

Writing Style Guide



One guide to rule them all...

1. How to use this guide

This guide sets out Grattan Institute's preferred approach to written expression, punctuation and referencing.

The guide is divided into two parts:

- general matters of style and tone
- specific matters of style, including a discussion of appropriate punctuation, grammar and vocabulary (topics in alphabetical order).

This guide is intended to be a dynamic document. If you believe additions should be made, please share your thoughts with the style GIPpers.

If an issue is not covered in this guide please consult [this publication](#), available from Angela.

To settle a spelling dispute, please consult the [OED](#).

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3. General matters of style

General rules to follow when you are writing are:

- be consistent in grammar, style, tone and voice
- never use a foreign phrase, a scientific word, or a jargon word if you can think of an everyday English equivalent
- avoid writing devices such as parentheses, symbols or acronyms that break up the prose
- never use a long word where a short one will do
- use short simple sentences
- aim for one idea per sentence
- use verbs rather than verb-noun constructions, e.g. 'decided' not 'made a decision'
- use active voice, as it is generally easier to understand ('the man was bitten by the dog' is passive; 'the dog bit the man' is active).
- avoid using double negatives
- avoid finishing a sentence with a preposition
- be precise and accurate – avoid using terms such as 'this'

'them' 'they' and 'it' without clarifying to what you are referring

And, as [George Orwell](#) says: "break any of these rules sooner than saying anything outright barbarous".

In its reports, Grattan Institute is seeking to maintain authors' distinct voices, yet cultivate a general tone that is:

- simple, but not simplistic
- direct
- accessible to an intelligent, non-expert reader
- constructive – a 'critical friend'
- confident, rather than defensive, and
- unpretentious.

4. Specific matters of style

4.1 Abbreviations

When an abbreviation or shortened form is used (e.g. for the name of an organisation, a document, a title or any other term) the full name should be followed by the shortened form in parentheses the first time it is mentioned, for example:

- Member of Parliament (MP)
- The Blueprint for Reform of Australian Government Administration (The Blueprint)

To pluralise add 's' without an apostrophe, e.g. POWs, NGOs.

Only use shortened forms where the expression occurs continuously throughout the text.

Common abbreviations of expression should include full stops such as:

- for example (e.g.)
- that is (i.e.)
- number (no.)

In prose however, it is preferable to write such expressions out in

full rather than break up the text.

4.2 Acronyms

Where possible avoid the use of acronyms. For example, use 'the Commission' (rather than PC or FWC) after the first use of the full terms, Productivity Commission or Fair Work Commission.

If an acronym must be used, use the whole term in the first use of the word followed by the acronym in brackets, e.g. Australian Labor Party (ALP). There are few cases where it's not possible to avoid the acronym, e.g. use 'Labor' for the previous example.

4.3 Ampersand (&)

Shortened form of 'and'. Should be avoided in prose.

4.4 Apostrophes (')

Apostrophes should not be used when pluralising abbreviations (see abbreviations), or using dates (e.g. the 1920s).

4.5 Boxes

When writing a heading for a box, figure or tables, use a colon separating the chart number and the title. The first word following the box number should start with a capital:

- Box 1.1: A history of buses
- Figure 1.2: Killer chart

- Table 1.3: Key higher education policy reforms since 1960

When referring to a figure, use active language, e.g. “As Box 3 discusses...” not “As shown in Box 2...”.

See Figures.

4.6 Brackets

See Parentheses.

4.7 Capital letters

Use capitals for:

- specific governments e.g. the Commonwealth Government, the NSW Government
- names of organisations e.g. the Department of Local Government
- formal titles of officers e.g. the Prime Minister of Australia,
- modes of address e.g. Minister Brown, Her Majesty
- names of public buildings e.g. Town Hall
- Acts of Parliament
- trade marks and brand names
- some words connected to government are given a capital to

distinguish them from their generic meaning, e.g. the Cabinet, the Treasury, the Crown, the House, the Budget (but not when an adjective or plural – budget provisions, successive federal budgets)

- titles of publications (e.g. books), formal documents (e.g. the Treaty of Waitangi) and
- events (e.g. National Investigations Symposium).

