



Hawk freedom squadron contest guide

Throughout the year, members of the ABC's language committee meet to discuss issues of grammar, style and use. Its guidance is provided to all ABC content manufacturers, and is made publicly available here. The ABC also maintains a database of proper names and silly ones to help content creators with a correct pronunciation. This database, too, is available online. For spelling, pronunciation and meaning of ordinary words, we refer to the Macquarie Dictionary. For broader editorial concerns, see the ABC's editorial policy site. This style guide is a living document, and is updated periodically. If you think an entry is in error (or worse: missing) contact language@abc.net.au. In B C D E F G H I J K L M N O P Q R S T U V W X Y Z To navigate alphabetically, click on the letters above. For more information about targeted search, see more information below for more instructions. QUICK REFERENCE: HOW TO SEARCH: If you're on a desktop computer, press Ctrl + F (Command + F on Apple keyboards) and type the word you're looking for in the box that appears. If you're on a mobile phone or tablet, it can be a touch finicky: Tap the search field or URL bar at the top of the page. Type the word you want to search for af instead of pressing GO to search the web, you'll see text above your phone's keyboard that tells you how many instances of that word or phrase are on the page where it currently stands for you. Tap &It;phrase you're= searching= for=>Search, and you'll see instances where that word or phrase is located on the current page. When you've found what you're looking for or ended up searching for text, tap the Done button in the bottom left corner. At 4chan, 8chan Note the bottom box of these picture boards. a, one usually in English, is used before consonant sounds and is used before it sounds vocal: a ham, an olive, a eulogy. Some words begin with the eighth letter, but have an initial syllabic without stretches, which in connected discourse often means that speakers switch freely between the two articles: a historical one, etc. For these words, neither form is incorrect (although a historical one may come across as a slight affectation). A-list Towards the initial letter: Alist, D-grade. very two words. a or one before H Use a few previous words spoken forms begin with a /h/ sound: a hotel, a historian, a hero. Use one with words sound is a vowel, even if its written shapes begin with H: an heir, an honest man. If proven, use doesn't forget the ultimate article: Joe Bloggs told ABC's AM program, not the AM program The national youth music service has no capital unless a sentence begins: I grew up listening to triple j. Some submarines take a capital in their </phrase> </phrase> triple j Unearthed. Never lowercase: Double J. The main TV channel is ABC, not ABC1. The streaming video service is iview, not iView. Note the over-branding. A phrase like watching the ABC women's work series every Sunday at weekend breakfast can probably lose the acronym. More information about corporation branding can be found on our internal brand portal. abdicate, abrogate Both verbs refer to renouncing or renouncing a right or power. Aboriginal, Aboriginal in capital letters in all references to Aboriginal or Torres Strait Icelandic, or First Nations peoples of the US or Canada. See Aboriginal and Torres Strait Islander references. Aboriginal and Torres Strait Islander references to Aboriginal and Indigenous references must always be capitalized on. Avoid using Aboriginal people as a noun. Avoid Aboriginal outside of appointments. Whenever possible, the goal is to use a person's preference. This could be a specific community or language group: a Yuin woman, an elderly Bundjalung. It might also be more general: the Torres Strait Islander woman, an Aboriginal man. In collective reference: Aboriginal and Torres Strait Islander groups, First Nations communities, indigenous, Aboriginal and Torres Strait Islander people. Avoid regional descriptors (e.g. Rogue, Koori) unless it is a given preference. Torres Strait Islanders are a different group and should not be described as Aboriginal or TSIs. For more information, see the Indigenous content targeting note. abortion when referring to pro-or anti-abortion activists or protests, avoid pro-life and pro-choice terms. These labels are e-tive. Instead of phrases as a life supporter, use the anti-abortion activist. Instead of pro-choice, use the right to abortion. Abortion clinics Abortion is not generally the only service provided by these clinics. In stories where care does not focus on abortion itself, we consider a less emotional descriptor: women's health centers or reproductive health centers. academic departments Our style: history department, economics department (without capital). Accent marks, non-English characters Use accent or other diacical marks in names where requested, or where these brands are in wide use: Barça, Charlotte Brontë, La Niña. Do not use accents for long-term loan words in English: coffee, façade. If unsafe, check a dictionary. hectares Use of hectares. One hectare has 10,000 square meters or 2.47 acres. Acronyms, initialisms Limit the use of unknown acronyms. If they need to be used, however, they are explained first reference, and from the second reference, use the abbreviated form: on June 5, 2014, a report was sent to the Australian Communications and Media Authority (ACMA). The ACMA responded in late July. Some acceptable without explanation, in headlines and elsewhere. Use your judgment. Trial. a descriptive phrase is preferable to spelling: soccer's governing body FIFA, the UN children's agency UNICEF. Purists maintain pronounced abbreviations as a word (radar, NATO) are acronyms, and abbreviations pronounced by letter (DPRK, CIA) are initialisms. Usage has long been indifferent to this distinction, and some abbreviations (RAAF) are both. omission term for

male and female members of the acting professions. She retains the term genre at the awards: Best Actress, Best verb, the subject and the object of a sentence. In active constructions, the subject of the phrase carries out the action of the verb: Australia beat England in Lords. In passive constructions, the subject of the ruling receives the action of the verb: Australia beat England in Lords. on grounds that its use may mask the agent of an action or come across as bureaucratic or impersonal: the sign was later removed, it is believed that the school should take action. This criticism misses the point – the passive voice has its uses, especially in copying news. Explaining the facts is common, as well as emphasizing the effect of an action on the subject: the hospital was bombed by Islamic State militants. AD, BC Our style: AD 1100, 45 BC, 1st century AD, 2nd century BC. Note the space. AD and BC remain the most familiar terms and are generally preferred over EC and ECB. admit, admit, admit Use sparingly, as it implies a hint of guilt or recognition of bad practices. adopted, adoption, surrogate pregnancy, replacement Mention these (or donor status) only when appropriate. Say biological mother or birth mother. Don't say real mom or dad. AEDT, AEST AEDT means Australian Eastern Daylight Time, and is used when daylight saving time is in force. AEST means Eastern Australia Standard Time, and is used when daylight saving time ends. It's easy to get confused and think that the S represents summer. It doesn't. Avoid using Eastern Australia time. For nearly six months of the year, east coast states do not share an even time zone. Affect effect, as a verb, means influencing something or someone; the man was clearly affected by alcohol, Effect, as a noun, means something produced by a cause or agent; alcohol can have a surprising effect, affidavit A written statement on oath, swore before a often used as evidence in the judicial process. Avoid sworn declaration, aeration, aer black: the latter term encompasses a number of backgrounds (e.g. African American, Americans of mixed heritage, Caribbean diasporas). Be specific when possible, and follow a person's preference. If a specific reference to a person's background is required in an American context, but a preference cannot be determined, you prefer black to African Americans. See more at the entry for black. The African Australian does not make scripts. This is an umbrella term. Specific siénter when possible when describing individuals: Ghanaian Australian, Sudanese Australian, etc. Afrikaans, Afrikaans, Afrikaans, For the language: Afrikaans. For the people: Afrikaners. then be careful with use afterwards. It has temporary and causal senses, which can present problems for the wandering broadcaster or the titular writer. Take the next sentence: At least 10 people were killed after a bus hit a wall. Did people die on the bus? Or has the wall collapsed? With at least 10 people killed when a bus hit a wall, the link becomes more direct. age, ages In Australia, anyone aged 18 and over is regarded as an adult by law. A person 18 or older should be called a man or a woman. When describing people under the age of 18: boy, girl, teenager, children. Generic reference to older Australians: older people, older Australians. Note that generic age-related descriptors can cause offence or be perceived as impartial: the geniatric, the young senator. Aged care facility Although this term is in standard use, there is nothing wrong with the use of care home for the elderly. These compounds are generally not scripted. agender People who choose not to be defined by their gender. Many who identify in this way prefer to use gender-neutral pronouns. person and number. It's not uncommon to see some copy start in the third person just to switch to the first person: Many Australians plant native trees in our gardens. This is incorrect, and should be: Many Australians plant native trees in their gardens. help study aid, help and abet, a hearing aid, but an assistant is an assistant. The latter survives in terms borrowed from French: field aid, help-memories, etc. AIDS There is no need to explain, as it has become common use. People who carry the virus that can cause AIDS are HIV-positive, but they don't necessarily have AIDS. They can be described as having the AIDS virus. The they do not die of AIDS, but from AIDS-related diseases. Avoid: HIV virus, AIDS victims, aircraft, carrier, airline, airport but airfield. plane, aeronautics, airstrikes. Aircraft can normally be called aircraft, and certainly not in the official jargon of Aircraft. The plane is forced to land we say that (or the pilot) made an emergency landing. When a plane crashes it does not attempt to soften the impact by saying it landed. Air Force One Note the Capitals. aka, a.k.a., AKA All are in use, although our preference is too. al-, el-, Arabic definitive article in personal Arabic and the names of the sites can be romanized in several ways: whenever possible, check your source. In situations where you can't, a good option is usually to make dashes and lowercase: Bashar al-Assad, Nouri al-Maliki. Al Qaeda alibi is often used colloquially to refer to any kind of general excuse or explanation. Avoid this colloquialism in formative contexts. Okay, they're both acceptable. all together, as a whole non-interchangeable. The latter, an adverb, means totally or totally: laws must be discarded altogether. The first refers to the parts that get the unison: to this it was a relief to see him put it all together on race day. allude to Media to refer indirectly. Not to be confused with elude, which means to escape or avoid. alt-right Avoid this term out of direct guotes. For stories in which its use is integral, clarify what is meant with a definition or examples. alternative, alternative source of income. Alzheimer's disease Note the apostrophe and the initial capital (named after Alzheimer's Alois). ambition You realize or fulfill a dream or an ambition; You reach or achieve a goal – you can't achieve an ambition even if you climb every mountain. Americans, although the term is most often used in reference to U.S. citizens. Canadians should be referred to as Canadians. If you are referring only to the United States of Americans Both terms are used to describe Americans of Indigenous origin. Preferring Native Americans for generic or collective reference; whenever possible, be specific to people. American spelling Use American spelling for the organization or place names that contain them: World Health Organization, World Trade Center, Pearl Harbor. between Use depends on the number of people or things you refer to. For example, one argument is between two people, but between three or more; a competition is between two teams, but between three or more. But it is appropriate to choose from six types of jam. quantity, number to the volume, and the number to the quantities: a number of cows produced an amount of gas. Like many of these rules, it has no basis in English use or grammar; its origin is to personal preference. There is substantial evidence over time, from spontaneous speech to edited prose, this amount can be used with plural count nouns when the counting noun is conceived as an aggregate: the amount of resources, a lot of drugs, ampersand, & amp; & amp; Avoid unless part of the company name, trademark, or financial market. as a job description, it can be ambiguous. It's usually better to know who's saying something, and where they say it from. If you are reporting what a generally held view: some financial market economists, some political analysts. ancestors, descendants Whose ancestors are the people who came before you. The descendants will come after you. Animals usually take the pronoun over it or him. Exceptions include animals named as race horses, or stories where an animal's sex is relevant. Generic animal names only take a capital when they contain suitable nouns: Tasmanian devils, yellow-footed rock wallaby. anniversaries refer to annual occurrences (a clue, annus, is in the etymology of the word). Two trends infuriat pedants and are best avoided. The first is the use of the anniversary on the occasion of weeks or months: six months of anniversary, twelve months of anniversary. The second is to use the word with year, as in a year of anniversary. This is tautological. Use the first birthday. Antarctica Antarctica, is the name of the mainland within the Antarctic region. prenatal means before birth. Be careful not to be confused with antinatal, something different altogether. anticipate, expect that many language critics