Fractions and decimals Decimals are useful when people need a precise value. Fractions are useful when an exact value is not important. Choose between a decimal value or fraction You can express a less-than-whole number as a decimal or as a fraction. In text, write decimal values as numerals. Write fractions as words. Use decimals when you need to be precise. Numbers and measurements Choosing numerals or words Currency Dates and time Fractions and decimals Mathematical relationships Measurement and units Ordinal numbers Percentages Telephone numbers Italics Names and terms Titles, honours, forms of address Content types Structuring content Referencing and attribution Example 0.5 [Decimal value] half [Fraction] Use fractions when: an exact number is not important the user needs only a general idea of the values. Use '0' before a decimal point for values less than one Decimal values less than one have a '0' before the decimal point. Always use a full stop, not a comma, for the decimal point. This is the style for Australian content. Release notes The digital edition updates guidance on fractions and decimals. It recommends using words for fractions in most cases. Decimals are expressed as numerals, consistent with the sixth edition. Decimals are also covered in guidance about currency. The sixth edition makes a distinction between decimal and non-decimal fractions. The digital edition does not make this distinction. The sixth edition recommended using words when Example They had 7.5 full-time equivalent staff in the section. Australia received 412.8 mm of rainfall this year. Example About two-thirds of staff attended last week's meeting. The dam was three-quarters full. Correct 0.59 Incorrect .59 Correct 2.5687 Incorrect 2,5687 expressing imprecise non-decimal fractions (for example, 'three-quarters'). This is consistent with the digital edition guidance for fractions. The Content Guide had no advice on the use of fractions and decimals. About this page References American Psychological Association (2020) 'Numbers', Publication manual of the American Psychological Association, 7th edn, American Psychological Association, Washington DC BBC Academy (21 July 2013) 'Numbers', BBC Academy, accessed 4 June 2020. Btb Translation Bureau (2020) 'Numerical expressions', The Canadian style, Btb Translation Bureau website, accessed 4 June 2020. GOV.UK (2016) 'A-to-Z: numbers', Style guide, GOV.UK, accessed 4 June 2020. Oxford University Press (2016) '11.1.6: Fractions and decimals', New Oxford style manual, Oxford University Press, Oxford. The Unicode Consortium (2020) 'Latin-1 punctuation', Unicode 13.0 character code charts Unicode website, accessed 4 June 2020. The Unicode Consortium (2020) 'Number forms', Unicode 13.0 character code charts, Unicode website, accessed 4 June 2020. Last updated This page was updated Tuesday 23 August 2022.

Mathematical relationships A mathematical relationship is the connection between sets of numbers or variables. In most content, the connection should be described in words. Only use symbols if there's a user need. Code symbols correctly to ensure they are accessible. Use words instead of symbols to improve accessibility In most content, explain mathematical relationships using words instead of symbols. Many people will understand simple operations written with symbols $(1 + 1 = 2)$. But other mathematical relationships are hard to understand unless they are written in words. Symbols might not be available in every font set and the default settings of screen readers might not read all symbols. Remember that some users are unfamiliar with mathematical terminology. Make sure that you explain terms and concepts in plain language. Numbers and measurements Choosing numerals or words Currency Dates and time Fractions and decimals Mathematical relationships Measurement and units Ordinal numbers Percentages Telephone numbers Italics Names and terms Titles, honours, forms of address Content types Structuring content Referencing and attribution This rule applies to general content. If you're writing specialist mathematical and scientific content, follow your publisher's style. In all mathematical expressions, write numbers as numerals. This applies even when you use words to explain a relationship between the numbers. Use symbols when user research supports their use Only use mathematical symbols in general content if user research shows they are appropriate for your users and for the type of content. Complicated mathematical relationships are difficult to express in words and are best written using symbols. These are more likely to appear in technical content, but user research might show it is appropriate to reproduce them in general content. If so, use the following guidance to write and space mathematical symbols correctly. Use code for symbols, not punctuation Always use the correct code for mathematical symbols, including: plus $+$ minus $-$ multiplication $\times$ division $\div$ greater than $>$ less than $<$ greater than or equal to $\geq$ less than or equal to $\leq$. The $+$, $-$, $\times$, and $\div$ symbols are called 'operators' because they carry out an operation on 2 elements of a mathematical expression. The $>$, $<$, $\geq$ and $\leq$ symbols are 'relations' because they show a relationship between 2 elements of a mathematical expression. Don't use punctuation marks (such as a dash) instead of a symbol. Write this The square root of 56 is greater than the square root of 26. We can prove that 0 does not equal 1. Not this $\sqrt{56} > \sqrt{26}$. We can prove that $0 \neq 1$. We can prove that zero does not equal one. Not all the symbols on your keyboard are coded correctly. It is better to insert a symbol using its Unicode character or Word's Insert>Symbol command. You will find other codes, such as HTML entities, in the table, 'Codes for mathematical symbols'. Note on terminology The Style Manual uses 'symbol' rather than 'sign' when referring to particular mathematical symbols. For example, when writing about the symbol '+', we use 'plus symbol' or 'plus' rather than 'plus sign'. In mathematics, the 'sign' of a number generally means whether it is positive or negative. In non-technical writing however, it is acceptable to use the terms 'plus sign', 'minus sign', 'multiplication sign' and so on. 'Sign' is commonly used in general content to mean a mathematical symbol. Don't use a symbol or a space for ratios Ratios don't use a symbol, unlike mathematical operators. Ratios use a punctuation mark instead: the colon. Ratios don't have a space around the colon. Accessibility requirements Mathematical expressions in technical content often contain symbols and superscript. Superscript is a number, letter or symbol placed above a character, for example, the '2' in 'x '. Unless they are coded correctly, symbols and superscript may be inaccessible for some people who: have low vision use screen readers to access content. Correct $8 - 0.5$ [Using the Unicode character for minus; type '2212' then 'Alt+x'] Incorrect 8 - 0.5 [Using the hyphen on a keyboard] Correct 5:1 [Ratio with no spaces around the colon] Incorrect 5 ： 1 [Ratio with non-breaking spaces around the colon] 2 Insert symbols and superscript with tools such as: Unicode LaTeX Mathematical Markup Language (MathML). These tools make mathematical equations and symbols accessible, including for screen readers. Ensure both symbols and superscript can be enlarged without loss of content or functionality. Don't use images of symbols or superscript. Note on coding: the Style Manual