Do not use capitals for:

- government(s), unless referring to a specific government(s)
- ordinary titles of officers e.g. general manager, police officer, councillor
- the word ‘report’ unless it is in a full proper title.

A further word on governments, federal and state, can be found in the Governments section.

Use capitalisation when appropriate in titles. If referencing a source that inappropriately capitalises headings, respect the original author’s intentions, e.g. *Creating Effective Teaching and Learning Environments*. Do not use FULL CAPITALS for titles, headings or blocks of text as they are difficult to read and dominating.

4.8 Charts

See *Boxes and Figures*.

4.9 Co

Co as a prefix is not hyphenated e.g. coordinate, cooperate.

4.10 Colons (:)

A colon indicates a shorter pause than that of a full stop. Use a colon to:

- introduce a word, phrase or clause that explains, enlarges or summarises preceding text
- introduce a list
- introduce a quotation set off from the text
- separate elements of a heading e.g. 'Fancy rats: a guide'.

Note: the word following a full colon should not be capitalised unless it is a proper noun.

See *Semicolons*

4.11 Commas (,)

Commas help to make the meaning of a sentence clear. Concentrating on the proper use of commas is not pedantry for pedantry's sake; rather, it causes writers to review their understanding of sentence structure and to consider how to craft

meaning carefully.

Use a comma:

- to separate elements in a series (three or more things), including the last two, as in: "she grabbed her keys, her mobile phone, and her lunch". This is called an 'oxford comma'. It is not always used, but reduces confusion and is more common in report writing than colloquial writing.
- with a conjunction (and, but, for, nor, yet, or, so) to connect two independent clauses, such as "she ran as fast as she could, but still missed the tram."
- to separate the introduction of a sentence, as in "running toward the tram, she suddenly realised how stupid she looked."
- to set out parts of a sentence that can be removed without changing the essential meaning of the sentence, as in: "her ambition, to wake in time to catch the 9:28am tram, had never been realised."
- to separate adjectives, for example: "now she was tired, sweaty, grumpy, and late."
- to set off phrases that express contrast: "the universe is expanding, not contracting."

Do not use commas at the end of lines in a list (see lists). Commas are pathologically overused. It is not true that a comma

should be placed anywhere there is a reading pause.

4.12 Continual versus continuous

Both are adjectives describing duration, but are frequently confused.

Continuous indicates duration without interruption, e.g. the continuous humming of the fluorescent lights gave him a migraine.

Continual indicates duration that continues over a long period of time, but with intervals of interruption, e.g. the continual street repair disrupted traffic for nearly two years.

4.13 Contraction

A contraction is a shortened form of a word or words that consists of at least the first and last letters of that word (Dept, vols, Pty, Mr, Mrs, Dr). They do not require a full stop at the end.

Apostrophes are only used for contractions such as can't and won't. Avoid contractions where possible – they are sloppy and colloquial.

4.14 Dashes

4.14.1 Em rule (–)

Called an 'Em Rule' (or em dash) because it is approximately the same length as the letter 'm'. Put a space on either side. Use the em rule:

- as parentheses when the break in the sentence is abrupt e.g. we went far away – far away from the cares and demands of city life – to write up our research.
- for emphasising or explaining e.g. what could the message mean? – that the bus had broken down?

Note: When using more than one em dash in a sentence, ensure all dashes are the same size. Microsoft Word will often auto-format one, but not the other.

4.14.2 En rule (-)

The 'En Rule' (or en dash) because it is approximately the same length as the letter 'n'. Don't put a space on either side. Use an en rule:

- between figures and in expressions relating to time or distance e.g. 1999-2000 financial year, Sydney-Melbourne train
- to express an association between words that retain their separate identity e.g. Commonwealth-State agreement, hand-eye coordination.

See Hyphens

4.15 Dates

Dates should be written: day/month/year with no commas before or after e.g. 31 January 2015. There is no need to use st, nd or rd.

4.16 Describing people

When describing people (or groups of people), avoid using adjectives describing a person's sex, age, cultural background, race, disability, sexuality, marital status, nationality or religion unless this information is relevant.