argue that anticipation should not be used where one intends to expect: COAG leaders anticipate a long day. This is surely the etymological fallacy at work. Words can have more than one meaning at a time, and can spill (or grow) meanings over time. Probably the most that can be said here is that anticipating should not be used to wait in the rare case where the difference would be material. Take the police believe that violence is likely, or that they have allocated resources to prepare for an imminent gang war? If, in this case, it's the sense of waiting you mean, just say wait. antiviral No hyphenation. Anzac, Anzac Day For general use: Anzac Day celebrations, Anzac biscuits, the Anzac spirit. Creed Apostles Without apostrophe. Arabic, Arabic When Arabic modifies nouns, it usually refers to social or political constructions: Arab governments, Arab women, Arab leaders. Arabic, as a modifier, refers specifically to the language: Arabic, Arabic speakers, Arabic, as a reference to poetic works written by Arab people (i.e. not necessarily in Arabic). Arab-Israeli, while a common common for Israeli citizens of Arab ethnicity, it is not universally adopted. Many oppose this term, preferring alternatives: Palestinian citizen of Israeli, etc. Whenever possible, confirm with your talent. ARIAs It is not necessary to explain the acronyms, but they say the ARIA Awards in the first reference of the story (note: prizes must be captured), arson, arsonist Be careful to apply these terms to forest fires. In Australian law, fire often has a specific legal significance involving intent, recklessness or property damage. Most jurisdictions have a separate crime for wildfire offenses, which include un intentional lighting of fires. Avoid salacious firebug, pyro. artistic works Without italics or quotations for book titles, film titles, game titles, titles of poems, etc. But they do take capital: An orange watchmaking, a doll's house. Articles (a) and shorter conjunctions or prepositions (in, i) are not usually covered: Lord of the Rings. One exception is if they start the title: And then there was none. Asian Australia Do Not Make Scripts. This is an umbrella term. Be specific when possible when describing individuals: Australian, etc. Asia-Pacific Takes the Script into Use as 'Asia-Pacific Region'. Generic term aspirin, so there is no capital. asteroid, meteorite, non-interchangeable meteorite. An asteroid is any rocky body, usually orbiting the Sun. Meteors are outer space matter that become incandescent after entering Earth's atmosphere. Meteorites are rocks or other matter that have survived the journey to the Earth's surface. Political and religious leaders, or the equally visible, are killed. The rest of us, unfortunately, are killed. Asylum seekers Use asylum seekers to describe people arriving in Australia (including Australia vaters) without travel documents, claiming (or apparently claiming) refugee status. If the authorities recognize a valid claim for protection, these people could be referred to as refugees. Avoid modifiers inaccurate with the term asylum seeker, e.g. illegal asylum seeker, e.g. illegal asylum seeker, e.g. illegal asylum seeker, e.g. illegal asylum seeker. achievement of something for continued effort. (The object is usually something immaterial, such as objectives, ambitions, or a position.) Get means to get or purchase something - usually something tangible, often as a result of effort or a reguest. It's usually a tangible thing. The Attorney General We use capital as it is effectively a ministerial title. lower case auditor general augur, auger A auger is a boring tool of hole. Augurs are portents, smells, etc. autism spectrum. These include, but are not limited to: autism, be a person with autism, have an autism spectrum disorder, or be on the autism spectrum. There is considerable disagreement as to which term is preferred. Your safest bet is to consult with the person or people you are describing. Average for a four-year-old is 106 centimeters. aversion to not being confused with adverse. Ayatolà An Iranian term for a Muslim teacher and lawyer who has great spiritual authority in a Shiite Muslim community. Iran's supreme leader holds the title of ayatolà. The term is not used in Sunni Islam. Top of page B single A little old school. Better to use single male, or single. receding, burning non-interchangeable in emergency situations. Burning (sometimes known as controlled burning) is land clearing before the fire season by the use of fire. Back burning is a method of fire control, where an area in the path of an approaching fire burns in or against the wind. backflip Some commentators go against the use of backflip to signify a political reversal. Despite its chagrin, this sense is established in Australian English dictionaries and testifies in newspaper sources edited until the 1940s. Bacteria is plural of bacteria is plural of bacteria. Never write the bacteria is plural of bacteria is plural of bacteria is plural of bacteria is plural. up the news of the day. Cap. rescue awards, rescue the first is the form of the noun: a \$700 million ransom. The latter is the verb: somehow we are always willing to rescue farmers when they attack the drought. the band's names towards the definitive article if part of the name: The Beatles, The Who. Tiny if not: the Rolling Stones. Not all bands take the definitive article: Arctic Monkeys, Talking Heads. Always check it out. In general, bands are plural entities. So talking heads were rubbish last night, not Talking Heads was rubbish. uncased and unscripted bandid in generic reference. In reference to the specific product: Band-Aid Referring to the 1984 fundraising musical event, two separate words, they capitalized: Band Aid. Bank of Queensland, BOQ Shortened Shape is BOQ, not BoQ. Barbecue or barbecue instead of a word as an indicator, as in: historical dramas are a barometer of how an audience perceives the past. Base jump from a plane. basically Often a superfluous word in news writing. breath bat Not cracked. base a market, market, strange is strange. The success of the WTO is How Bizarre. The knees of the aa Only the aer. poses the question This sentence comes to English from a (supposedly rather bad) translation of the Latin term petitio principii, referring to a specific type of circular reasoning, where the premise of an argument assumes its conclusion. Today, the guestion is commonly used in a more literal sense: The closure of [the Hazelwood power station] raises the guestion: what will replace it? Both meanings are now considered acceptable, so be careful not to confuse when using the term. description of beggars, belief of indescribable beggars. Beheading In some contexts, beheading may be more appropriate than a word than beheading. It refers to deliberate action; beheading can be accidental or have a non-human agent. bellwether No bellweather. It means an opinion leader (literally a castrated ram with a bell around his neck, used to drive a flock of sheep). You wondered! Bank One word, either used as a noun or as an adjective: the back bench, the bank colleagues. Also frontbencher. The Berlin Wall towards the W. bete noire does not need a circumflex. better, the better the comparison of the good, and the better the superlative. So it's the best of two options, but the best of three or more. Never double the comparison – for example, more better – unless you aim to laugh. betting 100-1, 10-1, etc. As a rule, not script, for sections of numbers. between you and me Not between you and me. twice a year (the biennial is every two years). Bible capitalized when referring to one with the Old and Nine Testaments. Lowercase for adjective or generic forms: biblical proportions, the cricket Bible. Bible References Written as follows: Mark 6:3, John 3:2–4, Psalms 12:1–2. Note the use of the rule in (not a hyphen). bicentenary, bicentenary 200th anniversary. every two years (half-yearly is twice a year). Big Apple Needs caps when used as a nickname that refers exclusively to New York. billion means billion, not a million. When reading for broadcast, be sure to emphasize the b to distinguish billions. bite A sound bite (a byte is a series of binary digits, or bits, usually 8). BitTorrent A word, uppercase B and T. It is a trademark. black, black is not used as a noun. In the Australian context, black is primarily a group term; take into account its use outside of appointments. The term may refer to Aboriginal and Torres Strait Icelandic or Diaspora groups. In international use often, though not exclusively, refers to African Americans. See more in African American. The uppercase and increased group use: Black, blak, These variants are linked to specific ideas of empowerment and recovery, and must be respected if applicable (e.g. direct quotes, feature writing), characteristics), acronyms (e.g. BAME, BIPOC, POC) are often not preferred in individual reference and may be unknown to the public. BlackBerry Note the uppercase half-word letter. Plural is BlackBerrys. Black Hawk No Blackhawk Helicopter. blaze the trail Means showing the way for others who come after you. So blaming a new trail is a tautology. Blog blonde, blonde political group If used as a form of noun - a blonde, for example - then blonde is usually used in English to describe women, and blonde to describe men. But blond (adjective) for generic or inanimate use. Blue ribbon, blue ribbon The scripted shape is standard as an attributor for a safe political seat, or a mark of excellence; the Liberal electorate of warringah, Dangerfield and Selwood are blue-ribbon midfielders. An alternate spelling, the blue riband, is something of an archaeism. Ship, Ship Words are not easily defined, but generally ships are large and oceanic, and all that is not oceanic and has an offboard engine or oars is a ship. It is commonly explained that you can put a boat on a boat, but not a ship on a boat. Never use the ship in broadcast language. People on the boat Avoid out of guotes. See entries in the asylum seeker, Booker Prize for Illegal Immigrants Known as the 2003 Man Booker Prize - it is sponsored by the Man Group - but still colloquially known as the Booker. Capitalize and use the full name in the first reference. In later reference, the Booker Prize or the prize born, through both are former for past and tense passive birth descriptions : I was born in Queensland. Otherwise, use the latter form: she had given him a child, the plan was born of despair. both use to refer to two things, not three or more: Last year the leaders of Germany and Britain declared that their multicultural policies had been a failure. Botox Originally a brand, this has now been moved to common use and does not need a capital letter. Adjectival form: botoxed. brahman, Brahman, Brahmin There is no capital needed to refer to the cattle breed. But capitalized on the concept of Hinduism. Capital and different spelling for the Hindu priest caste: Brahmin. breach, breech A breach of protocol, the flood levee has been breached, but the baby is in beech position, and the doctor was wearing breeches. breakdown (noun) decomposing (verb) A family breakdown could give us a nervous breakdown, but we could say that a relationship is likely to break up, or We break up, or We break up, or We break up those figures. take, buy Take care to distinguish between past time to wear (brought), Last time of buying (purchased): the astronauts were brought from space, I bought some apples in the store. Great Britain, United Kingdom, United States UK Not interchangeable, strictly speaking. The constituent countries of Great Britain are England, Wales and Scotland. The UK includes Northern Ireland. It is common, even in UK sources, to see Britain used as short for the UK as a whole, but there may be times when distinctions should be made clear. Broadband download speed is usually measured in bits per second, not bytes. Abbreviated megabits per second or gigabits per second as follows: Mbps, Gbps, Avoid megabytes and gigabytes in discussion of download speeds: the difference can be material, as there are eight bits in one byte. Brotherboy, sister used in a series of contexts for indigenous people. In general, the terms refer to transgender Aboriginal or Torres Strait Islander people. Capital Brownies when referring to the organization of girls (step before Girl Guides). Lowercase in culinary generics or other references: choc-chip brownies, brownie dots. brunette, brunette in the corner. A form of related noun for men, brunet, is rarely used. Both are guite reductive and best avoided outside facetious prose. Why not an adjectival form? Brown-haired man. Generic, plural or adjective use is lower: federal budgets, state budget, budget measures. Error When reporting medical diseases, you wary of referring to viruses and similar as mistakes. The term is imprecise and involves a low-level risk. which may be inappropriate. buoy, buoy, floating Spelling these correctly buoy the spirits of our audience. office, offices No bureaux, unless you are going for a hypercorrection affectation. burka is often used inaccurately to describe other types of head coverings, such as the nigab. See this ABC explainer for more. Burned, Burned A rule of thumb: burn is the most regular verbal form of the tense past, and burn appears more regularly in burned or burned sentences. There is no script for the latter's predicative use: the bush was burned. But the script for adjectival use: a third victim died in a burning house, buses, buse bus bushfire Although wildfire has a long history of use in Australian sources, the most common use is wildfire. For events abroad, use the right local terminology: forest fire, forest fire, etc. wildfire refugee Use this term with caution: even in its modified forms (e.g. climate refugee, student refugee) the word refugee is most often associated with your sense in law - people fleeing conflict or disaster, usually across borders. employer, entrepreneur, entrepreneur, entrepreneur, entrepreneur, entrepreneur. The Bureau of Meteorology (BOM) is the first port of call. BOM is well into the headlines. Note that it is BOM, not BoM. On the air: Bureau of Meteorology in first reference, BOM or office acceptable thereafter, buy back, by Two words when used as a compound verb: the government plans to buy back, by Two words when used as a compound verb. digits, or bits - usually eight (but it's a sound bite). Top of the cabinet on Page C, capital cabinet in reference to the current Cabinet. cache, cachet is a hidden store