does not use MathML or LaTeX for this page. Agencies working with a lot of mathematical and scientific content will likely use these tools. Our aim is to help government writers of general content create accessible mathematical content using the codes in the table: Codes for Mathematical Symbols. Resources: W3C math home Creating accessible math with MathML An introduction to LaTeX LaTeX & MathML WCAG quick reference: 1.3.1 Info and relationships – level A Addition and positive numbers Use the plus symbol (+) on your keyboard; it is coded correctly. You can also use Word's Insert>Symbol command or Unicode. The Unicode character is U+002B. To show addition, use non-breaking spaces around the plus symbol. To show a positive value, write the number after the plus symbol without a space. Here, the plus symbol is not working as an operator, it is modifying the number. Subtraction and negative numbers Use the mathematical symbol for minus (−). Don't use: Correct 2 + 10 [Addition with non-breaking spaces around the plus] +3 [Positive value with no space after the plus] Incorrect 2+10 [Addition with no non-breaking spaces around the plus] + 3 [Positive value with non-breaking space after the plus] the minus symbol on the numerical keypad an en dash (–) a hyphen (-). In Unicode, the symbol for minus is U+2212. To show subtraction, use non-breaking spaces around the minus symbol. To show a negative value, write the number after the minus symbol without a space. Here, the minus sign is not working as an operator, it is modifying the number. Division Use the division symbol (÷) or the division slash (∕). People sometimes use the forward slash (/) to show division as well. Use non-breaking spaces around the division symbol. Programming languages and Excel use the forward slash (/) for division. In most cases, it's best to use the division symbol (÷). The division slash is easily confused with the forward slash which is also used to show alternatives. In Unicode, the symbol for division is U+00F7 and the division slash is U+2215. However, division slashes might appear in expressions you have to reproduce in your content – for example, in algebraic fractions. The division slash is unspaced. This is a style convention in mathematics. But consider adding a narrow no-break space around the division slash to make the expression clearer. You can also use a thin space, but it will break across lines. The Unicode characters are: division symbol – U+00F7 division slash – U+2215 narrow no-break space – U+202F thin space – U+2009. Correct 12 − 4 [Subtraction with non-breaking spaces around the minus] −5 [Negative value with no space after the minus] Incorrect 12−4 [Subtraction with no non-breaking spaces around the minus] − 5 [Negative value with non-breaking space after the minus] Multiplication Use the mathematical symbol for the multiplication (×). Don't use the letter 'x'. The 'dot operator' (Unicode U+22C5) is sometimes used to show multiplication in mathematical expressions – for example 'x · y '. This is done to avoid confusion in expressions that contain both the multiplication symbol '×' and a letter 'x' used as a variable. Use the multiplication symbol in general content, not the dot operator. The multiplication symbol is understood more easily. Use non-breaking spaces around the multiplication symbol. In Unicode, the symbol for multiplication is U+00D7. Programming languages and Excel use the asterisk (*) for multiplication. The asterisk has other meanings in algebra, so only use it for multiplication if users will understand what you mean. 'Greater than' and 'less than' The 'greater than' (>) and 'less than' (<) symbols are relations used to compare values. The symbols > and < can be confusing. Like all symbols, it is better to use words in general content. This helps users to understand the mathematical relationship you are writing about. When research shows that users need the symbols, use non-breaking spaces between the symbol and numbers. Use your keyboard to insert these symbols; they are coded correctly. You can also use Word's Insert>Symbol command or Unicode. Example (a + b) ÷ (x + y) [Division symbol with non-breaking spaces] (a + b)∕(x + y) [Division slash, unspaced] (a + b)∕(x + y) [Division slash with narrow no-break spaces] (a + b)∕(x + y) [Division slash with thin spaces] The letters in the examples are called 'variables'. A variable stands for an unknown number. Write variables in italics. Do not italicise other elements. Write this (a + b) × (x + y) [Multiplication symbol with non-breaking spaces] Not this (a + b) · (x + y) [Multiplication dot] (a + b) * (x + y) [Asterisk] The Unicode characters are: greater than – U+003E less than – U+003C. 'Greater than or equal to' and 'less than or equal to' The 'greater than or equal to' (≥) and 'less than' (≤) relations are commonly used in algebra. When research shows that users need the symbols (and algebraic expressions), use non-breaking spaces. Use Word's Insert>Symbol command or Unicode to insert the symbols. The Unicode characters are: greater than or equal to – U+2265 less than or equal to – U+2264. Like all symbols, it is better to use words in general content. Programming languages use the symbols '>=' and '<=' for these relationships. Don't use them in your content, they are not mathematical notation. Don't space >,<, ≥ and ≤ when they refer to a range of numbers When there is no space between a relation and a number, the expressions shows a range of numbers. For example, '<6.74' refers to an infinitely large set of real numbers less than the number 6.74. In most content, it is better to use words to avoid confusion: 'less than 6.74'. Example 0.7 is less than 0.9 [General content] 0.7 < 0.9 [Less than symbol with non-breaking spaces] Example Our customer satisfaction target is 'greater than or equal to 90 out of 100'. [Words in general content] x ≥ 4 [Symbol in an algebraic expression] Write this The authors removed an outlier based on a Body Mass Index of less than 13 and greater than 97. Only use petty cash for amounts less than $100. Not this Use a non-breaking space to keep characters and symbols together Insert a non-breaking space between numbers, letters and the symbol for an operator or a relation. A non-breaking space means that line breaks won't separate a character from its symbol. You can insert a non-breaking space using the Unicode character U+00A0. In HTML, use the entity   to insert a non-breaking space. You can also use the keyboard shortcut Ctrl+Shift+Spacebar in Word. Don't use a space if a symbol modifies a value Symbols that modify a value rather than show an operation or a relationship, do not need a space. Non-mathematical terms help to explain this. When the symbol acts as a mathematical adjective, there is no space between the symbol and the character it modifies. An example is a positive or negative amount: +3 and −25. When the symbol acts as a mathematical conjunction or verb, there are non-breaking spaces around the symbol. Examples are addition 6 + 6 = 12 and expressions that compare values such as 9 < 16. There are other examples in earlier sections on this page. To avoid confusion in sentences, it is usually better to use words not symbols. Use the correct style for equations An equation is a statement or question consisting of 2 mathematical expressions linked by an equals symbol (=). Use equations if user research supports their inclusion. The authors removed an outlier based on a Body Mass Index of <13 and >97. Only use petty cash for amounts <$100. Write this The balance is minus $10. Not this The balance is −$10. The Unicode character for the equals symbol is U+003D. Put a non-breaking space around the equals symbol and around all operators except for the

division slash – it is unspaced. If you think the equation is clearer with a space around the division slash, use a narrow no-break space (U+202F) or thin space (U+2009). There is no space between a character and its superscript or subscript. Set equations as block quotes An equation can be set 'inline' within a line of text or 'displayed' on a line of its own. Displayed equations are indented, centred or left-aligned. For general content, the Style Manual recommends using a displayed equation set as a block quote. Code the block quote with the HTML

element. Don't introduce the equation with a colon, but do use other sentence punctuation. For example, if the equation ends a sentence, follow the equation with a full stop.> Specialist mathematical publications often contain both inline and displayed equations. Follow the publisher's style if you write specialist content. When writing mathematical expressions in Word documents, consider using Word's equation editor (type 'Alt+=' or Insert>Equation). It has built-in style for elements such as position, non- breaking spaces, font, sizing, bold, italics and superscript. The equation editor in the most recent versions of Word also allows you to create and edit linear Correct $10 + 1 = 11$ [Equation with non-breaking spaces around plus and equals] $x \times x = x$ [The index law of multiplication – no space between the variable and superscript exponent] $x = x + x$ [Fibonacci sequence written as a rule – no space between the variable and the subscripts showing the variable's sequence] a b a+b n n-1 n-2 Incorrect $10+1=11$ [With no non-breaking spaces around plus and equals] $x \times x = x$ [Variable and superscripts are spaced] $x = x + x$ [Variable and subscripts are spaced] a b a+b n n-1 n-2 Example In geometrical optics, Newton's formula for focal length is $f = \sqrt{xy}$ where f is focal length, x is object distance and y is image distance. format equations. Codes for mathematical symbols Symbol Name Unicode HTML entity HTML decimal code HTML hex code Word: Insert>Symbol>More Symbols>Subset + plus (addition) U+002B + + + Basic Latin − minus (subtraction) U+2212 − − − Mathematical Operators × multiplication U+00D7 × × × Latin-1 Supplement ÷ division U+00F7 ÷ ÷ ÷ Latin-1 Supplement ∕ division slash U+2215 n/a ∕ ∕ Mathematical Operators = equals U+003D = = = Basic Latin ≠ not equal to U+003E ≠ ≠ ≠ Mathematical Operators > greater than U+2215 > > > Basic Latin < less than U+003C < < < Basic Latin ≥ greater than or equal to U+2265 ≥ ≥ ≥ Mathematical Operators ≤ less than or equal to U+2264 ≤ ≤ ≤ Mathematical Operators Release notes The digital edition revises guidance on the expression of mathematical relationships. It deviates from advice in the sixth edition in several instances. The digital edition recommends using words rather than symbols as the default choice, but allows symbols for complex mathematical relationships and where there's a user need. The sixth edition advised words were an option for non-exact mathematical relationships. Unlike the sixth edition, the digital edition advises against using the en dash for a minus symbol and includes advice about division symbols. The digital edition expands on the sixth edition guidance about non-breaking spaces. It adds guidance about equations and their formatting and mentions Word's equation editor tool. The digital edition includes coding and accessibility guidance and features a table showing codes for mathematical symbols. The Content Guide did not cover mathematical relationships. About this page Evidence American Psychological Association (2020) 'Statistical and mathematical copy', Publication manual of the American Psychological Association, 7th edn, American Psychological Association, Washington DC. Barstow C and Rothberg M (2004) '1.11 Mathematics', IMS guidelines for developing accessible learning applications, IMS Global Learning Consortium website, accessed 25 March 2022. Biotext Pty Ltd & Macquarie University (2021) 'Mathematical operators' [paywall], Australian manual of style, AMOS website, accessed 25 January 2023. Oxford University Press (2016) '14.6: Mathematics', New Oxford style manual, Oxford University Press, Oxford. The Unicode Consortium (2023) Unicode 15.0 character code charts, Unicode website, accessed 28 February 2023. University of Chicago (2017) '12.9: Mathematical characters', Chicago manual of style, 17th edn, University of Chicago Press, Chicago.