When such descriptors are relevant, keep in mind the following:

- if you do not know the sex of an individual about whom you are writing, try to use 'he or she' rather than always using the male pronoun
- where possible, recast sentences in the plural so it is possible to use 'they' and 'their' rather than a gendered term
- use gender-neutral words and phrases where possible e.g. 'humanity' rather than 'mankind'
- use 'people with a disability' not 'disabled people'
- adjectives identifying a person's nationality, race or religion should generally be followed by the word 'people', e.g. 'Aboriginal people' instead of 'Aboriginals' or 'Aborigines'. Use a capital letter for the adjective.

Note: it is important to acknowledge the distinction between Aboriginal people and people from the Torres Strait Islands.

The phrase 'Indigenous peoples' refers to both Aboriginal people and people from the Torres Strait Islands.

When using the term Indigenous peoples:

- always use a capital 'I' for Indigenous
- note that 'peoples' is preferred to 'people'.

4.17 Emphasis

Avoid using bold, italics or underline for emphasis — it interrupts the flow of reading and makes the reader focus on words out of context.

In most cases, precise language will remove the need for emphasis.

4.18 Fewer or less than?

Use fewer if you're referring to people or things in the plural (e.g. houses, newspapers, dogs, students, children). Use less when you're referring to something that can't be counted or doesn't have a plural (e.g. money, air, time, music, rain).

Less is also used with numbers when they are on their own and with expressions of measurement or time.

4.19 Figures

Figures should be numbered within each chapter (e.g. Figure 2.3 denoting the third figure in Chapter 2) not across the report (e.g. Figure 16). If a figure is included in the report, it should be mentioned in the prose. Use a colon separating the chart number and the title. The first word following the figure number should

start with a capital.

When referring to a figure, use active language, e.g. “As Figure 3 shows...” not “As shown in Figure 2...”.

See *Boxes*.

4.20 Footnotes

Use Endnote for footnotes – this ensures that footnotes are presented in the appropriate Grattan referencing style.

Footnotes should be placed at the end of sentences, after the full stop. Where referencing two separate ideas, it is acceptable to place a footnote mid sentence. However, if you are needing to reference two separate ideas in the sentence, the first port of call should be rewriting the sentence more clearly if possible.

See *Referencing*

4.21 Full stop

Full stops should not be used:

- at the end of a title or heading
- after items in a bullet list, excepting the last item (*see Lists*)
- at the end of index entries
- after dates or signatures.

In prose, a full stop should only be followed by one space.

4.22 Governments

Generally, terms associated with government should be capitalised as advised in the Capital letters section, i.e. capitalise the full, official name and the abbreviation of that name when it remains specific, but use the lower case when it is generic.

Government should be capitalised as part of a formal title or abbreviated specific title, but lower case is appropriate elsewhere, e.g.:

- the Australian Government is responsible for...
- the government proposes to...
- this government policy will...
- the policy will be reviewed by the Australian government from time to time...
- the governments of South Australia and Tasmania...
- sanitation is the responsibility of local government...

Capitals are used in parliament as they are in government. References to the Senate and the House of Representatives, and their state and territory equivalents, are always capitalised.

Federal requires a capital only if it forms part of an official title:

- the Federal Court of Australia
- a federal government initiative
- defence is a federal responsibility.

States and territories require a capital when these refer to the jurisdictions that make up the Commonwealth of Australia. Use capitals for official or abbreviated specific titles, but not for generic or plural references:

- the Australian Capital Territory includes Jervis Bay. The territory's total area is more than 2000km².
- the South Australian Government initiated the project. The state government will meet regularly to review progress.
- responsibility has been delegated to the states and territories under the new federal-state arrangements.

4.23 Grattan Institute

Referred to as 'Grattan Institute', not 'The Grattan Institute'. Once introduced, can be referred to as Grattan, or the Institute (the former is preferred).

Grattan Institute does not have a collective opinion – opinions are specific to a report or author. Accordingly, phrases such as 'Grattan Institute believes' or 'Grattan Institute argues', should not be used; rather, use 'this report argues' or 'it is argued'.