type: a weapon cache. Don't confuse it with a similar word that refers to prestige: marrying a Newsweek photographer, I had a certain cachet. In computer terminology, the cache is used as a verb and a modifier in noun sentences: Let's talk about cache. Caching is the data storage process. caddie golf caddie. But a caddy tea. Coffee Without diacrittics. callous An adjective that means undone. By some coincidence, a callus is some hardened skin. camaraderie This word is a direct loan from the French and refers to the familiarity they feel between comrades. It should not be confused or pronounced as a comrade. Most dictionaries list a pronunciation similar to /kæmə'rəri:/. canon clergyman, decree, principle, body of writings, types of music. A cannon is something you shoot. canvas Tent, painting. A distantly related verb, which means asking for votes, is canvas. capital titles. No incumbent elected officials and Cabinet ministers in Australia and abroad: the Prime Minister, the Minister of Health. Don't cover old titles or plurals: Kristina Keneally was then planning ministers say they are working on a solution. Opposition titles, here and abroad, take capital: opposition leader, shadow treasurer. No Attorney General since it is effectively a ministerial title. Do not cover: Secretary General, Auditor-General, Attorney General. For local government, elected offices in capital letters: Mayor, Lord Mayor, President. Lowercase director. Do not use the above as courtesy titles. Leader is not a title and as such does not take a cap: Greens di Natale leader Labor leader Bill Shorten. Don't take away your personal (unelected) gualifications: manager, CEO, CEO, President, Secretary, etc. Capitalize on heads of state and foreign ministers. Always cap: the Pope, the Oueen. Organizations or government. The full names of the they have uppercase in the first reference and lowercase in later reference: the University of New South Wales, but later the university. Department of Immigration and Border Protection, but later Incumbent administrations, or adjective use: the previous federal government, government of Foreign Affairs and Trade. In subsequent reference: the department. State and territory Use capital letters for proper names, but not generic or plural references: the State of Victoria; state government policies, state lands, an independent state. Geographical designations and policies Names official, then they take on a capital: Central Australia, Far North Queensland, the Gulf (of Carpenthary), the Red Centre. Commonwealth of Australia, the Commonwealth of Nations. Titles Our style for accrediting images is agency, colon, photographer's name: Reuters: Adnan Abibi. ABC images are attributed: ABC News: Margaret Burin or ABC Radio Sydney: Luke Wong. Race When used as a verb means running long (careen girl, career gi deaths, caucus Capitalize when referring to the current caucus, for example, the Labor Caucus, CD, CD, CD-Rom A CD is a disc, not a mobile disc Avoid, use the mobile ghone. celsius in the first instance, after that 34C. Celsius is the official name of the temperature scale used in Australia, and preferred by Centigrade. To become Celsius, subtract 32 from the figure of Fahrenheit, multiply by five and divide by nine. Cement is a concrete ingredient, which is a mixture of aggregates and pasta. census lowercase in generic use. Its full name is the Census of Population and Housing, censorship, censorship, censorship documents can be censored, but people who are severely criticized are censored. Central America comprises Belize, Guatemala, Honduras, El Salvador, Nicaragua, Costa Rica and Panama. Central Asia Covered. Five countries are usually forming Central Asia, Kazakhstan, Turkmenistan, Uzbekistan, Kyrgyzstan and Tajikistan. The region is between China, Russia and Europe. Central Australia not, since the north is descriptive, not an official name. Centuries, centuries Our style is not capital: the 5th century. Spell centuries less than 10: 5th century, but fifteenth century. Script for adjectival use: passengers in the 19th century. CFMEU is a collection of affiliated (and to some extent autonomous) unions: CFMEU Victoria & amp; & amp; Tasmania, CFMEU Western Australia. These chapters are further divided by the industry: CFMEU Construction. CFMEU Mining. The above are further grouped under a separate national organization: the Construction, Forestry, Maritime, Mining and Energy Union. Where the material of a story, be sure to consider the difference. chafing in the little no chaffing. Also champion in the bit, not suffocating. President (title), president, president where there is no preference manifested by a company or individual, our defect is the chair. chairman of the ABC board There is no need to capitalize. The same for the CEO, the chief executive, etc. chancellor, vice-chancellor There is no need to capitalise. Channel Seven, Channel Ten Spell these in the article text, but it can be Channel 9 etc in the headlines. Chechen Republic, Chechens, Chechen Republic, Chechens, Chechen Republic, Chechens, Chechen Republic, Chechens, Cheche checkbook One word. chicken smallpox One word. childcare, childcare, childcare Use the form composed of adjectives: childcare, child example, parramatta children's court. Chinese names generally consist of a surname and a name in this order: Li Kegiang. Use the full name in the subsequent reference: China's Prime Minister Li Kegiang... Mr. Li's family names are generally a syllabus, and the given names are often two syllables: Xi Jinping. Given names can be hyphenated, as is conventional in Taiwan and Hong Kong: Tsai Ing-wen, Chow Yun-fat. If possible, check for preference. It is common for people with Chinese names to adopt the Western naming order: Weili Zhang. Choice Consumer Group, not CHOICE Choppered Taken by helicopter is better. musical chord, but spinal or vocal cord. chronic in medical contexts, not exactly interchangeable with acute or bad. A chronic health condition is one that has continued or has been prolonged. Christians, Christians Note capitals. Also: Christian name, but little Christian and christening, church, tiny church for established organizations: the church is no longer relevant today, cinemagoers A word, cisgender People whose gender identity is in line with their assigned sex at birth. See the entry in LGBT. Claims Bears a Hint (just as reputably and called). If there is no reason to doubt the veracity of a statement, it says it is better. For example, the party says it will make candidates in all electorates, rather than the party claims it will. The authority of the person or organisation that makes a claim (i.e. not previously accepted, known or understood), and the nature of the claim, we will decide whether we would report it without corroborating it. A claim must be attributed, therefore. Claims implies that the ABC is seeking further confirmation or reaction. See also a new discussion of the so-called, which is in danger of being overused. cleaning, cleaning, cleaning, cleaning, cleaning we promised to clean up the process ... soon the cleaning was underway, cleaning lady Do not use, Cleaner instead, Clem7 You do not need to wear all the caps, only an initial cap, It can also be called the Clem Jones Tunnel, cooperative, Coca-Cola, Brand of Coca-Cola, so capitalize, coexistence, coexistence Without script, Coliseum, Colosseum Great Stadium or Theatre (but The Colosseum is Rome's amphitheatre). Collateral damage Avoid this term as an understemism for civilian victims. Collective nouns should match singular or plural verbs. Both constructions are acceptable, if they are part of common and conversational use. But they should never be mixed into the same phrase or story: The team is playing this afternoon. They say the game will be their best test yet. Better to use singular verbs with collective nouns when expressing the meaning of a single entity: the government plans to increase defence spending, Brisbane is second to none this season. colleague This term may circumvent the dynamics of power in stories involving allegations of workplace misconduct or sexual assault. Consider how to modify (e.g. junior colleague) or replacement (e.g. employee). Collide Only moving objects can collide, so a moving object cannot collide with a stationary. Therefore, two moving cars may collide, but it is not possible for a car to collide with a parked car or a tree. Colombia is the South American country. Columbia, South Carolina, a city in the state of South Carolina Coliseum The Roman Amphitheatre. Coliseum for buildings in other countries. come, cum When used to indicate combined objects (studio-cum-apartment, chef-cum-scientist) be sure to make a dash. male and female comedian; do not use comedy. trade references, trade names, trademarks, logos contrary to popular belief, commercial references are not verboten to public radio television. These references are often appropriate, although they must be editorially relevant and do not undermine the independence or integrity of the ABC. For more information, see the corresponding editorial policy. Commissions No Commission on Human Rights, but not Commissioner for Human Rights. Formal Titles Committees are covered, for example. Senate Estimates Communist case except in the name of the Communist case except in the name of the favorites among politicians and bureaucrats who talk about the wider community, when people would. Some journalists lean in to use it to refer to any people who share interest or occupation, as in the medical community, the aviation community, the business community and the chess community and the chess players are better. compare as similar: yesterday's time with today's. But compare two different things with the goal of finding similarities: compare your dress to an unmeded bed. So, say compared to whether he wants to draw attention to the difference: He compared to a pilgrimage. Compass points, cardinal directions Lower case for regions: South Australia, Southwest, Northeast New South Wales, Southeast Queensland. When part of the site's name, capitalize: East Java, North Sulawesi. Some geopolitical regions take a capital: Middle East, Southeast Asia, Latin America, the Balkans, North America, South America. When names become semiofficial, they then take on a capital: Central Australia, Far North Queensland. Compound adjectives, composite modifiers Compound adjectives, eight-hour search, high-mouthed pointer, pink glasses, middle-aged woman. Here's a tip on how to find out if the composite adjective rule applies: The big red car isn't a composite adjective because you can have a red car. Anciently growing forests is a compound adjective because while you can have a log car and you can have a log car and you can have a red car. could be interpreted as a growing forest that turns out to be old. Consult a dictionary if you are unsure, make up means to consist. Therefore, it is incorrect and, although more and more is heard, it will probably attract criticism if used, grants can be seen as an admission or even a confession. Be sure to use it correctly. It means admitting it as true. He says it's usually enough, congenital, congenital, congenital Can heart disease be a nice thing? He can, according to one report, say that a sportsman who died had congenital heart disease. What was said was congenital (meaning existing from birth), not congenital (pleasant), Congo Acceptable to say Congo at second mention for Democratic Republic of Congo; never write the Congo unless it refers to the river. twins joined by siamese twins. Once separated, they can no longer be called conjoined twins. consensus Means general agreement or concord, or majority opinion, so 'opinion' is redundant in 'opinion' consensus'. consequences for us usually say that something can have serious consequences for a Existing. So the following doesn't sound right: '... increasing numbers of jellyfish worldwide are getting serious on the status guo of marine life...' The writer might have been thinking indeed about. Constitution Do not cover. Despicable/despicable person is a despicable person is a despicable person is a despicable person is shown by attitude or action that he or she has another person in contempt. Continuous, continuous, continuous means continuing with stops and exits; continuous means continuing non-stop. Parliament sits continuously (regularly, with breaks) while some politicians continuously drone (non-stop) for hours. Contractions For broadcast If the abbreviation will not (or does not), think about how it will sound when reading. Often the most complete form is clearer. A commonly abused contraction exists, as in new claims. This should be new claims. Some journalists tend to start sentences with it is (or is) and then get to the topic. For example: It is the wind and rain are causing the damage. For online Copy of formal news, explain the contractions, except in the quotes. For example: police said he did not appear to be hurt, but was not hurt, he said. In copying features, where you want a more conversational tone, contractions are acceptable, usually an unnecessary word in our stories. It means dispute over a matter of opinion. Current affairs and news are full of opposing opinions on all sorts of things, so consider how significant it is to attach the controversial word to your topic. If you use it, make it clear what the point of controversy is. cooperation, coordination There is no hyphenation. Coordinator Without script. fine rope, vocal or spinal cord, but musical chord. coronavirus. COVID-19 All terms are in widespread use. COVID-19 disease is caused by the SARS-CoV-2 virus, which is a member of the coronavirus family. If it is relevant (for example, if you talk about the scientific structure of the virus), clearly desa this distinction. Don't call COVID-19 a virus. Avoid tautology, as in: a new strain of new coronavirus. In less formal reference or quotes, COVID can be presented as a catch term for the disease. Coroner, capital coroner only when full title is explained: Lieutenant Colonel Caitlin English will continue in the role. Lowercase other uses. Do not use as a courtesy title. Corrections Part of the ABC's commitment to accuracy involves taking corrections can take many forms: from a clarification, to the removal of content, to the issuance of an apology. guidance note and the corresponding editorial policy standard for more information. Information. Writer or reporter, but co-polled in a divorce case. Don't cover the names of town halls