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accessed 28 February 2023. White JG (20 April 2020) 'The accessibility of mathematical notation on the web and beyond', Journal of Science Education For Students with Disabilities, 23(1):1–14, doi: 10.14448/jsesd.12.0013, accessed 20 February 2023. Last updated This page was updated Tuesday 23 July 2024. https://www.stylemanual.gov.au/grammar-punctuation-and-conventions/numbers-and-measurements/measurement-and-units Measurement and units Standard units of measurement support readability and accuracy. Express precise values for users by combining numerals with the correct unit symbol. Use the standard units of measurement Australia uses the metric system for most quantities: The modern form of the metric system is the International System of Units (SI). Australia also uses some non-SI legal units of measurement, which are listed in Schedules 1 and 2 of the National Measurement Regulations. The National Measurement Institute oversees Australian units of measurement. The governing legislation is the National Measurement Act 1960. Don't use the non-SI legal units of measurement for international content. The exception is when you have checked that users will understand and accept them. Numbers and measurements Choosing numerals or words Currency Dates and time Fractions and decimals Mathematical relationships Measurement and units Ordinal numbers Percentages Telephone numbers Italics Names and terms Titles, honours, forms of address Content types Structuring content Referencing and attribution Rules for units of measurement: Punctuation: don't place a full stop after a unit of measurement. Capitalisation: use capitals only if the unit represents a proper name. Plural and possessive: units don't have a plural or possessive form. Start of a sentence: write out the unit in full. Spacing: use a non-breaking space between the number and the unit. Accessibility requirements Measurements and units can include: symbols (for example, 'μ' for 'micro') superscript (a number, letter or symbol placed above a line – for example, the '2' in 'km2'). Unless they are coded correctly, symbols and superscript may be inaccessible for some people who: have low vision use screen readers to access content. Insert symbols and superscript with tools such as: Unicode LaTeX Mathematical Markup Language (MathML). These tools make mathematical equations and symbols accessible, including for screen readers. Ensure both symbols and superscript can be enlarged without loss of content or functionality. Don't use images of symbols or superscript. Resources: W3C math home Creating accessible math with MathML An introduction to LaTeX LaTeX & MathML WCAG quick reference: 1.3.1 Info and relationships – level A Example 'm' for metre 'kg' for kilogram 'W' for watt Write numerals with units of measurement Use numerals, not words, for numbers when you are referring to a unit of measurement: Always use numerals next to a unit of measurement. Include a non-breaking space between the number and the unit. Use symbols for common units of measurement You don't need to spell out units of measurement, even for the first use, if they're well known and users will know what they mean. Spell out units of measurement the first time you use them if users won't immediately understand them. After that, use the symbols. Don't combine symbols and words for units. Like this 5 t 5 tonnes Not this five t five tonnes Example 'mm' for millimetres 'cm' for centimetres 'km' for kilometres 'km/h' for kilometres per hour Example The noise from the building site was 120 decibels (dB). Workers in the nearby office preferred a limit of only 50 dB. Like this Queensland is 1,853 million km2 in area. Not this SI prefixes for large and small quantities Internationally accepted prefixes and their symbols make it easier for users to read, understand and compare numbers. Use them in government content. Table 1 details common prefixes and their symbols. A complete list of prefixes and symbols is available at The International Bureau of Weights and Measures (BIPM). Table 1: Commonly used prefixes for SI units Prefix Symbol Factor Extended form tera T 1012 1,000,000,000,000 giga G 109 1,000,000,000 mega M 106 1,000,000 kilo k 103 1,000 hecto h 102 100 deca (also 'deka') da 101 10 deci d 10-1 0.1 centi c 10-2 0.01 milli m 10-3 0.001 micro μ 10-6 0.000001 nano n 10-9 0.000000001 Note: the International Bureau of Weights and Measures uses 'deca' but this is spelled 'deka' in Schedule 3 of the National Measurement Regulations. Don't use non-standard units. Queensland is 1,853 million square km in area. Example 63 megalitres is 63,000,000 litres 0.001 metre is 1 millimetre Like this Data storage and transfer The prefixes for data storage and transfer work differently to those used for SI units. 'Byte' (B) is the unit of storage and data transfer speed. For this purpose, use: 'kilobyte' for 1,000 B 'megabyte' for 1,024 kB 'gigabyte' for 1,024 MB 'terabyte' for 1,024 GB. Units of time Days, years, hours and minutes measure time. These are not SI units. Spell them out in full – unless they're in a table, list or chart and are easy to understand. Use symbols for units that are derived from time measurements, such as speed. Put a non-breaking space between numbers and units People will read the number and its unit as a measurement only if the 2 components sit together. To do this, use a non-breaking space between numbers and their units of measurement. Without a non-breaking space, a unit could reflow to the next line. This would separate it from the quantity, making it difficult for users to understand the information being presented. Although this is important for all content, it's more likely to happen on smaller screens, such as those on mobile devices. There was 5 μg of active ingredient in each capsule. He measured 50 mL of water. Not this There was 5 mcg of active ingredient in each capsule. He measured 5 dL of water. Example I have been working in the public service for 12 years. He started in the new department 20 days ago. They sent the report in the last 15 minutes. Example The speed limit for urban areas in NSW is 50 km/h. By convention, some industries don't have a space between the quantity and the unit. Many 750 mL bottles of wine, for example, have the volume 750mL printed on the label. Check the preferred style if you are writing for a specialist application. Don't add 's' for plural forms Symbols for units of measurement represent both the singular and the plural forms. Don't use an 's' to show plural with the symbols for units. Compare measurements using the same units Make it easy for users to compare quantities. Use the same: unit and prefix number of decimal places. Like this The post should be at least 1.5 m tall. [The sentence has a inserted between '1.5' and 'm'.] Not this The post should be at least 1.5 m tall. [A bad line break between the measurement and its unit] Like this 56 km Not this 56 kms Like

this The Green Wattle Creek fire burnt almost 3,000 km2, of which more than 1,000 km2 was national park. The smaller jug held 1.5 L and the bigger jug held 2.0 L. The piece of wood was 140 mm by 1,320 mm by 20 mm. Not this The Green Wattle Creek fire burnt almost 300,000 ha, of which more than 1,000 km2 was national park. Only use non-SI units if the user understands them There are other units that are also Australian legal units of measurement but are not SI units. They're listed in Schedules 1 and 2 of the National Measurement Regulations. These non-SI units are not all legally accepted in every country. Use them only if users will understand them. Some units, such as the nautical mile, are for use only in Australia. Table 2 details common examples of other legal Australian units. Table 2: Examples of other commonly used legal units in Australia Quality Name Symbol sound intensity decibel dB area hectare ha length nautical mile n mile mass tonne t time day d time hour h time minute min velocity knot kn volume litre L or l blood pressure millimetre of mercury mm Hg work and energy kilocalorie kcal Note: 'litre' can be represented as 'L' or 'l', depending on the type of content and who will be using it. Most government content should use 'L' as it's clearer to users ('l' can be confused with 'I' and '1'). Avoid imperial units Don't use imperial units of measurement in Australia unless you have a specific reason, such as: in quotations from historical documents The Green Wattle Creek fire burnt almost 300,000 ha, of which more than 1,000 km2 was national park. The smaller jug held 1,500 mL and the bigger jug held 2 L. The piece of wood was 14 cm by 1.32 m by 20 mm. in quotations from historical documents when writing for readers in countries (particularly the United States) where imperial measures, or elements of them, still apply. It's good practice to also provide the equivalent quantity in SI units when that helps users. Release notes The digital edition consolidates information from the sixth edition about measurement and units. It links to external sources for more detailed information. The digital edition follows advice from the sixth edition about including a space between the number and unit of measurement. This is contrary to the recommendation in the Content Guide, which recommended omitting the space between number and measure. The Content Guide had no information about imperial units. About this page Evidence BIPM (International Bureau of Weights and Measures) (n.d.) SI brochure: the international system of units (SI), BIPM website, accessed 4 June 2020. Oxford University Press (2016) '14.1.4: units', New Oxford style manual, Oxford University Press, Oxford. University of Chicago (2017) '9.16: numbers with abbreviations and symbols', Chicago manual of style, 17th edn, University of Chicago Press, Chicago. References Example gallons for volume of fuel barrels for volume of oil inches for the size of a screen feet for the altitude of a plane Example In the 1970s, the speed limit for highways in many states of Australia was set at 60 miles per hour (97 km/h). American Psychological Association (2020) Publication manual of the American Psychological Association, 7th edn, American Psychological Association, Washington DC. BIPM (n.d.) The international system of units (SI), International Bureau of Weights and Measures website, accessed 4 June 2020. Harder DW and Devitt S (2003) 'Units in MathML', W3C working group note, W3C website, accessed 3 June 2020. The LaTeX Project (n.d.) An introduction to LaTeX, The LaTeX Project website, accessed 4 June 2020. The LaTeX Project (n.d.) LaTeX: a document preparation system, The LaTeX Project website, accessed 3 August 2022. The Unicode Consortium (2022) Unicode 15.0 character code charts, Unicode website, accessed 3 November 2022. Last updated This page was updated Wednesday 5 July 2023. https://www.stylemanual.gov.au/grammar-punctuation-and-conventions/numbers-and-measurements/ordinal-numbers Ordinal numbers Ordinal numbers, such as 'first', 'second' and 'third', show the order, position or importance of things in a list or sequence. Use words for ordinals up to 'ninth' and numerals for '10th' and above Spell out ordinal numbers from 'first' to 'ninth'. Use numerals for ordinals from '10th' onwards. Ordinals written as numerals always have a suffix: '-st' ('first', '21st') '-nd' ('second', '32nd') '-rd' ('third', '103rd') '-th' ('fourth', '15th', '55th' and so on). Numbers and measurements Choosing numerals or words Currency Dates and time Fractions and decimals Mathematical relationships Measurement and units Ordinal numbers Percentages Telephone numbers Italics Names and terms Titles, honours, forms of address Content types Structuring content Referencing and attribution Don't write suffixes in superscript. Superscript may not be accessible to people who use screen readers. Exception to ordinals rule for centuries Use numerals, not words, when writing ordinals with centuries. This is an exception to the general rule to spell out 'first' to 'ninth' for ordinals. Write 'century' and 'centuries' in lower case. Very large ordinals People find very large rounded numbers easier to read in words rather than numerals. This also applies to ordinal numbers. Spell out the number and include the relevant suffix. Ordinals in reference lists In reference lists, use numerals with a suffix for editions of a publication. This is an exception to the rule to use words for ordinal numbers up to ninth. Example The first item on the agenda was to confirm the agenda. The second item was to review the minutes from the last meeting. In 2013, Canberra celebrated its 100th anniversary. We pause to remember at the 11th hour of the 11th day of the 11th month. This is the department's 22nd graduate intake. We expect to receive our 1,000th visitor today. They are the 273rd immigrant to join this group. Example In the 1st century CE, Tiberius succeeded Augustus Caesar as Roman emperor. Vikings established a Norse kingdom around Dublin in the 9th century. The gallery bought a 15th-century painting. Write this the millionth visitor Not this the 1,000,000th visitor Example Ordinals in organisation names If an organisation's name includes a numeral, write the name as the organisation does. This is an exception to the rule to use words for ordinal numbers up to ninth. Create a list rather than use ordinals Don't use ordinals to order points in general content. Reword the content so it doesn't need ordinals or use a numbered list instead. A list can make it easier for people to follow the sequence. Always use numbered lists rather than ordinals when you're expressing a series of items or steps – for example, in recommendations or instructions. Accessibility requirements Code lists so they are understood correctly. Mark up ordered lists in HTML with the