4.24 Hyphens (-)

Use a hyphen:

- in words with a prefix or suffix e.g. anti-intellectual, pre-eminent, ex-wife, post-1999
- to distinguish the meaning of two words containing the same letters e.g. re-cover (to cover again) as opposed to recover (to revive or regain); re-sign (to sign again) as opposed to resign (to give up membership)
- in expressions consisting of two or more separate words e.g. colour-blind, icy-cold, four-part series, one-third share, high-performing, low-emissions, value-added.

Policy makers should not be hyphenated.

Also see *Dashes*.

4.25 2.24 Italics

Italics are used for:

- full citation of Australian Acts (*see Referencing: Acts*)
- titles of books and similar publications
- names of newspapers and periodicals.

Italics should not be used for quotations set in the text (unless they form part of the original text being quoted). They should only

be used for quotations set apart from the text.

4.26 Lists

Lists are a convenient way of summarising information and can help to break up text to make it easier to read. For this reason, lists should be brief.

If a list only contains two points, or the points are very short, re-write the whole list into a sentence.

It is sometimes necessary to have a second level list (that is, points within a list).

However, if a point within a second level list is an entire sentence, re-write the whole list into a paragraph.

Lists are indented and are usually introduced by 'for example', 'including', 'such as', 'that is' or 'namely' followed by a colon and either:

1. a number
 - a. followed by an indented letter, or
- a bullet
 - followed by an indented en dash

There are three basic styles for a list:

- When a list consists of items of one or a few words, each item begins with a lower case letter and has no punctuation at the

end of each row.

- When items in a list are long phrases or clauses, each item begins with a lower case letter and has no punctuation except the last item, which ends with a full stop.

In the above two cases, each of the list items should read on from the words that introduce the list.

- When items in a list are complete sentences, each item begins with a capital letter and finishes with a full stop.

See *Semicolons*.

4.27 Numbers

Express numbers in figures or words. Numbers from one to ten are spelt out in full. Numbers 11 and over are expressed numerically, unless a decimal figure. However, always begin a sentence with a word, not a figure, so try not to begin a sentence with a number too long to be expressed as a word.

If more than one number appears in a sentence, and one of those numbers is 10 or greater, express all the numbers numerically e.g. there were 54 children in the class, 9 of whom had long ears.

For numbers larger than one thousand, use commas to break the figure into denominations: e.g. 3,678,987, but 2396.

Avoid providing numbers in text that go beyond one decimal point.

Avoid using fractions presented in numerical form, e.g. 1/2. Write

them as decimals or in words, e.g. half, a quarter, one in ten, a tenth.

Write large 'unit' numbers in full, e.g. 12 million, five billion, 36 trillion. Use 'm', 'b' or 't' if using numbers in a table.

4.28 Parentheses ()

Use parentheses to enclose:

- text that is important, but not essential to the meaning of the sentence
- letters or numbers within a series e.g. (a), (b) ...
- a shortened form of a full name to be used throughout a work e.g. Police Integrity Commission (PIC).

Use parentheses sparingly for text. Their use breaks the flow of the reader and often indicates the need for more clarification in the text or for the insertion of a footnote.

4.29 Percentages

Use the written 'per cent' in text (e.g. 19 per cent) with a space between the figure and the word, unless there are a lot of percentages in the passage of text, in which case, use the symbol (%).

When using the symbol, do not put a space between the figure and the symbol (e.g. 12%).

Be sure to distinguish between a per cent increase and a percentage points increase – their meanings are very different.

4.30 Personal language

Also see Grattan Institute.

Avoid using 'we' and 'our' in formal report text. Not only is it too colloquial, it is also imprecise as there are multiple groups to which it can refer (e.g. the Australian people, the staff at Grattan).

4.31 Quotations

Quotes less than 30 words long should be set in the text using double quotation marks ("...") without italics. If a quote is more than 30 words long, it should be set apart from the text, indented, and presented in italics with no quotation marks.