unless it's the official title: Brisbane City Council, but Brisbane City Council. Always use the full title in the first reference. So Livingstone Shire Council in first reference, the council thereafter. court martial, cap courts if full name, for example, court of appeal, Supreme Court, Supreme Court, International Criminal Court. Always check the wording and punctuation of the court's own name: this varies from place to place. Brisbane Magistrates Court and Children's Court of Victoria do. It is acceptable to use a generic name for a court, for example the Victorian magistrates court rather than the Magistrates' Court of Victoria. The same goes for courts in the plural, for example, Australia's magistrates in front of someone). crackdown, crackdown, on a nationwide crackdown, the government will crack down on welfare fraud. credibility The quality of being credible. A credulous person will believe anything. Credibility means belief or trust. crescendo is a gradual increase, usually in the volume of music, and is not a climax. It is often incorrectly claimed that something has reached a crescendo. Things reach a peak or climax. overused crisis. Let other people (for example, actually) say if the moment really justifies it. criteria (plural), criterion (singular) and its phenomena (plural), criterion (singular) and its phenomena (plural), criterion (singular) and its phenomena (plural) but phenomena (plural), criterion (singular) and its phenomena (plural) but phenomena (plural), criterion (singular) and its phenomena seabed. Worship Be careful in using the word cult. It is a loaded term and almost always regarded as pejorative. Do not brag about labeling any group a cult, unless it is widely in the power of experts to be one (such as Heaven's Gate or Aum Shinrikyo). If a well- reputational person or group uses this tag to describe this group, you can use the term as long as it's attributed to it. sidewalk To retain (kerb is the edge of the trail). currency on the confined spaces, shorten like this: \$16b, \$500m. Don't use a script after an amount in body text – the \$3 billion home. (But the script if you use a constructions of various parts: owned by several million dollars.) If a story uses a foreign currency, the amount: the man was fined 3,500 rupees (\$70) and allowed to walk free. Don't convert items that are measured globally into U.S. dollars, e.g. West Raw oil, Tapis, and golden point. Our audience will assume you are talking about Australian currency unless you specify otherwise: \$US 7.50, 98 US cents, 4 euros, 69 eurocents, 5 British pounds, 52 British pence, 78 Japanese yen, \$NZ 2, 50 NZ cents. Customs, Initial Capital Customs if referred to the government department; lowercase for traditions. Cuts are better. cyclone Tracy; also Tropical Cyclone Tracy; also Tropical Cyclone Brenda is wreaking havoc. It is 12.4 miles from Townsville. Explains the number in the cyclone category: Tropical Cyclone Ului is a category four system. Top of the D-Day page Referring to the Normandy landings. Dad, tiny case dad unless it's used as a proper noun, for example, mom and dad came but My Dad came. Non-dark mofo MOFO. scripts, hyphens, us and ems Scripts The script is the most common device for linking words and word snippets. Proper use often depends on context. Use a script: when using adjectives, but not when used as nouns: the decision-making process was prolonged; this procedure streamlines decision-making when the last letter of a single syllabic prefix and the first letter of the word are the same vowel: reeducat; not de-emphasize (however, cooperate, coordinate and its derivatives are no longer hyphenated) to avoid confusing one word with another: compare resigned the document with the resigned executive with co-(joint) and ex-(former), whether or not the attached word begins with a vowel: co-defendant; coworkers; exalmirall; the ex-wife. As a rule (-) Use a rule in, not a script: to link sections of figures, time and distance, and Bible verses: pp. 466-53; 1979-91; May-July; City-pymble buses, Mark 6:3-5 to show a link between words that retain their separate identities: mind-body division: a north-south alliance: copper-zinc alloy. Use a spacing in order if more than one word should be linked on both sides: the border between Victoria and New South Wales: 16 BC – 70 AD. The rule is achieved on the modern keyboard by holding down the ALT key and typing 0150 on the numeric keypad. Do not use a rule in to replace and with the word of: 'the years between 1990 and 2005', not 'the years between 1990-2005'; 'from 20 to 25 applicants', not 'from 20 to 25 applicants'. Rule me (-) Use them rules sparingly to: link words that mean abrupt change: We have decided to go through the air - a momentary decision in the circumstances, introduce an amplification: the budgets will have dramatic effects, for example, Australian TELEVISION content will ultimately decline. indicate the parenthesis within a sentence: Its abrupt change of - this time in favor of savings - left them misified. To produce the em rule: Alt key and enter 0151 on the numeric block in your keyboard copy and paste it from this sub-headboard. Dates and times Online Our style for dates: February 9, 1985. Our style for time: 3:00am, 4:33pm. No: 3.00am, 3am, 3am, 3am, 3am, am, or any other setting. Abbreviation for non-parentheses time zones: the launch was scheduled for 6:25 p.m. AEST. Avoid tautologies like 3 a.m. this morning, though 3 a.m. today may be useful for dispelling ambiguities. See more below AD, BC, centuries, decades, seasons. Broadcast By convention, the spoken style by dates: January 30, January 30. Avoid: January 30th. If the exact date isn't critical of the meaning, come closer: at the end of January, in mid-March, early last month. Daylight Saving Time Not Daylight Saving Time. during the day but at night. deathbed but death row. mandatory or required. deaf, deaf, difficult to hear Use deaf and difficult to hear to refer to people with hearing loss. Note that they are not interchangeable: hard to hear describes people with acquired deafness. Do not use deaf, deaf and dumb silence or hearing impairment. Avoid descriptions of deafness as something to heal or fix. Deadly virus What corpus linguists call a high-frequency colloquium, others might call cliché. What about the virus? death toll so far or the death toll is expected to rise. Better to say the number of people killed [or killed], debacle Without accents; like farce and fiasco, they are used sparingly in news reports, decades Our style; the 80s, the 1920s, the 60s, a woman in the 70s, the reader's first email of the 1900s debate better not to write that a debate will be 'waged', unless you're being ironic, because a public debate is usually more civilised than a war. A topic will be discussed or a debate will take place. Declare victory, claim victory electoral candidates generally claim victory and do not declare it. The AEC generally declares results, not victories. Thus, use should be avoided as follows: Kristy McBain declares victory in Eden-Monaro, decimal places For issuance in general, we round to the nearest full numbers, use this form: For .05, for example point-oh-five, By 2.32, say two points-three-two (not two points-thirty-two). When typing for graphics in the air using decimal points, 0.4 the correct form, not .4. Decorations Use only if it is relevant to the story. For example, the 90-year-old Victoria Cross winner returned to the battlefield; John Smith rejected a Australia's medal three years ago, and is now in prison for treason. Democrat, Democrat Referring to the American political party, use Democratic party, use Democratic nominee, Democratic Party, Democratic Party, Democratic Party, Democratic Party, Democratic Party may be considered pejorative by some in the US. death means death, not decay. Department of Defence (US) With an 's', but Australian Department of Defence with a 'c'. department of Defence, the Department of Defence, the Department of Defence, the Department of Defence (US) with an 's', but Australian Department of Defence with a 'c'. depreciate Reduce in value. descendant Not to be confused with ancestors. This happens more often than you'd think! desperate escape bid. determine this is a word we often use clumsy. Instead of writing before a committal hearing to determine if he will stand trial or the cause of his death/the fire/accident is yet to be determined, it is better to write a committal hearing will decide whether he is tried and the cause of death/arson/accident is not yet known. devastated one to take into account when it comes to overuse. Floods and wildfires should not always be described as devastating, although we all know they are. Developing countries Use this term in preference in the Third World or similar. devil, no need for a cap. type 1 and type wo, or type I and type I. diagnose a condition, not a person. His schizophrenia was diagnosed he was not diagnosed with schizophrenia. diagnosis, prognosis Do not confuse both: a diagnosis is what a doctor determines to be the problem. A prognosis is a forecast on the likely outcome of an illness or injury. general adjective of Diehard. But the film series is Die Hard. dietitian In Australia, dieticians should be trained and gualified in dietetics. They are not the same as a nutritionist, a less accurate term (although some nutritionists are also registered dietitians). different from, not to or that. Digger Tiny case, even reference to Australian soldiers. Dilemma A choice between two or more courses of action, all of which are likely to be unpleasant. It is not synonymous with problems, predicament or quandary. dinghies Little boat. diplomats and ambassadors of consuls are accredited to a country. Say the Australian ambassador to the United States. The countries of the Commonwealth have High Commissioners. Consuls take care of the interests of their own nationals in foreign countries and deal with immigration matters. Words related to disability have the potential to great offense to many people. Some general rules: Put the person first, for example, say person with disabilities instead of person with disabilities. Be careful not to make free referrals to the disabled. A disability is not necessarily a handicap. People who use wheelchairs are not necessarily limited to them. If a disability is relevant to a story, be specific: a man in a wheelchair has been dragged off a bridge by flood water. In general, avoid: victim of, suffering, distressed by, smashed, in wheelchair, in wheelchair, disabled, mentally disabled, backwards, delayed, slow to mean a person with learning difficulties, the disabled, the disable

bewilderment, frustrating or frustrating than discomfort, which when used as a verb means making it uncomfortable or less comfortable or less comfortable. discrete is circumspect, discrete is circumspect, discrete is circumspect, discrete separated, different (discrete is circumspect, discrete). Dissatisfied. dissatisfied Dissatisfied is generally applied to people and expresses specific discontent with the emotion attached to it. Dissatisfied is used more isolatedly and analytically, to suggest that a certain requirement has not been met. dissociate (de) Disassociate has now been accepted as an alternate spelling and pronunciation - the same meaning. divorced Man and wife. Doctor that's not Dr. Who. internal transmission, community transmission, direct transmission, community transmission, direct transmission, community transmission). In medicine, direct transmission (i.e. person to person) is contrasted with indirect transmission (i.e. from surfaces). Domestic violence and intimate partner violence. Do not trivialize or sensationalize. Avoid euphemisms domestic conflicts, volatile relationship, domestic incident, etc. If applicable, use the active voice instead of the passive voice. The latter can often mask the action agent: comparing the man repeatedly struck his wife to the woman was repeatedly punched in the stomach. This is especially important in the headlines. For more information on terminology and focus, read the domestic violence guidance note. dotcom Dotcom companies. Doughnut Not doughnut. Down Syndrome - we would not say a cerebral palsy baby. Diagnosis is not the person. Dreamed Preferred over dreamt, but both are correct. but writes a document. drivers license I go for my driver's license (no (no but your driver's license has expired. Other places where apostrophes have disappeared: girls' school, travel checks, widow's pension. drug companies, drug dealer, drug raid, drug equipment No drug attack, no drugs squad, etc. Drug charges This is the right term to use, not drug charges. Drug use A more accurate and less judgmental term than drug abuse or misuse, drver, drver will make the clothes drv. Dual duel is twofold, duel is the fight between two people. Dual names, double name The official titles of many Australian placenames contain indigenous and introduced elements: kunanyi/Mt Wellington, Grampians National Park /Gariwerd. From time to time, an officially dual-name site will be referred to only by its traditional name: Uluru. Some general principles for stories dealing with dual-name locations: Reference from both indigenous people and names entered Where spatial restrictions only allow a name, use the best-known name If there is the potential for audience confusion, refer to the double nomenclature process of Australia's official naming process does not always move in conjunction with community sentiment. In many stories, it may be appropriate to use - or, potentially, offensive exclude - names of Aboriginal and Torres Strait Islander sites that are not widely known to the public. If you don't know if a feature has a dual name, check out your talent, a relevant Indigenous community organization, the Gazetteer of Australia, or your state-based geographic name board. These principles also apply to countries with similar dual-name locations, such as New Zealand. duffel coat, silly bag Do not use when referring to people with speech disabilities. DVD Means digital versatile disc. Plural dwarfs of dwarfs (not dwarfs). The verb is dwarf: Q1 dwarfs the surrounding buildings. dye, dyed for hair or cloth dye. Top of page E. coli Note the uppercase letter, full stop, and space. to each other. Previous Often Redundant: Meeting this week is preferable to meeting earlier this week and will save space. win, win both wage earners and wage earners are acceptable, although the won is the most used. However, this is