tag. WCAG quick reference: 1.3.1 Info and relationships – level A Ordinals in journals and other publications Ordinals, such as 'firstly' and 'secondly', are sometimes used in content written for government Brone AZ (2020) Towards a high-performing public service, 2nd edn, Positive Publications, Canberra. Example The 1st Australian Infantry Battalion arrived in Egypt on 2 December 1914. MyHealth 1st is a platform that connects patients with local health practitioners. They searched for Thirteenth Holdings Pty Ltd on the ASIC registers. Like this To apply for the grant: 1. complete the eligibility checklist 2. submit a business case 3. provide supporting documents. Not this If you want to apply for the grant, first complete the eligibility checklist. Second, you must submit a business case; and third, you must provide supporting documents. publications such as journals and reports. In this type of content, they order thoughts without interrupting the flow of the text. 'Firstly' and 'secondly' work as a pair. Don't use one without the other. Don't use 'thirdly'. Instead, omit ordinals and write the points as a run-on list in a sentence. Don't use ordinals in dates Use numerals without a suffix for dates. Don't confuse ordinals with regnal numbers Regnal numbers are upper case roman numerals that are used for the titles of monarchs and popes and in family names. Even though you might pronounce regnals as ordinal numbers, don't write them like that. Write this The committee responded in 2 ways. Firstly, they asked for an immediate adjournment of proceedings. Secondly, they sought clarification about their powers to subpoena witnesses. Not this The committee responded in 2 ways. They asked for an immediate adjournment of proceedings. Secondly, they sought clarification about their powers to subpoena witnesses. Write this The committee took evidence from peak bodies, unions and the department. Not this The committee took evidence from, firstly, peak bodies; secondly, unions; and thirdly, the department. Write this 12 February 2020 Not this 12th February 2020 Correct Elizabeth I Use a non-breaking space for names with regnal numbers Put a non-breaking space between the name and the regnal number. A non-breaking space means that line breaks won't split up both elements of the name. The name and number will stay together on one line. You can insert a non-breaking space using the Unicode character U+00A0. In HTML, use the entity   to insert a non-breaking space. You can also use the keyboard shortcut Ctrl+Shift+Spacebar in Word. Print considerations Use a non-breaking thin space between the name and the regnal number. The non-breaking thin space ensures that the: name and number stay together on one line spacing between name and number doesn't change when text is justified. You can insert a non-breaking thin space using the Unicode character U+202F. Release notes The digital edition revises guidance on ordinal numbers. There is now an exception to the rule 'Use words for ordinals up to 'ninth' and numerals for '10th' and above' for centuries. Usage evidence has informed this change. It shows the overwhelming use of numerals, not words, when writing ordinals under 10 with centuries. It deviates from advice in the sixth edition by recommending that words be used for numbers up to the ninth. The sixth edition recommended words up to 100 and for large rounded numbers. The digital edition excludes information in the sixth edition about using ordinal dates in data systems. The Content Guide made only a brief mention of ordinal numbers. About this page Evidence Incorrect Elizabeth Ist Australian Broadcasting Corporation (2022) 'Numbers, measurements', The ABC style guide, ABC website, accessed 31 January 2022. GOV.UK (2022) 'A to Z: numbers', Style guide, GOV.UK, accessed 31 January 2022. New Zealand Government (2020) 'Numbers', Content design guidance, Digital.govt.nz, accessed 31 January 2022. Treasury Board of Canada Secretariat (2020) '4.6: numbers', Canada.ca content style guide, Canada.ca, accessed 31 January 2022. U.S. Government Publishing Office (2016) '12.10: ordinal numbers', U.S. Government Publishing Office style manual, U.S. Government Publishing Office, accessed 31 January 2022. References American Psychological Association (2020) Publication manual of the American Psychological Association, 7th edn, American Psychological Association, Washington DC. Oxford University Press (2016) New Oxford style manual, Oxford University Press, Oxford. The Unicode Consortium (2022) 'ASCII digits', Unicode 14.0 character code charts, Unicode website, accessed 31 January 2022. The Unicode Consortium (2022) 'Number forms', Unicode 14.0 character code charts, Unicode website, accessed 31 January 2022. University of Chicago (2017) Chicago manual of style, 17th edn, University of Chicago Press, Chicago. Last updated This page was updated Wednesday 20 March 2024. https://www.stylemanual.gov.au/grammar-punctuation-and-conventions/numbers-and-measurements/percentages Percentages Percentages help people compare things and understand proportions. Use numerals with the percentage sign. Be concise when you write about percentages. Use numerals with the percentage sign Use the percentage sign next to a numeral in text. Don't use a space between the number and the percentage sign. Numbers and measurements Choosing numerals or words Currency Dates and time Fractions and decimals Mathematical relationships Measurement and units Ordinal numbers Percentages Telephone numbers Italics Names and terms Titles, honours, forms of address Content types Structuring content Referencing and attribution Correct 15% Incorrect 15 % Use decimals rather than fractions with the percentage sign. As for any number, avoid starting a sentence with the percentage. Reword the sentence if possible, or write the percentage out in words. You can use everyday words if a precise amount is not needed. Use the correct form of the noun (percentage) 'Per cent' and 'percentage' aren't the same. The term 'per cent' is an adverb. The noun form is 'percentage'. 'Per cent' is written as 2 words in Australia. 'Percent' is not Australian spelling. Don't use percentages to describe change Avoid using percentages to describe changes. Tell people what the actual increase or decrease is. Correct The price of Tapis oil is up by 0.25%. Incorrect The price of Tapis oil is up by 1/4%. Write this Fifty-five per cent of the council's revenue came from rates. Rates