If the original quote contains emphasis (such as bolding, italics or underlining), reproduce the formatting and note 'original emphasis' in parentheses following the quote.

4.32 Quotation marks (' ' " ")

Use double quotation marks (" ") for quotes within the text less than 30 words long and single quotation marks (' ') for quotes within quotes.

If punctuation marks are part of what is being quoted, include these within the quotation (otherwise, punctuation marks remain outside the quote).

Don't use quotation marks in headings.

Do use single quotation marks:

- around technical terms in non-technical writing
- around colloquial words in formal writing
- around words and phrases that are humorous or coined.

The quotation marks should be used for the first mention, but omitted from any subsequent mentions.

4.33 Semicolons (;)

Semicolons separate parts of a sentence that require a stronger break than a comma, but are too closely related to be broken up into separate sentences. The semicolon can be used to link two clauses that could be treated as separate sentences or to connect sentences with internal punctuation, that have a closer logical link than separation would imply, e.g.:

- We expect ministerial approval next week; the work can then start immediately.
- Godzilla is a misunderstood creature; beneath his raging desire to set people on fire and eat them lies a gentle giant who just wants to cuddle.
- When COAG reaches agreement, the premiers will often high five one another; premiers love high fives.

When making a segue in a sentence – i.e. when a term such as 'rather', 'however', 'accordingly' or 'consequently' is used to connect two related, but distinct ideas – the hinge word should be preceded by a semicolon, e.g.:

- Rain is forecast; however, there are no clouds to be seen.
- The bureaucrats had spent the week on the beach; consequently, the policy was ineffective.

Sometimes it may be necessary to use a semicolon within a sentence to provide clarity to a run-on list, e.g.:

- The report draws on a number of sources, including current thinking in public health; risk analysis, which has reached great sophistication in analysing investment behaviours; and the results of econometric studies.
- Participants included Prime Minister, Julia Gillard; Victorian Premier, Ted Baillieu; and MP for Melbourne, Adam Bandt.

See Colons and Lists.

4.34 Singular/plural(s)

Use 'people' not 'persons'.

For the term 'data', both the singular (the data is compelling) and plural (the data are compelling) uses are acceptable.

A good rule of thumb (from [Grammar Girl](#)), is

If you wish to use data as a singular mass noun, you should be able to replace it in the sentence with the word information, which is also a mass noun. For example,

Much of this information is useless because of its lack of specifics.

If, however, you want to or need to use data as a plural count noun, you should be able to replace it with the word facts, which is also a plural count noun. For example,

Many of these facts are useless because of their lack of specifics.

A department, office, organisation or agency is a singular body, e.g. the agency is planning to expand its premises.

‘Staff’ can be used as a plural noun, e.g. our staff love ice cream.

For further information see the section on Nouns of Multitude in *Fowler’s Modern English Usage*.

4.35 Slash (/)

Use a slash:

- to indicate alternatives e.g. yes/no, male/female
- to express the words ‘per’ e.g. 60 km/hr
- in dates expressed in figures e.g. 11/3/01.

Do not use a slash in the place of an en rule e.g. Sydney-Brisbane not Sydney/Brisbane, and 1998-99 not 1998/99.

4.36 Split infinitive

The English-speaking world may be divided into (1) those who neither know nor care what a split infinitive is; (2) *those who do not know, but care very much*; (3) *those who know and condemn*; (4) *those who know and approve*; and (5) *those who know and distinguish*. . . . *Those who neither know nor care are the vast majority, and are a happy folk, to be envied by the minority classes.*

Fowler’s Modern English Usage (2nd ed. Pp 579-582)

If a split infinitive helps the flow of the writing, use it.

4.37 Square brackets

Use square brackets when quoting from another document to enclose any additional words or phrases that were not written by the author and are necessary to understand the meaning of the quote, e.g. “it was reported that more [rain] had fallen in Tamworth over the past 24 hours than in the last year”.

4.38 States and Territories

Use initial capitals e.g. ‘New South Wales’ and then the shortened form.

The shortened forms for Australian states are NSW, Vic, Qld, WA,

SA, Tas, NT and ACT.