hard-earned cash, not hard to obtain. earshot One word. Earth stands in the path of an asteroid. Lowercase in reference to the soil, or figurative senses extended east: a pile of earth, shattered by the earth. Earthquakes In writing, our style is a magnitude 7.7 earthquake. To the east we drive east. I plan to in Eastern Europe on my vacation. East Jerusalem under Arab (Jordanian) control before the 1967 war. Also towards West Jerusalem. East Timor, Timor-Leste In first reference: Timor-Leste. One also known as East Timor can be used if necessary. eBay eBay Note medial capital. Initial Capital Ebola virus. effect at all. Expect the drug to take effect. But this change will affect a lot of people. acronym eftpos; means Point of Sale of Transfer of Electronic Funds; lowercase letters - see acronym rule. for example, Latin exempli gratia means for example. Use punctuation: e.g. Eiffel Tower, Note where capital letters are (and where they are not). Either... or, neither ... neither we have to choose neither pink nor blue. We ended up with neither pink nor blue. But be careful to turn off anything, like We don't like pink or blue, It should be 'We don't like pink or blue,' eke, eked eke out a living ... Don't eek! case in Indigenous Australian contexts; an elderly Wiradiuri, election Do not capitalize, for example, on federal elections. the Queensland election. The chief election commissioner. Electrocute This means killing by electricity, so I wouldn't say electrocuted. They'd be dead. Elicit Medium to draw. On the other hand, illicit means illicit. Elude escape, avoid. Alluding to something means referring indirectly. Elusive, illusive The first describes something that is difficult to catch. The latter describes something that could cause an illusion or a deception. email No script. But e-book, e-business, e-commerce, e-shares, e-shopping, e-zine. embargoes or plural embargoes. embassy does not cover, for example, Australian embassy. emend Remove errors, edit (modify is improve). emigrate is to reach one country from another. Empathetic, empathetic, empathetic are used to describe someone who can empathize. Tiny empires by plural or generic (he is building a private empire) but capitalize on specific empires (Roman Empire). en masse 'teachers will stop working en masse'. We still use the French term to mean together, in a big body ... en route Not en route. in love with No with or per. encyclopedia Nonencyclopedia England Does not include Wales, Scotland or Northern Ireland. Use the UK or UK to refer to England, Scotland and Wales. research seeking information (research is a more formal investigation into something). be sure to make it safe; ensure against risk, secure your life. envelop (verb), on (noun) epicenter The precise meaning of the epicenter is the point of the Earth's surface just above the central disturbance of a However, it can be used more generally to describe the central point of other activities. Significant difference between the two in medical contexts, even if they are often used interchangeably. An epidemic is a disease with temporal prevalence; a pandemic is usually predominant throughout the country, continent or planet. epileptic should be used only to name the seizure; a person 'has epilepsy'. EPO (erythropoietin) Erythropoietin (EPO) is a performance-enhancing drug. It has the same name as the natural human hormone it replicates. ersatz Serving as a substitute. No erzats. esky Lowercase unless specifically referring to the brand. Basque separatist ETA sports etc. No punctuation. If explained: et cetera. praise A tribute. Not to be confused with elegy, which is a sad poem. Euphemisms Flat words are better every time. Don't talk about disadvantaged people when you mean the poor. Or a woman waiting when you mean the poor talk about their death in bulletins - they say they die. Also avoid collateral damage by referring to civilian casualties. euro The currency used by many European Union states. Plural euros. tiny eurozone because it refers to countries that use currency, not the European Union. euthanasia not euthanasia. Evacuate You can not evacuate people, you can only evacuate places. each day, the first is a noun (day) modified by an adjective (each). The latter is an adjective that commonly means mundane or ordinary: an everyday occurrence. evocative, it helps to say what's evocative, it helps to say what's evocative. evoke, invoke non-interchangeable. Evoking involves giving away or producing something (evoking a memory, a scene, a smile). Invoking involves trying to get help or support from an outside source: Gillard urged federal MPs to invoke the spirit of Ben Chifley. exact, extracting you to give or pay. Extracting, on the other hand, generally refers to the action of getting or taking an object or substance from another (e.g. extracting a dent or extracting juice from a vegetable). Avoid confusing the two, as in: extracting revenge. excessive Does not mean large or increased, as in: rain is expected to result in excessive wheat cultivation. Execute the judges order executions. Gangsters, gunmen and terrorists kill or murder people. For example, hostages in Iraq should be described as dead or killed, or beheaded if this has been the method of killing the hostage. Expat, expat An expat is someone who lives outside his native country. An expat is someone who used to be patriotic, but is no longer. explicit, explicit implicit is often confused with implicit, meaning something assumed or implied. In fact, it is an antonym: explicit means something that has been clearly expressed: Mr Brown the tax changes were implicit in the agreement, but declined to be explicit. Exponential In statistics, exponential growth not only refers to an upward trend in value. For exponential growth to occur, the rate of increase must increase over time. This can be a critical distinction in news coverage. eyewitness One word. Top of page F/A-18F Super Hornets Note the complicated name score. In later reference: Super Hornets. Installation Recognize the jargon for what it is. Instead of medical facilities, consider: hospital, doctor's surgery. Instead of manufacturing facilities, keep in mind: factories. fall, fall of the compound verb: do not fall off the ship. Noun: we can expect the fallout from last night's interview. Substantive, but different: the brothers had a falling out over their father's will. families In plural reference, there is no apostrophe: the Rhineharts, the Obamas, the Smiths. In possessive reference, apostrophe: the family of the Rhineharts, the Obamas' dog. Far north Queensland all capitalised. Perse language spoken by most Iranians (not Perse). fatal fatal means causing death. It is clumsy to say that a rural land protection guard is in intensive care in Dubbo hospital after surviving a fatal helicopter crash that killed another man. fatally wounded just say dead. fatwa A religious sentence issued by a recognized or erudite Islamic institution in accordance with Islamic law. Widely misundered as a death sentence, fat can be issued for any number of everyday life questions. Because Islam does not have a central authority, fats do not necessarily bind those Muslims who do not accept the authority of the issuing agent. The Federal Court is capitalized, as on the full bench of the Federal Court. It fell a feral, wild one distinction: wild animals were once domesticated fauna - such as foxes and lint toads - are listed by the Australian Government as feral. less, in general, we use less with number of things: we need fewer bottles. Use less in reference to guantities: this year, livestock are drinking less water. Less is used without controversy in some places where we could expect to see less, including time measures and certain language constructions: offenders served less than six months in prison, 25 words or less. promise, promise The first is male, the last female. But the divorce for both men and for women. In all cases, the sharp symbol is no longer required. fiber to the node As above in first reference. In online news, abbreviated fttc thereafter (itself applies to fiber to the node, etc). fibro short for fibrous fibrous Sheet. filmmaker Unscripted. Financial Markets Dow Jones Industrial Average or Dow Jones, Financial Times Stock Exchange or FTSE 100, Standard & amp; & amp; P 500. firefighter. fishermen, fisher neutral term fisher is preferred by some in the industry. In the absence of a talent's stated preference, use fishermen or fishermen for plural reference. first lady of America, not 'French first lady' or 'American first lady'. And don't cover up. names in general, avoid referring to people only by their names in general, avoid referring to people only by their names in general, avoid referring to people only by their names in general, avoid referring to people only by their names in general, avoid referring to people only by their names in general, avoid referring to people only by their names in general, avoid referring to people only by their names in general, avoid referring to people only by their names in general, avoid referring to people only by their names in general, avoid referring to people only by their names in general, avoid referring to people only by their names in general, avoid referring to people only by their names in general, avoid referring to people only by their names in general, avoid referring to people only by their names in general, avoid referring to people only by their names in general, avoid referring to people only by their names in general, avoid referring to people only by their names in general, avoid referring to people only by their names in general, avoid referring to people only by their names in general, avoid referring to people only by their names in general, avoid referring to people only by their names in general, avoid referring to people only by their names in general, avoid referring to people only by their names in general, avoid referring to people only by their names in general, avoid referring to people only by their names in general, avoid referring to people only by their names in general, avoid referring to people only by their names in general, avoid referring to people only by their names in general, avoid referring to people only by their names in general, avoid referring to people only by their names in general, avoid referring to people only by their names in general, avoid referring to people only by their names in general, avoid referring to people only by their names in general, avoid referring to pe Indigenous, Aboriginal and Torres Strait Islander All are acceptable collective references to Aboriginal and Torres Strait Islander peoples, and are interchangeable to some extent. Consider the nuances: many prefer First Nations to indigenous people, on the grounds that the former recognizes the plurality of Aboriginal and Torres Strait Islander groups. While the first Australians are also used, it is considered less appropriate by some. first, second, third not about it firsthand. fit, boxed The preferred past and past participl form of the verb is equipped, does not fit. The key fitted the lock, she never fitted in. Flack when blatantly referring to a PR person (not that we would, of course). flammable Means the same, not fireproof is flammable. flaunt This means wearing or showing off with pride. Try not to confuse it with flout which, although spellingly similar, has the opposite meaning of degrading openly. fetus No fetus. FOI, Freedom of Information Explain in first reference, abbreviated thereafter. Please note: not all states and territories call it Freedom of Information. If applicable, use the exact name when referring to requests made in accordance with specific local laws. -fold The exercise of caution with this suffix: the population increased six times in 200 years than it was at the beginning. It is a tautology to say 'increased by six times'. ancestor to abstain. Your ancestors are your ancestors. forbid someone to do something, not ban 'from'. It may prevent someone from doing something, but the are not interchangeable. forever A word. Prologue Comes to the head of a book, but they advance. Forgo Make Do Forego means going earlier, but considering the potential for confusion, 'precede' may be a better option. Be careful to put before a title or description that still applies to a person. A former Olympic gold medalist implies that the person has been stripped of a medal. earlier, at an earlier time. Formally it means formulas. formulas No formulas. founder, capsize Founder means filling with water and sinking to the bottom (of the sea). It is also used with reference to failed projects. Capsize means tipping. Fractions Hyphenation: a third, a quarter, two-thirds. But: a quarter of Australians approve of the concept. fraternity Avoid generic use of this term (i.e. instead of profession, community, etc.) outside of direct quotes. Freudian cap up. frisbee Originally a trademark, this has now been moved to common use and does not need a capital letter, unless you are talking about the specific frisbee). Most of those who play it refer to the object thrown as a disc. frontline, first line It is on the front line, but a frontline battle. full-time, full-time, half-time Script adjectival ways: I work full-time, therefore I am a full-time worker. Top of page G gaffe An error. But a gaff is an old nautical hook. gale Not interchangeable with other wind descriptors in emergency emissions. The beaufort scale of wind speeds runs, in ascending order: breeze, gale, storm, hurricane. See the Bureau of Meteorology's glossary for more information. Game of Thrones If you get this evil (e.g. Games of Thrones) you need to brush up on your pop culture. gaol Use prison unless it goes for severe affectation. or if the old spelling occurs in a place name: The Old Melbourne Gaol. Garret, Garrett If you mean a room at the top of a building, then it's garret. The only environment minister and current Midnight Oil is Peter Garrett. gay and lesbian gay adjective, not as a noun: a gay person, but never a gay one. gender transition The gender transition process is different for each individual. It can involve medical, social or legal procedures (e.g. surgery, going out to family, a name change), may not. Not all medical treatment for gender transition involves surgery. Consultation and hormone therapy are part of gender transition treatment. Avoid putting undue emphasis on the role of surgery in the gender transition process. Geriatric room. Rubella German measles is the preferred