accounted for 55% of revenue. Not this 55% of the council's revenue came from rates. Correct Statistics show the percentage of Australians with university degrees is increasing. Incorrect Statistics show the per cent of Australians with university degrees is increasing. Like this Be concise when writing about percentages When you use many percentages in body text, put the figures in brackets (parentheses) or use a list to simplify the text. Release notes The digital edition follows advice from the Content Guide and sixth edition by recommending using a number with the symbol for percentages. The digital edition does not detail the option of using the words 'per cent' with numbers, as the sixth edition did. About this page References BBC Academy (21 July 2013) 'Numbers', BBC Academy, accessed 3 June 2020. GOV.UK (2016) 'A-en-Z: numbers', Style guide, GOV.UK, accessed 3 June 2020. ONS (Office for National Statistics, UK) (n.d.) 'Percentages', Style.ONS: a guide to writing about statistics, ONS website, accessed 3 June 2020. Treasury Board of Canada Secretariat (2020) '4.3: symbols', Canada.ca content style guide, Canada.ca, accessed 3 June 2020. The application fee is now $70. This is a $20 increase from 1 January 2020. Not this The application fee increased by 40% from $50 to $70 on 1 January 2020. Like this In 2019, population size increased in New South Wales (32%), Queensland (20%) and Victoria (19%). Not this In 2019, the largest sources of population growth were New South Wales, Queensland and Victoria. New South Wales accounted for 32% of the population growth, Queensland 20%, and Victoria 19%. The Unicode Consortium (2022) 'ASCII punctuation', Unicode 15.0 character code charts, Unicode website, accessed 3 November 2022. Last updated This page was updated Wednesday 24 July 2024. https://www.stylemanual.gov.au/grammar-punctuation-and-conventions/numbers-and-measurements/telephone-numbers Telephone numbers Write telephone numbers so people can read and use them easily. There are rules for grouping the numbers, using spacing and creating links. Use 'chunks' of digits to help people read telephone numbers Break telephone numbers into shorter blocks of digits or 'chunks'. Telephone numbers are easier to read when their digits are chunked, rather than written in one large group. Australian telephone numbers in general use have no more than 10 digits: Landlines – 2 digits for the area code followed by 8 digits for the rest of the telephone number. Mobiles – 10 digits (there is no area code). Numbers and measurements Choosing numerals or words Currency Dates and time Fractions and decimals Mathematical relationships Measurement and units Ordinal numbers Percentages Telephone numbers Italics Names and terms Titles, honours, forms of address Content types Structuring content Referencing and attribution There are also categories of telephone numbers that don't have 10 digits – for example, '13' numbers have 6 digits. Put a non-breaking space between the chunks of digits Use a non-breaking space between chunks of digits in a telephone number. A non-breaking space means that line breaks won't split up the number. The telephone number will stay together on one line. You can insert a non-breaking space using the Unicode character U+00A0. In HTML, use the entity   to insert a non-breaking space. You can also use the keyboard shortcut Ctrl+Shift+Spacebar in Word. Print considerations Use a non-breaking thin space between chunks of digits in a telephone number. The non-breaking thin space ensures that the: telephone number stays together on one line spacing between digits doesn't change when text is justified. You can insert a non-breaking thin space using the Unicode character U+202F. Write telephone numbers in the national or international format Write telephone numbers in a format appropriate for the location of the users. National format for telephone numbers Use Australia's national format when writing Australian telephone numbers for content that will Example 02 5550 4321 [A landline number in NSW or the ACT] 0491 570 159 [An Australian mobile number] 1300 975 707 [An Australia-wide local-rate number] 13 00 00 [An alternative Australia-wide local-rate number] 1800 160 401 [An Australia-wide freephone number] +61 2 5550 4321 [An Australian landline number in international format] +61 491 570 159 [An Australian mobile number in international format] be used within Australia. For landline telephone numbers, write the 2-digit area code followed by a non-breaking space. Then write the rest of the number in 2 chunks of 4 digits. Write mobile telephone numbers in 1 chunk of 4 digits and then 2 chunks of 3 digits. International format for telephone numbers Use international format for content that will be used outside Australia. The international format uses a plus sign '+' to represent the international prefix, followed by a country code ('61' for Australia). For landline numbers: start with a plus sign '+' and add the country code ('61' for Australia) add the area code without the '0' write the telephone number in 2 chunks of 4 digits. For mobile numbers: start with a plus sign '+' and add the country code ('61' for Australia) omit the first '0' write the telephone number in 3 chunks of 3 digits. Always write foreign telephone numbers in the international format. Make telephone numbers accessible through 'click-to-call' Example 02 5550 4321 [Telephone] 0491 570 159 [Mobile] Example +61 3 7010 4321 [Landline] Example +61 491 578 888 [Mobile] Example +1 212 555 0188 [US landline] +44 20 7946 0990 [UK landline] functionality 'Click-to-call' allows users to call a telephone number by selecting (clicking) the number shown in content. When the user selects the number, the user's mobile phone, other mobile device or personal computer (if it has a supporting application) calls the number. Click-to-call makes telephone numbers more accessible because users don't need to copy the number manually. Click-to-call also works with screen readers. Devices sometimes recognise when a number in content is a telephone number and automatically treat the number as a click-to-call link. This is not always the case, so use HTML code to support this functionality. Seek specialist advice if you're unsure of how to do this. Using HTML for click-to-call Use 'tel:[telephone number]' as the URL. Remove spaces between the numbers. Remember that all webpages can be accessed internationally. Include the international dialling prefix if appropriate. Don't use 'phone words' Always display the

telephone number as digits. Don't use 'phone words'. Use the relevant 13 or 1300 number instead. Some organisations use phone words to advertise their telephone number as a digit-word combination. Don't do this, because some people find it hard to convert letters to numbers. Example 02 5550 5722 [HTML: 02 5550 5722] 1300 975 7007 [HTML: 1300 975 7007] 13 83 87 [HTML: 13 83 87] 1800 160 401 [HTML: 1800 160 401] +61 2 7010 0000 [HTML: +61 2 7010 0000] +61 491 570 156 [HTML: +61 491 570 156] Write this 13 83 87 Not this 13 VETS Release notes The digital edition expands on information in the sixth edition. It includes examples and has more advice about spaces in telephone numbers. The sixth edition guidance mentions non-breaking and thin spaces and includes spacing allowances for handwritten telephone numbers on forms. The Content Guide had information about the format of telephone numbers and how to include a clickable link on webpages. 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The Unicode Consortium (2022) 'General punctuation', Unicode 15.0 character code charts, Unicode website, accessed 3 November 2022. The Unicode Consortium (2022) 'Latin-1 punctuation', Unicode 15.0 character code charts, Unicode website, accessed 3 November 2022. University of Chicago (2017) Chicago manual of style, 17th edn, University of Chicago Press, Chicago. WebAIM (n.d.) Links and hypertext, WebAIM website, accessed 9 February 2022. Last updated This page was updated Tuesday 15 August 2023. https://www.stylemanual.gov.au/grammar-punctuation-and-conventions/italics Italics Italic type contrasts with roman type. It draws people's attention to convey meaning. Use italic type sparingly as it can affect readability. Limit use of italics Italics are sloping letters. Roman type is upright and the default font type. Italic type makes text stand out from surrounding roman type. The contrast can help readers notice important words, identify differences and find those words again. Italics lose their effectiveness when many italicised words appear on a page. Limit italics to the uses described on this page, which link to detailed guidance. Don't use italics for: large blocks of text material that would normally be in italics but is set apart (such as a list of titles under a heading) aggregation pages (such as a page listing legislation). Overuse affects the content's accessibility, readability and usability. People with disability experience text in many ways. Many have no problems interpreting your written words in any way you present them. Italic type has different letter shapes to surrounding text. This feature can cause issues for some people with reading difficulties. Numbers and measurements Italics Names and terms Titles, honours, forms of address Content types Structuring content Referencing and attribution Example The Australian of the Year honour is a government award. It is different from The Australian's annual award of the same name. [Publication titles use italics, but not awards.] Accessibility requirements User need: I can read and understand text, even if there are unusual words and shortened forms, or languages other than English. Fundamentals: Use a consistent type style. For some users, it can be difficult to read the text when presented in a style that is different or unfamiliar. This includes changes to the shapes of letters, as between roman and italic type. Avoid chunks of italic text. Web Content Accessibility Guidelines success criterion: Guideline 3.1 – readable. (WCAG 2.0 advisory techniques remain relevant.) Italicise titles of stand-alone works, legal cases and Acts A title or name in italic type shows that it is formal and complete. Shortened versions of the title and common titles are in roman type. Follow the detailed guidance for referencing and attribution. Don't use italics for the titles of sacred texts, such as the Bible or the Koran. Published works Use italics for the titles of these published works: books and periodicals plays classics most musical compositions ballets and operas films, videos and podcasts blogs television and radio programs artworks. Unpublished works are in roman type. Example David Williamson's play Emerald city was first performed in 1987. Elena Kats-Chernin's Piano concerto no. 3 is a recent work by the award-winning composer. In 2018, Yvette Coppersmith won the Archibald Prize with Self-portrait, after George Lambert. Reverse italics in titles of published works In some titles, there are words that would normally be italicised. To make sure they stand out from the rest of the italicised title, write the words in roman type. This is called 'reverse italics'. Full titles of Acts and legal cases Use italics for primary legislation and legal cases but not for delegated legislation or bills. Follow the guidance for legal material. Set off most foreign words and phrases Italics contrast words and phrases that are not in English from surrounding text. Foreign words and phrases should generally be avoided in government writing, unless there is no English equivalent. Standard Australian English can absorb words or phrases from other languages. Write these 'borrowed' words without italics or accent marks. Check a dictionary if you are unsure about whether a word of foreign origin should be italics. Do not italicise names or words from First Nations languages. They are Australian languages, not foreign languages. Don't use italics for Latin shortened forms Example Gone on The Ghan and other great railway journeys of Australia [The Ghan is

