

Style Guide – StockIT

General style rules:

File Name: File names should follow camelCase convention. This means there are no spaces, the first word is all lowercase and every consecutive word is capitalised.

Font: Noto Sans Cond

Size: 12 PT

Numbers: one to nine – spelt out in full, 10 onward to be written numerically.

Acronyms: only use an acronym if you use the full version 3 or more times.

- For example, if you are discussing Artificial Intelligence, spell it out first, then put in brackets (AI). This must be done each in each new or unrelated section of work.

Do not use / between words in formal writing.

- For example, rather than saying 'new/emerging technologies' you would say 'new and emerging technologies'

Do not use **contractions** in formal writing.

- For example, rather than saying can't, they're, hasn't – you would say cannot, they are and has not.

General writing tips:

Do not start paragraphs with quotes – there is no formal writing rule against this, but always try and open a paragraph with your original work, using quotes afterwards to support your statement. It is more impactful and will generally get you better marks.

Limit rhetorical questions – avoid them all together, but if you really need to use one you can. Do not use consecutive rhetorical questions.

Vary the length of the sentences you write – this is probably some of the most useful advice I have ever been given. Varying sentence length can: it makes it easier to read and help highlight important information. Rather than using a comma or a semi-colon, consider if a full stop could be used.

Write from a third person perspective – as this is a group piece, we should be quoting individual team members when including their opinion

Paragraph structure

Start with a statement or idea – the first line of a paragraph should outline what you are going to discuss. For example, “Australia is in dire need of skilled IT professionals.”

The second line should seek to build on this or justify the statement.

For example, if you are going to discuss more than one issue in a paragraph, but it is related to your opening statement, you might say something such as, “If we do not train more people, the industry within Australia will collapse, ruining the economy.” As the opening statement is a quite broad (not always a bad thing) it can be good refine the scope in the following line – in our example above, mention the industry more broadly and the economy.

From here – it is useful to include some type of evidence to back up your statement (i.e. a quote) “According to a private industry reports, Australia needs to train 5,000 skilled IT workers in the next two years in order to adequate protect and maintain critical infrastructure.”

Two to three quotes per idea is a generally a good rule to follow.

When closing a paragraph, it is good link it back to what your opening statement was or to lay the foundation for what you might talk about next.

For example, using our opening statement your concluding line could be something such as, “Therefore the only way Australia can train enough staff in such as a short time frame is to make IT related studies completely free.

This final line wraps up your discussion on staff shortages and alludes to what you might speak about next – IT education.

These are not hard and fast rules – this is just something to fall back on and provide a bit of consistency in our overall writing style as a group.