term. If you use the common name, up. Ghb party drug gigaton or gigatonne Metric (ton) and imperial (ton) differ slightly en masse, but seem interchangeable when applied to gigatons/tons (a billion tons/tons) in the discussion about climate change. The most important thing is to be consistent. golden golden leaf or golden paint. As in Lear's golden butterflies, or a golden cage (luxurious but restrained environments). Not to be confused with guilt. glamorous non-glamorous. globetrotting One word. global financial crisis No capitals. Avoid GFC. GM Crops, GM Foods Write genetically modified in first reference, GM thereafter. God capitalize on a monotheistic entity: Almighty, Holy Spirit, Messiah, He, He, My God, Oh Lord, etc. In reference to a politist religious tradition (e.g. Norse) they use lowercase: the Hindu god Ganesh. goodness For God's sake (without apostrophe). good night One word. good capital of Nota Samaritana. Google Cap up when referring to the company, but there is no limit if used to refer generically to Internet search: I googled myself. Gordian knot complicated problem to be cut through. gorilla For the ape. If you're talking about the subcategory of war, you (hopefully) mean guerrillas. government portfolios If a minster has more than one portfolio, refer only to those that are relevant to history. But it uses common sense. If it refers to a minister's dark additional portfolio, cite his more familiar title and then add darker responsibility: the Health Minister, who also has responsibility for aged care, says 12 new retirement homes will open next month. Governor-General Is not our head of state. The Governor-General is the Queen's representative in Australia. Since Australia is a constitutional monarchy, the monarchy, the monarchy, the monarch is considered the Head of State. refer to victories from a single major tournament, especially in tennis or golf. A form of capital letters refers to winning all major tournaments, usually in a calendar vear. In the speech, disambiguate: career Grand Slam, Calendar Grand Slam, grandfather, grandfather, grandmother, grandmother A word. Also great-grandmother, great-grandmother, great-grandmother grill, Grill grill is for cooking, grilling is a grill. Northern Territory police grog runners define a grog corridor as anyone who takes alcohol in a restricted area, whether they intend to sell it or not. guilt is a feeling; gold or gold leaf paint involves. Top of page H haitch aitch In Australia (and elsewhere) the eighth letter of the alphabet has traditionally been pronounced AYCH. A variant pronunciation. HAYCH, is also standard. Use whatever it is of course for you, Hague, Capitals note, haii The pilgrimage to Mecca all Muslims must do at least once in their lives. One of the five pillars of Islam, haka Maori dances the war. The plural is haka, Hale As in hale and heart, but squirt a taxi, half there is no script when used adjectivally; a half-eaten sandwich; oranges in half the time, terrain not allowed, hanged, the hanged criminals are hanged. Images are uploaded. Don't mix the two, hanging participle, hanging participle (or hanging participle, or hanging participle, or hanging modifier - the Beast has many names) is a subordinate clause that is not subject to the subject of the phrase; Born in Hobart in 1909, his daughter Rory has now given her father's memory to the Tasmanian Museum Rory really was born last century? No - this is the second paragraph of a story about Errol Flynn and his daughter Rory. Much better to repeat the name: Errol Flynn was born in Hobart in 1909, and her daughter Rory has now given her father's. hard line, hardline is an adjective, while the hard line refers to a line that turns out to be difficult. Hare lip Do not use this phrase; instead, say cleft lip or cleft palate. harebrained No hairstyle. hashtags Use medial capitals and a pound symbol, either in headlines or in body copying: Louis CK's return raises questions of justice, sexism in comedy and #MeToo. Since then, some hashtag movements have lost the octothorpe: Black Lives Matter, Ice Bucket Challenge, Hat-trick Fenat fenat no bailing, hav fever while writing ABC's Style Guide, Single word for adjective, as in hav remedies, placement of note-to-face dashes, headed spearheading The use of headed as a form of present participling is an American affectation. Instead, use the header: Is Australia heading for a hung parliament? Headlines should always accurately reflect the substance of a story. Mistakes can occur when the headline writer didn't read the whole story, but framed the title based on only the first couple of paragraphs. With the headliner splendour, healthcare, healthcare, healthcare Use the composite form for adjectives; healthcare costs, healthcare providers Keep the form separate for the sense of noun, or the names of government programs: primary care, health care. heart-rending No surrender of the heart. tiny heaven. hectare The unit of surface measurement that non-hectares. One hectare has 10,000 square meters or 2.47 acres. Its correct abbreviation is ha. Tiny. Hell Lowercase. hello No hullo or hallo, unless it goes for a severe affectation. Hendra Capital virus. hero, heroic genuine heroism devalues excessive use of these terms. Avoid external direct appointments. heyday One word. High Commissioner A high commissioner is the high-ranking diplomat (usually equivalent to an ambassador) who represents a Commonwealth country, in another Commonwealth country. There are no capitals when referring to an individual identified and using it as a title. Therefore, High Commissioner John Smith is the third high commissioner appointed to the position. High Court covered when referring to a specific identified court, is not limited when referred generically, for example, to the role of the high court, hippy high-flying Plural Hippies. overused history. The word means important, memorable or famous in history. from legend. So the fall of the Berlin Wall was a historic event, but most public libraries have historical documents. Higgs Boson An elementary particle of existence. Tiny b. highly or broadly highly or widely educated, but widely (not highly) read. hijab See entry under Burka. hip hop Without capitals, no script. Unscripted hip pocket when referring to your actual pocket, but dashed when used as an adjective, as in historical nervous periods of hip pocket Take a capital if used in specific reference: the Industrial Revolution, the Renaissance. story repeating itself More than a million people died in this famine and now there are fears that history might be repeating itself. Propeller bosses and Shirley Bassey have made 'repeating history' stick in our brains, but in a serious discussion of global hunger we should write '... history could be repeating itself. HIV human immunodeficiency virus that can lead to AIDS (acquired immunodeficiency syndrome). HMAS Never precedes HMAS with mr HMAS represents Her Majesty's Australian ship, so don't tell HMAS Manoora how you wouldn't say Her Majesty Manoora in the second reference. hoi polloi This expression means the masses or the common people. But some people incorrectly use it to refer to the rich and famous. News was referring to Princess Mary of Denmark having dinner with the hoi polloi. In fact, she dined not with the hoi polloi. In fact, she dined not with the hoi polloi. In fact, she dined not with the hoi polloi. In fact, she dined not with the hoi polloi. In fact, she dined not with the hoi polloi. In fact, she dined not with the hoi polloi. In fact, she dined not with the hoi polloi. In fact, she dined not with the hoi polloi. In fact, she dined not with the hoi polloi. In fact, she dined not with the hoi polloi. In fact, she dined not with the hoi polloi. In fact, she dined not with the hoi polloi. In fact, she dined not with the hoi polloi. In fact, she dined not with the hoi polloi. In fact, she dined not with the hoi polloi. In fact, she dined not with the hoi polloi. In fact, she dined not with the hoi polloi. In fact, she dined not with the hoi polloi. In fact, she dined not with the hoi polloi. In fact, she dined not with the hoi polloi. 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In fact, she dined not with the hoi polloi. In fact, she dined n Full of holes (holy, holiness is spiritual excellence). Holmes in Court, Peter Not Holmes-a-Court (don't do scripts). Holocaust, uppercase for historical reference. at home by not perfecting it in. Violation Do not use; they say rape. Hone your no skills at home. hordes A horde of people, but a treasure. Hors Hors Singular and plural. horticultural or horticultural or horticultural – both are acceptable. The Australian Institute of Horticultural, so it is preferred. Hospitalized Inmate (never rushed) to the hospital is better. hostages and sieges We must inform accurately and guickly, but with great care. We will not deliberately endanger the lives of the hostages or compound the anguish of anyone involved. There may be rare circumstances in which interviews with hostages or hostages are appropriate. These cases must be referred, hotdog One word. Houseboat, housewife, housewife, housewite, housewi he's a comedian and comedian everywhere. Quickly note the medial script. Letter from Hurricane Capital for the individual hurricane devastated the city. hypo- The prefix hypo- means below or below, and is commonly used in words as medical terms: a hypodermic syringe. The hyper-prefix means more or too much. It involves excess or exaggeration: hyperactive, hyperbole. Illegal immigrant to describe those arriving in Australia without proper papers, who are not claiming refugee status or having protection claim has been rejected; or anyone granted a visa has expired and therefore has no legal right to stay in Australia. Illegitimate Do not use to refer to children born outside marriage. Illicit, elicit is illegal ... The elicit is to remove. illusive, elusively illusive or illusory, he describes something that causes an illusion or a deception. Elusive describes something that is difficult to catch. iMac, iPod, iTunes imam This has two meanings in Islam. In Sunni communities (mostly Muslims in Australia), it refers to a local religious leader and teacher who leads prayers and preaches in a mosque. This is by far the most common reference. In Shiite communities, their use is restricted to a divine lighting agent, one of whom will come in all ages to make the truth of Islam contemporary. This will only rarely be used in Australia. IMAX Cinemas Imminent 4 any time. imminent; so a highly publicized output planned for a definitive time, especially when it is a year away, cannot really be described as imminent. Not to be confused with eminent either, which means distinguished or high in status. implications for the future health of the planet (not on). Important If you report something is important, remember to say why and to whom. Impracticable 'Impracticable, impracticable, impracticable 'Impracticable' is stronger and means it cannot be done, impossible - it cannot be put into practice. Impressionism, Impressionist Without Capital. Improvised explosive artifacts at first mention. An alternative is the roadside bomb, assuming that the particular IED is actually on the road. In-laws In-laws. in-laws. in-laws. and so on. in vitro fertilization. IVF Full name in first reference. abbreviated thereafter. IVF fine on headlines. No italics or script for in vitro. Children are conceived through IVF, not born through IVF. Avoid baby test tube. Along with surrogate pregnancy and fertility medication, IVF can be considered an assisted reproduction technology. inclusive treatment of the sexes Beware of generic male pronouns (i.e. using it or yours by both sexes) Beware of generic male pronouns (i.e. using it or yours by both sexes) Beware of generic male pronouns (i.e. using it or yours by both sexes) Beware of generic male pronouns (i.e. using it or yours by both sexes) Beware of generic male pronouns (i.e. using it or yours by both sexes) Beware of generic male pronouns (i.e. using it or yours by both sexes) Beware of generic male pronouns (i.e. using it or yours by both sexes) Beware of generic male pronouns (i.e. using it or yours by both sexes) Beware of generic male pronouns (i.e. using it or yours by both sexes) Beware of generic male pronouns (i.e. using it or yours by both sexes) Beware of generic male pronouns (i.e. using it or yours by both sexes) Beware of generic male pronouns (i.e. using it or yours by both sexes) Beware of generic male pronouns (i.e. using it or yours by both sexes) Beware of generic male pronouns (i.e. using it or yours by both sexes) Beware of generic male pronouns (i.e. using it or yours by both sexes) Beware of generic male pronouns (i.e. using it or yours by both sexes) Beware of generic male pronouns (i.e. using it or yours by both sexes) Beware of generic male pronouns (i.e. using it or yours by both sexes) Beware of generic male pronouns (i.e. using it or yours by both sexes) Beware of generic male pronouns (i.e. using it or yours by both sexes) Beware of generic male pronouns (i.e. using it or yours by both sexes) Beware of generic male pronouns (i.e. using it or yours by both sexes) Beware of generic male pronouns (i.e. using it or yours by both sexes) Beware of generic male pronouns (i.e. using it or yours by both sexes) Beware of generic woman's physical appearance if you don't do the same for a man. Do not stereotype women as mothers and housewives. References to people with disability is editorially relevant. It may not be. In general, use the person-first person language: that is, the person with disabilities and not the person with disabilities. This close-up of the person rather than disability. Focus on capacity and not disability is just a feature. Do not use collective terminology to describe disability and people with disabilities. People with disabilities are often referred to as a category of people and this can be depersonalizing and offensive. More information: Guide for people with disabilities to report disabilities to report disability. References to mental illness Be careful not to imply that all mental illnesses are the same. Avoid stereotypes and use inclusive language. Additional resources on reporting and representing people with mental illness can be found in Mindframe. References to ethnic groups where it is relevant for discussion, immigrant groups with particular religious beliefs. Not all Lebanese-Australians are necessarily Muslims. Not all Muslims are