the official name of a train; it would normally be italicised.] Example The Franklin Dam Case is the informal title of Commonwealth v Tasmania (1983) 158 CLR 1. The case led to the World Heritage Properties Conservation Bill which became an Act in 1983. In 1999, the Act was replaced by parts of the Environment Protection and Biodiversity Conservation Act 1999. [The case name and the Act are italicised; the name for the bill, before enacted, is in roman type.] Example The more things change, plus c'est la même. Example John was the head barista at the department's coffee shop. The 'common use' principle applies to Latin shortened forms (such as 'etc.' and 'i.e.'). Write the full Latin word in italics but not the shortened form. Show that formulas and some text have special meaning Italics are often used for the first instance of a technical term when it's defined or introduced for the first time. Instead, to draw attention to words with special meaning, use single quotation marks. Specialist uses of italics include well-known mathematical theorems and formulas. Special material Some content needs to be set apart from the text for readers to make sense of it. Examples of italicised notes, instructions and extra material in published works include: Theatre and film scripts can use italics for stage directions. Books often italicise a prelude or brief introductory remark to set the scene. Musical scripts sometimes use italics for instructions. Remember to avoid blocks of italics wherever possible. Blocks of italics are difficult to read, so consider other formatting and design options. Official names of vehicles Ships, trains, aircraft and other vehicles sometimes have a proper name. The name is in italics excluding any definite article. The brand or type of vehicle is in roman type. Follow the detailed guidance for official names of vehicles. Scientific names Use italics for the genus and species, including any subspecies, but not for the common name. Example The abbreviation 'cf.' is from the Latin word confer and means 'compare'. Example Pythagoras's theorem for a right-angled triangle proved that a + b = c . 2 2 2 Example Until 1997, Queen Elizabeth II would use the Britannia to sail to official visits overseas. [The definite article 'the' is in roman type, while the ship's official name is in italics.] Qantas uses Australian names like Great Southern Land for the Dreamliner fleet. Write the scientific names of infectious organisms, including some bacteria and fungi, in italics. Follow the detailed guidance for names of plants and animals. This guidance also relates to medical terms. Stress words with special emphasis, but rarely Sometimes you want to stress a word for meaning or to convey emotion, including a change in tone. Italics, used sparingly, can work for this purpose. Don't use italics when another style or formatting option is available. Single quotation marks can work for emphasis unless they're serving a different stylistic use. Emphasis in quotations Sometimes, you might want to add italics to quotations to bring attention to particular words or phrases. If you do this, write 'emphasis added' in square brackets following the italicised text. This way, people will know the italics didn't appear in the original quotation. If the italics is part of the original text, write 'emphasis from original' in the square brackets following the quotation. Release notes The digital edition revises guidance on italics. The Content Guide recommended avoiding use of italics. The digital edition outlines limited uses for italics. It reinstates the use of italics for Acts and titles of formal publications. The sixth edition use of italics for titles is retained, with the exception of long poems. Italicised titles are now reserved for poems in book form. Example Acacia phlebocarpa is the scientific name for the tabletop wattle. Certain strains of the bacteria Staphylococcus aureus cause golden staph. Example 'I didn't mean her,' they said, 'I meant him.' The deadline is Monday, not Friday. Example 'Subsequently, in 1903, Parliament passed a unanimous resolution that it should be flown.' [emphasis added] The digital edition departs from sixth edition advice to use italics for letters, words and phrases cited as themselves, terms that are deliberately misused and terms that are newly coined. This reflects expert advice about limiting the use of italics in digital content to ensure readability and accessibility. The guidance for reverse italics has changed from the sixth edition, which recommended single quotes in addition to roman type for words embedded in an italicised title. The digital edition change is in keeping with the principle of minimal punctuation. The digital edition recommends against use of italics for names or words from Aboriginal and Torres Strait Islander languages. This departs from stylistic convention: 'borrowed' words (not absorbed into Australian English) are otherwise italicised. About this page References American Psychological Association (2020) Publication manual of the American Psychological Association, 7th edn, American Psychological Association, Washington DC. Australian House of Representatives (1908) Debates, HR19:10969. Gustafsdottir G (30 March 2020) 'Accessibility: bold vs. strong and italics vs. emphasis', Siteimprove, accessed 17 June 2020. Intelligent Editing (8 June 2015) 'How to decide if you should italicize foreign words and phrases', Intelligent Editing, accessed 17 June 2020. Mann T (ed) (2013) Australian law dictionary, 2nd edn, Oxford University Press, South Melbourne. Melbourne University Law Review Association Inc and Melbourne Journal of International Law (2018) Australian guide to legal citation, 4th edn, Melbourne University Law Review Association Inc, accessed 17 June 2020. Miniukovich A et al (2017) 'Design guidelines for web readability' [conference presentation], 2017 DIS'17: Designing Interactive Systems Conference 2017, Edinburgh, accessed 17 June 2020. Hetherington P (2019) Advice on style for poetry titles [unpublished training materials], University Of Canberra International Poetry Studies Institute, Canberra. Oxford University Press (2016) New Oxford style manual, Oxford University Press, Oxford. Peters P (2007) The Cambridge guide to Australian English usage, Cambridge University Press, Cambridge. Purchase S (1998) The little book of style, AusInfo, Department of Finance and Administration, Canberra. University of Chicago (2017) Chicago manual of style, 17th edn, University of Chicago Press, Chicago. W3C (Worldwide Web Consortium) (2016) 'Readable: understanding Guideline 3.1', Understanding WCAG 2.0: A guide to understanding and

https://www.stylemanual.gov.au/grammar-punctuation-and-conventions/names-and-terms Names and terms Check official sources for correct names and terms. Use consistent capitalisation and punctuation. 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 Australian place names Spell official place names correctly. Follow style rules so people recognise names for other public places. Use standard shortened forms in addresses. Commercial terms Brands and model names are protected by law. Unless using common names, write trade mark names and use symbols so people can understand legal status. Government terms Use the correct term and follow the rules for capitalising government terms. People find it easier to understand content that has a consistent style. Medical terms Medical terms have specific meanings. Introduce scientific terms and common names if that helps users, but always use the correct spelling and style. Nationalities, peoples and places outside Australia Refer to peoples and places outside Australia based on current information. Correct spelling and style avoids causing confusion or offence among users. Natural phenomena Treat terms for climate and weather events with consistent style. It helps users scan content for keywords and supports readability. Organisation names Spell and punctuate organisation names correctly. This helps people to understand your content. 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. Plants and animals https://www.stylemanual.gov.au/grammar-punctuation-and-conventions/names-and-terms/australian-place-names Australian place names Spell official place names correctly. Follow style rules so people recognise names for other public places. Use standard shortened forms in addresses. Check official place names and style them correctly Using official Australian place names helps us all communicate more clearly. You can check the spelling of a place name using the Australian Place Names dataset. If still unsure, contact the relevant state or territory naming authority. You can click on the government logos in the search results from the dataset. They will take you to the jurisdictional webpage. 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 Official place names are generally given under Acts of parliament and associated rules. Each state and territory has its own legal and administrative processes. National principles for naming are intended to provide consistency across the country. This helps ensure that wherever we go in Australia, we find names are chosen and spelt in a common way. Place names reflect culture at various points throughout history. Because of this reality, there may appear to be exceptions to the general rules given in this guide. There are many First Nations naming systems across Australia. These were in place before the official national system and continue today. Many names from First Nations languages have become official names, used by all Australians. There are also many that have not. Consult directly with relevant communities about conventions for naming and spelling in specific First Nations languages. Spelling and capitalisation Australian place names are proper nouns, written using standard Australian English. Place names: use a standard 26 character alphabet don't use diacritical marks are not possessive don't generally have punctuation. Some Australian place names stem from other languages. Spelling and capitalisation can change when they're adopted as an official Australian place name. For example, the official spelling: loses any accent marks or diacritics adds capitalisation. Punctuation Hyphens and apostrophes can be part of an official name. They appear if they were part of the name of the person commemorated by the place name. Correct D'Entrecasteaux Incorrect d'Entrecasteaux Correct Baden-Powell Waterhole Incorrect Baden Powell waterhole or Baden-Powell's Waterhole Australian places have official names derived from Aboriginal and Torres Strait Islander languages. Some places have official dual names from those languages and English. When writing official dual names, use a spaced forward slash to separate the 2 parts of the name. The order should be as written in the official name, which you can check in the Australian Place Names dataset. Some official Tasmanian place names do not follow the convention of using initial capitals for proper nouns. Use capitals for names of places, roads and streets Words that don't usually need an initial capital have one when they are part of a place name. The names of roads, streets and other thoroughfares also take an initial capital. This is a similar rule to style for proper names of mountains, valleys, bays, islands and other topographic features. Use shortened forms for addresses Addresses usually have abbreviations and contractions. Do not add punctuation marks to these. Example Kata Tjuta / Mount Olga Karlu Karlu / Devils Marbles Example kunanyi / Mount Wellington Example the Adelaide Hills the North Shore the Western District Example George Street Wickham Terrace Monaro Highway Common abbreviations include: Av (Avenue) Cct (Circuit) Cr (Crescent) Ct (Court) Dr (Drive) Esp (Esplanade) Gr (Grove) Hts (Heights) Hwy (Highway) Pde (Parade) Pl (Place) Rd (Road) St (Street) Tce (Terrace). Shortened state and territory names for addresses When addressing a letter, write the last line in capitals without punctuation or underlining, with the postcode last. The last line should contain the place name or post office of delivery, state or territory abbreviation and postcode. If you are sending mail overseas, spell out all names in the address in full to avoid confusion. Write the