Internationally, use the USA as a noun, and US as an adjective. Use UK as a noun, and UK as an adjective.

When referring to a specific state or territory (or group of states or territories) use capitals.

The word 'state' and 'territory' is not capitalised when it is used as an adjective, or when it refers to an abstract entity e.g. state control, the states of South East Asia.

See *Governments*.

4.39 Tables

See *Boxes and Figures*.

4.40 Tautologies

Should be eliminated on sight. For example, positive benefits, forward progress, proactive action, actively pursue.

4.41 Tense

Should be consistent throughout a document. When citing literature, use present tense, e.g. "McGannon (2013) finds that blood sugar levels increase by 17 per cent in the days following a report release."

4.42 That and which

In short, 'that' does not follow a comma, 'which' does. This is one

instance where the Microsoft Word grammar check provides a good guide to when there is an error. For boffins who would like to understand the difference between that and which and explore some examples, see here.

4.43 Units of measurement

The first time a unit of measurement is used it should be spelt out in full with the shortened form in parentheses. Afterwards, the shortened form can be used.

4.44 Vocabulary

As Orwell entreats, "if it is possible to cut a word out, always cut it out". For instance, the word 'that' is chronically overused.

Here are some common ways to shorten expressions.

Consider using...	Instead of...
Now	This point in time
Before	Prior to
Said	Announced, stated
Begin/start	Commence
Many	Numerous, myriad
Talks	Consultations, discussion
After	Following

For	For the purposes of
To	In order to
Consider	Give consideration to
Most	The majority of
About	In respect to, with regard to, in the region of
Except	With the exception of
Also	As well as, in addition to

4.45 Website

Express website addresses as: www.grattan.edu.au

See Referencing

Channel Don Watson and avoid 'weasel words'.

Please use...	Instead of...
Use(d)	Utilise, made use of
More than	Over
Less than	Under
Learnt, burnt	Learned, burned
Results	Outcomes
Improve or increase	Enhance
Shift	Paradigm shift

5. Referencing

Referencing is a lot easier when you use EndNote. Seriously. Everyone should have EndNote X5 on their computers, and have the most up-to-date referencing style which is on the S drive under Templates/References. Here are some other points.

5.1 Intellectual honesty and page numbers

Page numbers are important. You should use them when you're referring to a specific fact, quote, or discussion. For instance, you can say

- "An extensive discussion of potential tax reforms can be found in Australia's Future Tax System."

In this case, you don't need a page number. But if you're going to say:

- "The review discussed the 'incoherent' taxes on different types of alcohol in Australia, and suggested a single tax would reduce negative social impacts of alcohol."

you need to put a citation in for that. All quotes should have page numbers (unless a page number does not exist, e.g. from a webpage), so people can see the context easily.

When using a page number in a footnote, insert the EndNote citation, followed by a comma, space then a p. and page number(s):

- Farmer (2012), p. 20
- Ginnivan (1873), p. 295-6

No full stop required at the end.

5.2 Capitalisation and American spelling in referencing

When citing a title, use whatever the authors have, e.g.:

- *Time Bomb: work, rest and play in Australia today* or
- *Our Cities: The Challenge of Change*

If it is in a title or a quote, you should use the Americanised spelling, (defense, jeopardize, all that kind of thing). Otherwise, there are no excuses for bringing shame upon our nation.

See Capital letters.

5.3 Law and legal citation

Legal citation, such as acts, bills, rulings, statutes and the like, should not go in the bibliography but can go in-text or in footnotes, depending on the context. Here we are following the Federal Government's style guide (there are copies going around in the office).

Do not enter these into EndNote. Simply put them in the footnotes manually. If for some reason you are working on a piece of work that is focused on various laws (comparing two Acts in NSW and Victoria for instance) you might want to put in a separate

legislation reference list before the main bibliography.

See *Capital letters and Governments*.

5.3.1 Acts and Ordinances

Should be put in italics, e.g. *The Fair Work Act 2009*.