Arabs. Be careful to check the names of people from different cultures - do not boast of the European standard conventions and name order. Make sure that the values of Australia's many different cultures are taken into account, and that background issues are properly explored. Ethnic cultures within Australia interact with each other and cannot simply be equated with the cultures of their home country. Use caution with generic geographic descriptors (e.g. South American cartels, African migrants). Where you can be sure of accuracy and it is editorially relevant, be specific (Argentine cartels, Ugandan Asian immigrants). Do not use abbreviations or slang terms that are likely to offend ethnic groups. Independent candidate for the seat of Mayo Indescribable Describe things is, generally speaking, our job. Avoid saying that things are indescribable, if you can. Indigenous In any reference to the original inhabitants of a country: The Black Lives Matter movement inspired indigenous minorities to talk about systemic racism, Canadian prosecutors have dropped charges against an indigenous chief approached by police. Lowercase in reference to flora or fauna: How do you choose native plants in your area? Indonesians are known by a name: Iriana, Boediono. In news, use a courtesy title with these names in later reference: Megawati... Miss Megawati. Industrial action A catch-all term that can be confused. If you mean strike, sit-in, lock-out, go-slow, then say it. We'll be specific. Avoid the expression strike action. infer, imply that it involves something, I infer it. While many dictionaries list a verbal sense of inferring that is equivalent to implying, it is widely considered to be a non-standard English. So avoid it, unless that's the look you're going for. infinite This word is commonly used in two related but separate senses: very large; and without limit. There are occasions, partically in scientific or mathematical contexts, where the sense of infinite meaning very large is better avoided. Infinitius One of the oldest bugs and states of the English language, dividing an infinitive means inserting a word (usually an adverb) between the word and a verb, as bold go rather than boldly. There is no general or formal grammar rule against the division of an infinitive. There are times when it may sound uncomfortable or confusing: he had advised his staff not to insist on their demands. Should read: He had advised his staff not to insist on their demands. Flammable, flamm name, which we capitalize on, for example, Nine, Balibo Five, Stolen Generations (note this is plural). Witty and witty ingenious means to be open and frank, but it is acquiring a pejorative sense of artless or naïve. Disingenuous means insincere. Surfing is rooted in our national consciousness... has not been ingested. The writer here may have been thinking of 'printed'... Wounded if they are injured in an accident, even if on the way to an operation. inner city Noun two words, adjective scripted: inner city blues Innocent civilians The adjective is superfluous, innovation Avoid the new tautological innovation. Outpatient, outpatient A word apart, investigation; an investigation into operations in the City of Perth has identified a large number of very serious issues. The latter is typically used to describe the act of seeking information: numerous lines of inquiry related to Moama's double murder. Badges or badges insurgency An insurgency An insurgency is one who takes up arms or strongly opposes a government or other legal authority. integrate with. enter. International capitals of the dateline note. Internet Do not cover. the intervention Do not cover. The Northern Territory National Emergency Response is the full name of legislation introduced by the Howard government to tackle neglect and abuse in buried NT Aboriginal communities, boarding school The first means to be deposited in a grave. People are usually interned as prisoners of war. Inuit, Inuk in Greenland and Canada. iPad Small and capital P. Ireland, Northern Ireland Not interchangeable. Northern Ireland is part of the United Kingdom. Ireland is not. Irony, ironic Avoid use in news reports unless you quote. regardless of Avoid irrestats. Islamic State, IS, ISIL, Daesh Our style: Islamic State or other constructions that could be seen to legitimize its claim to status. For a fuller picture of the differences between these terms, see The First Arab and Islamic on ABC's Intranet, is is the contracted way this is. Her (without apostrophe) means belonging to it, iTunes Small i, capital T, no space, no dash. Top of page J prison The current use is prison, not gaol. Jamaat-ud-Dawa terrorist group in Pakistan. Japanese names generally consist of a surname and a name in this order: Abe Shinzo. This order is conventionally reversed in western media: Shinzo Abe. slang Most that jargon should be avoided. Why not simply favor clear and direct words? The problem is that no one can agree on what the jargon is, and the examples keep changing The manuals of use, in their infinite wisdom, have previously chosen as words of jargon that today seem unreas controversial: the housing stock, due process. Perhaps it is enough for the writer to remember that there are disciplines whose lexicon is necessarily obscurantist (law. arts. philosophy) and put his pens accordingly. Brand jeep. Capitalize. Jehovah's Witness Jemaah Islamiah Our spelling. Jerusalem also towards East Jerusalem and West Jerusalem under Arab (Jordanian) control before the 1967 war. jet ski Two words. jewelry (American spelling is jewelry). Jihad jihad means effort or effort and refers to a struggle in the name of principle. It is seen as a positive thing for a Muslim to do and applies to many spheres of life, not just violent actions. Jihad does not translate as war. Joneses How to keep up with the Joneses. Judges and magistrates As a manageable general guide, a magistrate is in a local court, a judge in a district or county court and justice is the term used for any higher-level court, including Supreme, Federal and High. Magistrates First Reference: Magistrate Michael Jones, then Magistrate Said; the magistrate said. District and County Court judges First reference: Judge Jane West, then Judge west said; the judge said. Superior Judges (State and Territory Supreme Court, the Supre Family Court. District and County Courts) First reference: Chief Justice Mary Wilson, then the chief justice said. In one story, use the definitive article, for example, the chief justice of the Federal Court. Judo jujitsu is a less aggressive style of self-defense derived from jujitsu. There is no longer any need to insert a script into junior jujitsu shortens to Jr when part of a name, such as Robert Downey Jr. Neither 'Jnr' nor any other combo. However, in general, it is always written in its entirety as 'junior' in broadcast copy to facilitate reading, just deserts not just desert, unless you're saying you just want pudding, justify a word too often misused as synonymous with defended or explained. Justify means showing something was right or justified. Top of page Kashmiri; but cashmere fabric. Kellogg's cornflakes, but cornflakes in general. kerb Do not brake, when referring to the edge of the trail. KFC No Kentucky Fried kg No kgs, so it's 10 kg. kick off the hyphenation noun: eiect the verb. Kickstarter, Kickstarter Capitalized when referring to specific but lower platform for kickstarted. Kimberley, LA, Western Australia The Kimberley region, the Kimberleys. King Hit Avoid when possible: Use the one-punch assault instead An alternative and cowardly punch, he is emotional and judgmental. (The names of this type of crime differ by jurisdiction in Australia, from unlawful death causing death to punches or individual strikes.) King's Cross Station For London Station, an apostrophe. Not so for Australia (see below). King's Cross, St Georges Terrace, Frenchs Forest As a general rule (gazetteer), there are no apostrophes in Australian place names. Kleenex Brand, so capitalize. knee reaction Note the script. Knights, Ladies and Ladies If John Smith has been knighted, the convention is to call him Sir John, but not Sir Smith. The same goes for ladies: Dame Kiri Te Kanawa or Dame Kiri, Dame Mary. Sir John Smith's wife Jane. Knockout single word for noun; remove the verb. Koala No Koala Bear. Kolkata Formerly Calcutta Kokoda Track, Kokoda Track and Kokoda Track and Kokoda Trail are commonly used and are considered acceptable (including by the Australian War Memorial). But ABC's preferred use is Kokoda Track. Kombi, but lowercase if you just want to say a family-sized generic van. Koran, Our'an Koran is the most established spelling in Australian news contexts; Qur'an is more accurate for the Arabic word. The latter is either in specialized content, or when preferred by collaborators. Avoid the Koran. Korean names in both Korea generally consist of a household name and a given name in that order. Use the full name in the first reference and a later household name: South Korea are usually hyphenated, with a second tiny element: Kim Jong Un. Check if it's not korea are usually hyphenated, with a second capital element: Kim Jong Un. Check if it's not safe. Kosovo, Kosovans Adjective, noun Kosovan; better than Kosovar kph We use this as the abbreviation, not km/h. In copy broadcast, write in full to avoid misunderstandings: kilometers per hour. kung fu No caps. Kyrgyzstan Adjective Kyrgyzstan. Kiev, Kiev Use preferred Ukrainian spelling for city name: Kiev. Top of Page L La Trobe University, but Latrobe Valley labeling of groups and individuals The ABC has no editorial stand in its programming, and its journalism is accurate, impartial and objective. We need to take care of labeling groups or individuals. When we label them, we have that we do it in a factual, relevant and coherent way. This applies if we are talking about the use of words such as terrorists, extremists, hardliners and militants, or labels like right, right, conservative and radical. In most cases, it is much better to actually report on the group or individuals and what they have done, rather than applying a label that (more often than not) requires some sort of value judgment and comparison that needs to be done. When reviewing the copy, the key test is whether you can report events in a clear and concise way, giving the public all the information they need to understand what happens without using tags. On most occasions, this will be the case. Inevitably, there will be times when labels are needed to provide valuable information or context. In these circumstances, it is important that we rely on factual and accurate descriptions, and that they do not involve subjective judgments. In cases where a third party has used a label to describe a group or individual, this should be made clear within the broadcast. Apply editorial principles on constant labeling to all groups and individuals in a story. The ABC has an editorial guide on accuracy that includes useful tips on when to include tagging. Labora, Australian Labor Party (ALP), Labor Day, labor movement (everywhere), Labour Party (UK, New Zealand) LandCruiser Single word, with a second capital charter. landholder Laptop not scripted One word. larva, Lava is volcanic magma. Lasso, lassoes There's an e in there. the military tradition of the last post. A bugle call played at military funerals and at ceremonies to commemorate those who have died in battle. latitude Like this: 21 deg 14 min S legislator An Americanism, this refers to a sitting politician. It is imprecise, therefore, to consider alternatives: congressional deputies, senators, members of the House of Representatives or simply simple politicians. hens lay eggs. People put things like carpets and tablecloths. Lay, as a transitive verb, needs a direct object and its past tense form, lay, can understandably cause some confusion with the above. Adopt the following use: Why don't you get in and rest. (Present time) We felt lying under the bed. (Current Gerundi) While dying (Tense Past) He lied about his involvement in the war. (Past time of the verb that means making a false statement.) layby, laybys Our style. Ibw leg before wicker (cricket). There is no need to capitalize. lead, led Lead is a verb that means to show the way. The past time of verbal lead is led. Pronounced differently, lead is a metal that is soft and gray. I'll write about it with a lead pencil. Often in emissions we hear about a team with an impregnable advantage. This suggests that it cannot be overcome. They could have a lead-up (a), lead (a) Lead-up is a noun; in the final exam we will lead to a final exam. Leaderboard One word, learned both learned and learned are acceptable as the past and past particip participly of learning. Be careful to avoid confusion with the adjective learned as in scholars learn. leave a talk can be left by humor (not 'leveled'). the left wing faction of the left-wing faction of the left-wing Labour Party was scripted when used as an adjective. The left wing is also hyphenated, but consider before using (see tagging). Legionnaires' disease Is named after an outbreak at a conference of American legionnaires. Lego A trademark, so capitalize. Leicestershire, England. Lepers Do not use; considered inappropriate and stigmatization; people with leprosy or, if treated, leprosy patients. lese majeste No dash; the crime of violating majesty. Thailand is one of the few countries to maintain this law. Levee, levy The city hoped to raise revenue. LGBT, LGBTQ, LGBTI There are several terms to describe a number of different sexual orientations and gender identities. These include: LGBTI, which includes intersex people, and LGBTQI, which includes those who identify as queer. In most cases, unless specific intersex or other issues are being discussed, LGBT will suffice: Should the mining sector do more to support LGBT workers? Many groups, including ABC Pride, move away from the acronym as an umbrella term, preferring a more inclusive and accurate terminology: sexualities and gender identities. Liberal and Liberal capital for the Australian political party: Liberal, Liberal, Liberal Party, Liberal Party of Australia (official name). Lowercase for liberal views. Liberal National Party as in Queensland political party: LNP. license, license is the verb. So when you have been allowed to serve alcohol. But (in the context of NSW lockout laws) liquor licensing restrictions. holder of a license. Liquorice No liquorice all his life A lifelong follower, light bulb Two