names of buildings, structures and public places with an initial capital Names of buildings, structures and public places have initial capitals. Write generic and plural terms in lower case. Example 10 Bendemeer Blvd PO Box 1 RMB 99 Example 11 Banks Av WAGGA WAGGA NSW 2650 Example 'SA' could refer to South Australia or to South Africa. Use initial capitals for the names of private properties. Shorten names for states and territories in 4 situations Spell out the names of Australian states and territories in formal content. You can use shortened forms when: the name is used as an adjective space is limited the full name would result in repetition you are writing an address. Don't use a full stop after the shortened forms. This rule applies to the initialisms (NSW, WA, ACT and NT), abbreviations (Vic and Tas) and the contraction (Qld). States and territories are generally listed in an order when more than one is mentioned. For example: in alphabetical order (ACT to WA) by population size (NSW to NT). Example St Paul's Cathedral is close to Melbourne's Federation Square. The cathedral ... The Iron Cove and Gladesville bridges are both in Sydney. Example Thargomindah Station Myocum Downs Tocal Homestead Example The WA Government has reopened the Eyre Highway. ['WA' is used as an adjective.] Example NSW Vic Qld WA Other orders might be more suitable for some content. For example, content might include a list of states and territories ordered by total annual rainfall or number of enrolled voters. Use the order that fits with context and helps people understand your content. Release notes The digital edition includes new information about dual place names. It links to the Australian place names dataset as the authoritative source for correct spelling and capitalisation for official place names. The digital edition updates punctuation style for shortened forms. Consistent with the sixth edition, it does not use full stops with acronyms or initialisms, or contractions. It removes the requirement to use full stops with abbreviations of state names (as with other non-Latin abbreviations). This is a change from the sixth edition, which recommended using a full stop with 'Vic' and 'Tas'. It is consistent with the digital edition's guidance for shortened forms. Australian corpus data informed this change. The Content Guide provided general advice but no specific details on Australian place names. About this page References ACT Government (n.d.) Place names, Environment and Sustainable Development Directorate – Planning website, accessed 10 November 2022. Australia Post (n.d.) Suburb index, Australia Post website, accessed 29 May 2020. Department of Climate Change, Energy, the Environment and Water (n.d.) 'Heritage places and lists', Heritage, DCCEEW website, accessed 22 December 2022. Northern Territory Government (2017) Place Names Committee, Place Names Committee website, accessed 10 November 2022. NSW Government (2016) Geographical Names Board, Geographical Names Board website, accessed 10 November 2022. 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 SA Tas ACT NT naming depiction principles, Intergovernmental Committee on Surveying and Mapping, accessed 29 May 2020. Permanent Committee on Place Names and Geoscience Australia (2012) Gazetteer of Australia, Intergovernmental Committee on Surveying and Mapping, accessed 29 May 2020. Queensland Government (2022) Place names, Queensland Government website, accessed 10 November 2022. South Australian Government (2022) Naming places, SA.GOV.AU, accessed 10 November 2022. Standards Australia, Rural and urban addressing, AS/NZS 4819:2011. Tasmanian Government (n.d.) Place naming (nomenclature) in Tasmania, Department of Natural Resources and Environment website, accessed 10 November 2022. Victorian Government (n.d.) Place naming, Land Use Victoria website, accessed 10 November 2022. Western Australian Government (n.d.) WA geographic names, Landgate website, accessed 10 November 2022. Last updated This page was updated Thursday 22 December 2022. https://www.stylemanual.gov.au/grammar-punctuation-and-conventions/names-and-terms/commercial-terms Commercial terms Brands and model names are protected by law. Unless using common names, write trade mark names and use symbols so people can understand legal status. Use initial capitals for commercial terms Use initial capitals for trade marks, brands and business names. 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 Collins Class submarine Harley-Davidson An exception to using initial capitals is where the business itself uses an unusual mix of spacing, capitals and lower case letters. In this case, write it the way the business writes it. Don't use an initial capital at the start of sentences when the trade mark or brand starts with a lower case letter. Use initial capitals for the proprietary names of drugs and other chemicals, but lower case for generic names. Spelling of 'trade mark' 'Trade mark' is spelled as 2 words in the Trade Marks Act 1995. Use this spelling when writing for government, even though most dictionaries prefer 'trademark'. You should also spell 'trade mark' as 2 words when you use it as a verb, although it's better to say 'register a trade mark'. Instagram Example iPhone nbn UNIX X YouTube Example eBay is a popular online auction site. Example Celestone V [Proprietary name] – hydrocortisone [Generic name] Panadol [Proprietary name] – paracetamol [Generic name] Example The trade mark Vegemite was first registered in 1923. Example Trade mark your brand if you don't want other organisations or businesses to use it. Register your brand as a trade mark if you don't want others to use it. Use a common word for a product if you can Avoid using trade marks and brand names if possible. Instead use a generic word. The ® and ™ symbols Avoid using the registered (®) symbol or the trade mark (™) symbol for trade marks if possible. The registered symbol shows a

trade mark is registered. A business doesn't have to use the symbol for protecting its intellectual property. It's illegal to use it if the trade mark is not registered. The trade mark symbol can be used with registered and unregistered trade marks. Businesses can use it when they intend to register the term or when registration is pending. The symbol doesn't protect the intellectual property of the trade mark. Find more guidance in the Australian Government intellectual property manual. Take care using product names The way a trade mark or brand is written is part of the intellectual property of its owner. Trade mark owners sometimes take legal action to prevent names being used in a generic sense. If a term is still registered as a trade mark, you should use it only for that brand and use a capital letter. This may vary between different countries. It's more difficult when brands are becoming generic terms but are also still used as trade marks. 'Thermos' and 'Hoover' are examples. Dictionaries show the way such words are used. Don't rely on dictionaries to work out if such words have legal status as trade marks. Find out if a trade mark has been registered in Australia by using Australian trade mark search. If you're not sure, seek legal advice. A product name can change meaning when used in the generic sense A few words have different meanings when used as a trade mark or used generically. Write this tissue cooler Not this Kleenex Esky Other brand names have become so widely used that they are no longer associated with a specific product. They have become common household names used in a generic sense. They start with lower case except at the start of a sentence. Release notes The digital edition covers much the same information as the sixth edition. It provides more direct advice about commercial terms; for example, using a common word instead of a commercial name where possible. It also includes examples of proprietary names of drugs and chemicals. The Content Guide did not have information about commercial terms. About this page References Department of Communication and the Arts (2019) Australian Government intellectual property manual, Department of Communication and the Arts, Australian Government, accessed 10 June 2020. IP Australia (n.d.) Trade marks, IP Australia website, accessed 10 June 2020. Oxford University Press (2016) '5.15: Trade names', New Oxford style manual, Oxford University Press, Oxford. Example Band-Aid [A sticking plaster; initial capitals only for that brand] bandaid [A word meaning a temporary or makeshift solution to a problem] Google [A popular search engine; initial capital only for that brand] google [A verb meaning to search on the internet using a search engine] Example aspirin elevator dry ice linoleum trampoline TGA (Therapeutic Goods Administration) (2019) 'Australian Register of Therapeutic Goods', Regulation basics, TGA website, accessed 10 June 2020. TGA (2019) 'Ingredient basics', Regulation basics, TGA website, accessed 10 June 2020. Last updated This page was updated Thursday 21 September 2023. https://www.stylemanual.gov.au/grammar-punctuation-and-conventions/names-and-terms/government-terms Government terms Use the correct term and follow the rules for capitalising government terms. People find it easier to understand content that has a consistent style. Use initial capitals for formal names and titles Use initial capitals only for the formal names and titles of government entities and office holders. Use lower case for generic references. These are rules for general content. There might be exceptions if you are writing specialist legal content using terms defined in legislation. This page orders guidance for common government terms alphabetically. 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 Australian Government Refer to the national government of Australia as the 'Australian Government'. Use an initial capital for both words only when they occur together. Bench In general content, use lower case for the 'bench' and 'full bench'. Budget Use an initial capital for 'the Budget' to show the difference from the generic reference. Use lower case for 'budget' when it is used as an adjective or as a plural. Cabinet Always use an initial capital for 'the Cabinet' to show the difference from its generic reference. Example The Australian Government coordinates emergency management with the states. Australian Government Department of Industry, Science, Energy and Resources The advertised grants are funded by the Australian Government. The government recently extended the closing date for applications. Example She was elevated to the bench. The High Court hears cases that require a full bench. Example People on lower incomes will receive tax relief in this year's Budget. Just like the federal Budget was deferred in 2020, so too were state budgets. Example budget provisions the budgetary process successive federal budgets Example It was a decision by the Cabinet. Commonwealth 'The Commonwealth of Australia' is the name of Australia in the Constitution. Use an initial capital for 'Commonwealth'. Do not use the phrase 'Commonwealth government' to mean 'Australian Government'. Crown Always use an initial capital for 'the Crown' to show the difference from its generic reference. Departments and agencies Use initial capital letters only for the formal names of government departments and agencies. Check the names of departments and agencies in the government online directory. Don't use capital letters for generic mentions. For example, use: 'the agency' instead of 'the Agency' 'the authority' instead of 'the Authority' 'the commission' instead of 'the Commission' 'the department' instead of 'the Department'. Use a shortened form of the name only if the department or agency uses it regularly in their own content. If you cite a source written by an organisation that has since changed its name, use the name published in the source. This might not be the organisation's current name. Write this Defence is an Australian Government responsibility under the Constitution. The Commonwealth marine area is any part of the sea between 3 and 200 nautical miles

