal Members of state and territory parliaments use the post-nominal: MLC (Member of the Legislative Council) MLA (Member of the Legislative Assembly) MP (Member of the Legislative Assembly or Member of the House of Assembly). All bicameral parliaments use the post-nominal 'MLC' for members of their upper houses. The choice of 'MLA' or 'MP' for members of state and territory parliaments is less clear-cut. Follow these rules to use the correct post-nominal. Use MLC for members of the Legislative Council of: NSW SA Tas Vic WA. Use MLA for members of the Legislative Assembly of: ACT NT WA. Use MP for members of the Legislative Assembly of: NSW Qld Vic. Use MP for members of the House of Assembly of: SA Tas. A parliamentarian may have other post-nominals after their name. These can include: civilian and military honours educational and professional qualifications. If so, write these in the same way the parliamentarian does. If you're unsure, check with the parliamentarian's office. Emails and letters to members of a state or territory parliament In formal correspondence with a member of a state or territory parliament: Open with 'Dear Ms' (or 'Mr', 'Mrs', 'Mx', 'Dr' and so on). Conclude with 'Yours faithfully'. In less formal correspondence: Open with 'Dear Mr' (or 'Ms', 'Mrs', 'Mx', 'Dr' and so on). Conclude with 'Yours sincerely'. Address certain office holders in state and NT parliaments as 'Honourable' Use 'Honourable' when addressing all members of the executive councils of the states and the NT: premiers and ministers in all states chief minister and ministers in the NT former ministers in all states and the NT. Use 'Honourable' when addressing these parliamentarians: members of all state legislative councils except in Vic Example The Hon Nicolas Pierre Goiran MLC Ms Tara Cheyne MLA Mr Danny O'Brien MP Dr Amy MacMahon MP Leader of the Opposition in Tas presidents of all legislative councils speakers of all parliaments except in the ACT. Office holders in the ACT Legislative Assembly don't use the title 'Honourable'. Ministers in*

the ACT have more than one portfolio. Address emails and letters to them using the ministerial title appropriate to the topic. Address state premiers correctly Address state premiers as 'The Hon [given and family names] MLA/MP, Premier of …' Check the premier's website to see whether they include other post-nominals in their title, such as academic or professional qualifications. In formal emails and letters with a premier: Open with 'Dear Premier'. Conclude with 'Yours faithfully'. In less formal correspondence: Example NSW: The Hon Benjamin Cameron Franklin MLC, President of the Legislative Council NT: The Hon Mark Monaghan MLA, Speaker of the Legislative Assembly Qld: The Hon Scott Stewart MP, Minister for Resources [Serving minister] SA: The Hon Jing Shyuan Lee MLC [Member of the Legislative Council] Tas: The Hon Rebecca White MP, Leader of the Opposition Vic: The Hon Daniel Andrews MP, Premier of Victoria WA: The Hon Sophia Moermond MLC [Member of the Legislative Council] Example Ms Joy Burch MLA, Speaker of the ACT Legislative Assembly Ms Rachel Stephen-Smith MLA, Minister for Health Ms Rachel Stephen-Smith MLA, Minister for Aboriginal and Torres Strait Islander Affairs Ms Rachel Stephen-Smith MLA, Minister for Families and Community Services Example The Hon Peter Malinauskas MP, Premier of South Australia The Hon Roger Cook BA GradDipBus (PR) MBA MLA, Premier of Western Australia Open with 'My dear Premier'. Conclude with 'Yours sincerely'. Address the chief minister of the NT correctly Address the chief minister of the NT with details in this order: 1. 'The Hon' 2. their given and family names 3. 'MLA, Chief Minister of the Northern Territory'. In formal emails and letters with the chief minister: Open with 'Dear Chief Minister'. Conclude with 'Yours faithfully'. In less formal correspondence: Open with 'Dear Chief Minister'. Conclude with 'Yours sincerely'. Address the chief minister of the ACT with their preferred title Address the chief minister of the ACT with details in this order: 1. the appropriate title ('Dr', 'Mr', 'Ms', 'Mx' and so on) 2. their given and family names 3. 