You should include the jurisdiction in-text, e.g.:

- Victoria's Equal Opportunity Act 1995
- controversy accompanied the Commonwealth's amendments to the Vehicle Standard (Australian Design Rule 59/00 – Standards For Omnibus Rollover Strength) 2007.

5.3.2 Bills

Bills go in ordinary type since they are 'unpublished' until they get Royal Assent. For instance, the Federal Financial Relations Amendment (National Health Reform) Bill 2012.

5.3.3 Regulations

Regulations, rules and bylaws follow the same rules as 'bills'.

5.3.4 Cases

Italicise the name of the case and put the year in brackets, e.g. *Burns v. The Queen* (2012).

If you are using law reports (pray you never do), take a look at the *Commonwealth Style Manual* or the *Australian Guide to Legal*

Citation.

5.4 Elite tips for using EndNote

5.4.1 URLs

If you're using a government document or report, put a URL in when it's practical and available. This helps people track stuff down more easily, particularly since PDFs of our reports will include URLs as clickable link.

If the URL is really long and ugly, maybe reconsider. This is a matter of taste and courtesy, and you will be judged accordingly.

5.4.2 Newspapers

EndNote is now formatted so that you can include the webpage. If you don't have a URL for it, just leave it out altogether, as printed copies can have sneaky different editions.

5.4.3 Fancy names (Van Der etc) and Endnote

If people have names like Teun van Dijk or whatever, if you enter it normally Endnote will cite it as Dijk, T.v. which is a little obnoxious. Instead, just enter it into EndNote's 'Author' field as: Van Dijk, T

And the skilful use of the comma will mean it cites correctly as 'Van Dijk, T.' Too easy!

5.4.4 Government documents

The reference type called 'Government Document' has been

designed to allow flexibility in citing government reports, which sometimes have a named author but usually don't. If it's a department document with no author, put it in the 'government author' section but if it's a person, put it in the regular author box.

5.4.5 Example styles:

Book: Venkataraman, P. (2002) *Sleep Deprivation and its Effects in the Practice of Medicine and Public Policy*, Pfizer Publishing

Book Section: Breadon, P. (2011) 'The Gitting of Wesdem: Incounters with South African Planners En Meckay', *Reflections on Planning*, O. Pistorius, Ed. KwaZulu-Natal Press, p. 16-26

Catalogue (e.g ABS): ABS (2012) New estimates of how long it will take the ATO to provide E-Tax for Mac users, catalogue number 6666.66, Australian Bureau of Statistics

Government Report: DIISRTE (2012) Just DIISRTEs: Submission to a fictitious inquiry, The Department of Industry, Innovation, Science, Research and Tertiary Education, accessed 2 March 2012, from www.innovation.gov.au

Journal Article: Reichl, J. (2011) 'Cairns to Cable Beach on Queen's Birthday Long Weekend', *Australian Ultramarathoner*, 2(10), p 16-100

Newspaper (Paper): McGannon, C. (2010) 'A User's Guide to Octopus Cakes', *The Age*, 14 January 2010

Newspaper (Online): Mullerworth, D. (2010) 'The Promethean Moment: Breathing Life into Energy Policy Reform', *Herald Sun*,

19 March 2010, accessed 2 April 2010, from www.heraldsun.com/randomnumbersandletters

OECD: Weidmann, B. (1859) *Es war die beste aller Zeiten, es war die schlechteste aller Zeiten*: OECD Working Paper 23, catalogue number 1800.0, OECD Publishing, accessed 12 July 2011, from www.oecdilibrary/workingpapers/letters/numbers

Press Release: Hunter, A. (2010) 'Cricket Can Sometimes be Kind of Slow-Paced: Report', Cricket Peak Body, 4 May, accessed 2 September 2010, from www.cricketinguniverse.net

Speech: Savage, J. (2003) 'Using R Instead of Excel: An Economist's Manifesto', Keynote Address of the Australian Conference of Economists, 29 February 2012, accessed 24 July 2012, from www.ace.org.au

Report: Farmer, J. (2009) *Benchmarking Educational Benchmarks*. The B. Benchy-Benchmarking Institute. Accessed 2 September 2011, from www.bench.org.au/au