from the coast. Not this Defence is a Commonwealth government responsibility under the Constitution. Example The Governor-General is appointed by the Crown. Write this The Department of Finance owns the policy. The department has been working on it for months. Not this The Department of Finance owns the policy. The Department has been working on it for months. Always use an initial capital for 'the Treasury' to show the difference from its generic reference. Use initial capitals for the formal names of areas in a department or agency's organisational structure. Don't use initial capitals for generic mentions of parts of the formal names. Federal Use an initial capital letter for 'federal' when it forms part of a formal name. Don't capitalise it when it is used as an adjective. Federation Use an initial capital for the word 'federation' only when referring to Australia's Federation in 1901. Government Use an initial capital for the word 'government' if it is part of a formal name. Use lower case everywhere else. Example The Treasury conducts itself to the highest standards. Example The Budget Policy Division is part of Treasury's Fiscal Group. The division coordinates the delivery of the Budget and other fiscal reports. Example the Federal Court of Australia federal issues Example The design of Australia's national flag is the result of a competition announced to coincide with Federation in 1901. The type of architecture popular between 1890 and 1915 is known as Federation style architecture. Example the Victorian Government the Australian and New Zealand governments the governments of South Australia and Tasmania Road maintenance is a local government responsibility. Government programs and agreements Use initial capitals for the full names of: government programs treaties protocols and similar agreements. Use initial capitals for abbreviations that remain specific but not for generic references or abbreviations. Heads of state and prime ministers Use initial capitals for the formal and abbreviated titles of current heads of state. You do not need to use capitals for generic references to the position or when referring to previous incumbents. Legislation Use government sources to check the titles of legislation, especially: the Federal Register of Legislation the Australian Parliament House list of bills and legislation. Follow the guidance in this manual to use the correct title for legislation. Example the Greater Artesian Basin Sustainability Initiative the Artesian Basin Initiative the initiative Example The Prime Minister announced the new initiative this morning. The Prime Minister of the United Kingdom chairs Cabinet meetings. The Sultan of Oman comes from a dynasty of rulers. The Sultan met with the Prime Minister last week. Example Sir Edmund Barton was the first prime minister of Australia. Justin Trudeau is the eldest son of former Canadian prime minister Pierre Trudeau. Use initial capitals for these terms when referring to specific legislation: Act Ordinance Regulation Bill. Use lower case for generic references to bills, regulations and ordinances. Use initial capitals for all references to Acts. Follow detailed rules for references to delegated legislation. Ministers and departmental secretaries Use initial capitals for the official titles of ministers and departmental secretaries. Use lower case for generic references. Apply this rule to the titles of other government office holders and department officials. Example The Act separated legal ties between the 2 entities. [A short-hand reference to an Act] The bills were rejected for the second time. [A generic reference to a set of bills] Write this The Minister for Education announced the new policy. Education groups met with the minister to present their views. The Secretary of the Department of Social Services gave the opening address. Several secretaries attended the forum. Not this The Minister for Education announced the new policy. Education groups met with the Minister to present their views. The Secretary of the Department of Social Services gave the opening address. Several Secretaries attended the forum. Example Our local member is Assistant Minister to the Prime Minister. Assistant ministers are designated as parliamentary secretaries under the Ministers of State Act 1952. The Deputy Secretary of Policy and Programs was one of 5 deputy secretaries to attend the interdepartmental committee meeting. She will take on the role of first assistant secretary responsible for overseeing engagement with external stakeholders. Correct prepositions Always use 'for' (not 'of') for a minister's portfolio. Generally, use 'of' for anyone working at a department or agency. Principals of Australian institutions In many cases, you need to use initial capitals for the official titles of the principals and chief executives of Australian institutions. Check a dictionary or reliable reference if you are unsure of the correct title and format. Use lower case for most of these titles in general references that do not refer to a specific person. States and territories To refer to an Australian state or territory: Use initial capitals for words in the formal name. Write this the Minister for Education Secretary of the Department of Health. Not this the Minister of Education Secretary for the Department of Health Example the Chief Justice of the High Court of Australia the Attorney-General The Secretary of the Department of Social Services the Vice-Chancellor and President of the University of Queensland the Premier of New South Wales the Chief Minister of the Northern Territory Example The average salaries of vice-chancellors have reached a new high. Several attorneys-general met to discuss the issue last week. The premiers of New South Wales and Victoria met to discuss health reforms. Use lower case for generic or plural references. Few situations will require you to use the shortened form for a state or territory. 'Territory' is an exception when used for the Northern Territory 'Territory' is a semi-official term for the Northern Territory. Use a capital 'T' when using 'Territory' instead of the full name for the Northern Territory. Use lower case for generic references. Parliamentary terms Use initial capitals for formal names connected with parliament. Generic references are in lower case. Use initial capitals for the formal titles of parliamentary office holders. These include: Clerk of the House Clerk of the Senate Leader of the Government in the Senate Manager of Opposition Business President of the Senate Speaker of the House Serjeant-at-Arms Example The Australian Capital Territory has a land border length of 306 kilometres. The territory's total area is more than

2,000 square kilometres. The South Australian Government started the project. The government will meet regularly to review progress. The states and territories are responsible for health care and education. Example The Northern Territory road toll is a concern to the territory. [Initial capitals for the full name; lower case for a generic reference] The Territory is a common destination for overseas tourists. [The semi-official term instead of the full name] Example Parliament House the Parliamentary Library The problem was raised in the Queensland Parliament. There was a change to parliamentary procedures. Usher of the Black Rod. Use initial capitals for the formal titles of current members of parliament. Use lower case for parliamentary terms that are not formal titles. These words include: member of parliament; members of parliament senator; senators member; members frontbench; frontbencher backbench; backbencher crossbench; crossbencher. The houses of the Australian, state and territory parliaments Always use initial capital letters to refer to: the Senate the House of Representatives the corresponding bodies in the states and territories. The Senate and the House of Representatives are the 'houses of parliament', in lower case. Use 'the House', 'this House', 'lower house' or 'people's house' to refer to the House of Representatives. Example Senator Lines is the Deputy President and Chair of Committees in the 46th Parliament. Example Mr Adam Bandt MP Senator Pauline Hanson They met with Senator Griff. Example She moved from the backbench to take the new ministerial portfolio. He was a former senator for Tasmania, serving from 1947 to 1951. Example The Senate referred the matter to the Senate Community Affairs References Committee. The Legislative Assembly will vote on the matter tomorrow. The Assembly has been debating the matter for months. Use 'this house', 'upper house', 'house of review' or 'states' house' to refer to the Senate. Release notes The digital edition consolidates the advice from the sixth edition and provides updated examples. The capitalisation of 'house' used in the parliamentary context has changed. Style in the digital edition is consistent with Hansard style for the Australian Parliament. The digital edition prefers 'Cth' over 'Cwlth' as the contraction for 'Commonwealth'. This reflects a departure from the sixth edition based on a corpus check with the Australian National Dictionary Centre. The Content Guide had brief advice on government names, consistent with the sixth edition. About this page Evidence Parliament of Australia (2020) Hansard style guide [internal style guide, version 8.1], Department of Parliamentary Services, Canberra. References Australian Government (2020) Directory, Australian Government Directory website, accessed 14 June 2020. Department of Finance (2021) Structure of the Australian Government public sector, Department of Finance website, accessed 19 October 2022. Office of the Legislative Assembly (2017) Hansard style manual, Legislative Assembly for the Australian Capital Territory, accessed 14 June 2020. Department of the Prime Minister and Cabinet (2020) Parliamentary information, PM&C website, accessed 14 June 2020. Last updated This page was updated Friday 31 March 2023.