'MLA, Chief Minister of the ACT'. In formal emails and letters with the chief minister: Open with 'Dear Chief Minister'. Conclude with 'Yours faithfully'. In less formal correspondence: Open with 'Dear Chief Minister'. Conclude with 'Yours sincerely'. Address mayors and members of local governments with Example The Hon Natasha Fyles MLA, Chief Minister of the Northern Territory Example Mr Andrew Barr MLA, Chief Minister of the ACT the correct title Address members of local governments in urban and regional areas differently. Check the current title of a mayor or local government member to ensure accuracy. Check with the mayor's or member's office if you're unsure. Mayors of state capital cities Use the title 'The Right Honourable the Lord Mayor of [the name of the city]' for lord mayors of: Adelaide Brisbane Hobart Melbourne Perth Sydney. In emails and letters, you can use either the full form 'Right Honourable' or its shortened form 'Rt Hon' (without full stops). Add 'Councillor' before the names of the lord mayors of Brisbane, Hobart, Melbourne and Sydney. Put a comma after the name of the city. Use the honorific 'Ms', 'Mr', 'Mx', 'Mrs' or 'Dr' with the names of the lord mayors of Adelaide and Perth. Address the lord mayor of Darwin as 'The Right Worshipful the Lord Mayor of Darwin'. In emails and letters to a lord mayor: Example The Right Honourable the Lord Mayor of Brisbane, Councillor Adrian Schrinner The Rt Hon the Lord Mayor of Hobart, Councillor Anna M Reynolds The Right Honourable the Lord Mayor of Melbourne, Councillor Sally Capp The Rt Hon the Lord Mayor of Sydney, Councillor Clover Moore AO Example The Rt Hon the Lord Mayor of Adelaide, Dr Jane Lomax-Smith AM Example The Right Worshipful the Lord Mayor of Darwin, the Hon Kon Vatskalis Open with 'Dear Lord Mayor'. Conclude with 'Yours faithfully'. Mayors outside capital cities Address the mayors of Geelong, Newcastle and Wollongong as 'The Right Worshipful the [Lord] Mayor of [name of the city]'. Address mayors of other cities as 'His' or 'Her Worship the Mayor of [name of city]'. In correspondence: Open with 'Dear Mayor' (or 'Dear Lord Mayor' if applicable). Conclude with 'Yours faithfully'. Shire presidents, aldermen and councillors Address a shire president as 'President [family name]'. The abbreviation for 'President' is 'Pres' without a full stop, but use the full title 'President' because it's clearer. Address an alderman (regardless of gender) as 'Alderman [family name]'. The abbreviation for 'Alderman' is 'Ald' without a full stop. Address a councillor as 'Councillor [family name]'. The abbreviation for 'Councillor' is 'Cr' without a full stop. Example The Right Worshipful the Mayor of Greater Geelong, Mr Trent Sullivan The Right Worshipful the Lord Mayor of Newcastle, Ms Nuatali Nelmes The Right Worshipful the Lord Mayor of Wollongong, Mr Gordon Bradbery AM Example Her Worship the Mayor of Fremantle, Ms Hannah Fitzhardinge Example President Smith Example Alderman Miller Ald Miller Example Councillor Brown In formal emails and letters: Open with 'Dear President', 'Dear Alderman' or 'Dear Councillor' as appropriate. Conclude with 'Yours faithfully'. In less formal correspondence: Open with 'Dear President', 'Dear Alderman' or 'Dear Councillor [family name]'. Conclude with 'Yours sincerely'. Release notes The digital edition consolidates information in the sixth edition and provides updated examples. The digital edition removes the sixth edition's requirement to use full stops with the abbreviation of 'The Honourable' to 'The Hon'. This change is supported by evidence from Australian corpora and is consistent with the digital edition's recommendation to use minimal punctuation. For the same reason, digital edition examples do not follow the sixth edition's requirement for a comma before and between post-nominals. The Content Guide has brief information about titles for members of federal, state, territory and local governments. About this page References ACT Legislation Register (2023) Ministerial appointment and administrative arrangements, ACT Legislation Register website, accessed 5 July 2023. ACT Legislative Assembly (n.d.) 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