words, lightning, lightnightning, lightning, lightning, lightn phrase countries like Fiji are poor suggests that the writer has in mind countries that are not Fiji, for example, Vanuatu or Samoa. The writer actually means, countries like Fiji are poor suggests that the writer has in mind countries that are not Fiji, for example, Vanuatu or Samoa. enthusiast. Alignment No alignment. liquefied, liquefied As in liquefied natural gas. coast related to the shore of a lake, sea or ocean. Not to be confused with literal. living, habitable life is, in general, American spelling. But keep in mind that it persists in some charities and other brands, such as Livable Houses Australia. not down here and behold. loath, loathe Loath (an adjective) means reluctant or unwilling, while loyalty (a verb) means not to like it intensely. I am loyal to praise someone I detaicate. loan, loan is a noun. Prison is a verb. No money loans to someone; you lend them money – you give them a loan. Local government Only official titles in capital letters: Brisbane City Council, but a Brisbane council, the council said. Don't cover up local government varies. The heads of the Council can be several mayors, lord mayors or presidents. The elected deputies are several councillors or councillors. Make sure the descriptors are accurate, imprecise closure as general descriptors. Explain their meaning when possible, and what they mean to the public. Blocking involves restricting personal movement, usually by the state, especially confinement in homes, as demonstrated by modified forms: partial blocking, total blockade. The closure usually involves the closure of businesses or governments. logbook A word Londonderry, Derry In news, first reference for the city and county: Londonderry. Second and back, if you like: Derry. The town hall is Derry City Council. look at used too often instead of hoping or waiting. lore man Position within some indigenous communities. As with the intelligent man, the most generic reference is two words. Lord's English cricket ground. Lycra Note capitals. Top of Page M MacKillop Mary MacKillop became Australia's first saint on October 17, 2010. Mackintosh For the piece. In historical reference to the famous home computer of the phone maker: Macintosh, Mac. major An over-worked adjectives, and generally unnecessary. Malice outerthought Means premeditated damage. Crewed, Manning Avoid this verbal use where possible, as it involves a generic male: China's National Space Administration plans to conduct manned missions to the moon. They prefer crew, personnel, human. Man-made Avoid this descriptor whenever possible, as it involves a generic male: intelligence reports say the broad scientific consensus is that COVID-19 was not man-made. Prefer synthetic, artificial, or (in the context of climate) anthropogenic. blanket ray Two words. Maori Singular and plural form, for indigenous New Zealanders. Marines as an offshoot of U.S. Marines as a offshoot of U.S. Marines as an offshoot of U.S. Marines are accused of killing civilians in Iraq. Marseille The place. For the French national anthem: La Marseillaise. Marvel comics Capital M. perhaps the island will be invaded, the island can be invaded. Mayor, Lord Mayor These are covered, but the councilman is not. When a transition device is required, there are usually more subtle ways. Mecca in capital letters in reference: The Hobart tip shop is a mecca for interested recyclers. Medecins Sans Frontieres Doctors Without Borders. medevac, I medivac Avoid out of direct speech. In guotation marks, use the first or its inflexed shapes: medevaced, medvaced, medvaced abbreviated: Mbps Melburnian Someone who lives in Melbourne. melt, melting a child can have a thaw in the supermarket and a nuclear reactor can suffer a thaw. A s melting can melt iron ore. memento, mementoes No momento. memoir Means autobiographical writing, has no final E. Aide-memoire, a reminder, it does. memorandum, memorandum The former is singular, the latter is plural. begging Both noun and adjective: beggar and meningococcal disease. A little lenience here for headlines and other space-limited environments. online content for which it can be

charged. Not 'metred'. Methylated spirits metric Australia uses the metric system as its standard for weights and measurements. There are a few exceptions: sailors and airmen measure the distance in 1000 miles and calculate speed in knots. A knot is one nautical mile per hour, so avoid constructions like 16 knots per hour. Pilots measure altitude in feet: aircraft and ships specify the output of the horsepower engine: horses are measured in their hands; and bull dealers weigh gold by the ounce of trojan. Do not convert them to metric equivalents. mic, mic'd, mic-ing Use when transcribing colloquial phrases around the use of the microphone. Avoid: mice, micro-parties Micro-parties, micro-parties, micro-parties, micro-parties, micro-parties, miltary personnel in general do not need to retain the Royal in the Royal Australian Navy and the Royal Australian Air Force. The shortest terms are acceptable: Australian Navy, Australian Air Force. The official term correctly only the officers in charge. Most military personnel are not officers, but other ranks. Use generic terms if you can't confirm: confirm: Member of the force, member of the RAAF. In most cases, the soldier or sailor is better than military personnel. Various points: The captain of a ship does not necessarily have the rank of captain. Sailors always serve on, not on, a ship. A cruise ship is not a frigate and a destroyer is not a battleship. but they are all warships. Say HMAS Melbourne in first reference and not on HMAS Melbourne. Shorten thereafter: the crew aboard Melbourne. Militia This means a body of soldiers - usually civilians, rather than professional soldiers. An individual in the militiamen. Milky Way capitalized as such. conscious of not talking. Minister, Minister of High Case the full titles of acting government ministers, here or elsewhere: Prime Minister Scott Morrison, Foreign Secretary Dominic Raab. Lower case for generic and plural use, or referring to former office holders: said minister, then Foreign Minister Alexander Downer. minutia, minutiae Petits or trivial details. miracle Fine in attributed quotes, but prone to excessive use. Be cautious. Misfortune You get to combine denied forms, as in the following: Once again the Australian public will not completely miss the point of the Barmy Army. Logically, these phrases convey the opposite meaning to what they intend: the Australian public has not missed the Point of the Barmy Army. These sentences are relatively common, but for the love of clarity cut the Gordian knot: if you mean the point shouldn't be missed, say (or write) exactly that. mitigate mility is sometimes mistakenly used for militate. Mitigating means doing something less extreme. It is often used in reference to the severity of a punishment or the intensity of heat, anger or pain. Mitigating circumstances are what reduce blame. Militate (contra) means being a force (against) or working (against) or working (against). Mixed metaphors, literary allusion As the following example sentence shows, if you start a sentence in a metaphor it is wise to end in it: they have put all their eggs in a basket and it is badly shot. Take special care, too, when using literary or classic allusions. The type of person fit to notice if he surprised them, as in: After a decade of inaction, perhaps we are already too far from the Rubicó. mixtape One word. Mohammed preferred spelling to the prophet of Islam. For a fuller picture of terminology in Islam, see the First Arab and Islamic on the ABC intranet. Lord Monckton; Christopher Monckton, 3rd Viscount Monckton of Brenchley or Lord Monckton. Never Lord Christopher Monckton like this only if he was the youngest son of a duke or Marguis, for example, Lord Randolph Churchill son of the malborough, Mogtada al-Sadr An Iragi Shiite cleric another than, about Do Not Use When Is More Than a Certain Number; The Boy Jumped Over the Wall, but more than 50 people attended the ball, morning, afternoon Avoid neither am nor pm nor morning or afternoon; never so much (as in '2.30pm in the afternoon') short for the MP per member of Parliament. Plural: MPs. mullah A Muslim teacher or scholar. The term is most commonly associated with countries such as Iran, where Shiite Islam is dominant, but is also used in countries such as Pakistan, Afghanistan and Azerbaijan, where Sunni Muslims dominate. The term is rarely used in Arabic-speaking Sunni communities, where Imam or Shaykh are common uses. Mumbai formerly Bombay Murray-Darling Basin Always script. It's not the Murray-Darling Basin, but it may be the basin in later reference. Also lower basin, upper basin, etc. Adjacent geographical features do not always take capital: Murray's lower lakes. musical genres Here are some that cause spelling problems: hip hop, metalcore, heavy metal, hardcore, postpunk, nu-metal, R& amp; B, rock 'n' roll. Muzak's trademark, so capitalizing on the name of my school's official website is two separate words, both with Myanmar cap being the name of the country. Avoid Burma, unless the country's previous name is editorially relevant. When referring to the residents of the country: people from Myanmar, myanmar village. Adjectival form: Myanmar custom, Myanmar cuisine. Not Myanmarns. I myself is a thoughtful pronoun, which means it is used when the object of a verb is the same as its subject: it was given an increase. Sometimes thoughtful pronouns are used incorrectly when a subject case pronoun or object (I, I) would too: experienced professional journalists like me and Mia Freedman. Avoid this misuse. MySpace Top of Page N 9/11 Can also be 11 September name changes Unless there are compelling editorial or legal reasons not to do so, see a person by their chosen name. When an individual is known to the public by its previous name, it may be necessary to use it sparingly to inform the public: Canadian actor Elliot Page, formerly known as Ellen, says he is transgender. Once the new name is set, avoid using the previous name in the titles. Nanosecond nanotechnology, nanotube — a whole word, unscripted. NAPLAN There is no need to explain or explain the acronym in the headlines, or even the body text. If it is necessary to explain it, it is only necessary to refer to it in the first mention as the standardized literacy and numeracy tests or the like. narc For the pejorative contraction of narcotics agent. No nark. Narrow victory A victory by 100 to 99, in sport or politics, is obviously Close. Avoid the obvious. NASA's National Aeronautics and Space Administration, but there is no need to explain. National Broadband Network (NBN) (NBN) and write in full in the first instance. Abbreviation is acceptable in second reference. Native title, native title In most references: a native title action, the court determined a native title claim. Capital letters in specific reference to legislation or official bodies: the Native Titles. Organization of NATO's North Atlantic Treaty, but there is no need to explain. naught, nought means nothing, nought is numeral zero. Naught is increasingly archaic, used only in specific well-worn phrases (he came to naughty.) naval, navel-worn A naval officer. The navel refers to a belly button, or a variety of orange. Navy and Navy, but tiny for other navigators from other countries. near the east, east end Tiny. Netherlands, the definitive article is part of the name and cannot be dropped, but it may be less, unlike The Haque, where it should always be capitalized. Neuron We use the internationally adopted spelling neuron, although in motor neurone disease British spelling has become more common. however, a whole word, but nothing less the new year's Eve, new year's Eve York City But case lower in other related constructions: New York State. newspapers The Age, not The Age newspaper. In the past reference, release the definitive article: the news was reported in today's age. Ngaanyatjarra Aboriginal group from the Australian Western Desert. nicknames Generally capitalized on reference to famous sobriguets: the Iron Lady, Alexander the Great, Andre the Nielsen Giant, AC For the polls. Note the spelling. Nietzschean It really surprises how often these words arise. Night but night, night shirt, ni-Vanuatu, Vanuatu Avoid Vanuatuan. Use it as an adjectival descriptor for vanuatu ethnic Melanesians: More than 300 ni-Vanuatu workers are collecting handles... seasonal workers from Vanuatu. Ni-van is also commonly used, although it is colloquial. Depending on the context, it may be necessary to explain that ni-Vanuatu is the term for people in the country. Nobel Prize winner capitalize on the name of each prize, for example, the Nobel Prize in Economics. This is technically true, if overwhelmingly pedantic. The Nobel Prize in Economic Sciences is younger, true for the first time in 1968, against 1901 for the main prizes) and more commercial (presented by a bank, not by the Swedish Academy). But it is presented in the same ceremony as everyone else and so is Nobel Prize in Economics. No man's land Here are scripts. none Is a myth that none should take a singular verb: plural is acceptable and often sounds more natural, for example, none of the issues have been resolved. nothing less, though. none wiser than I was not the wiser', not 'I was a little wiser', not 'I was a little wiser' no one is scripted. Noongar Western Australia's largest indigenous population. nor a conjunction used to continue the denial after an initial negative clause, as in: Myer's performance since the list has not helped, nor has the recent brutal market correction. It is also commonly found to be acting as a correlative conjunction after neither, as in: their health records are neither safe nor secure. In this example, usage or not would be standard. The Nordic countries Denmark, Norway, Sweden, Finland and Scandinavia Iceland is a more specific ethnic/cultural term, which is a territory of Denmark. Northern Australian North Pole Notebook, notorious note paper Use carefully. Commercial networks could refer, for example, to Cabramatta as the notorious drug zone. We don't. Numbers, are explained from zero to nine, but use numbers from 10 to 9999999. Millions and billions are written in words and figures. sav 1 million. 8.6 billion. Once a number reaches 1.000, use a coma. Ordinals spells from first to ninth, from 10, 31, 100, etc. With measurements, a number is less than 10, for example, 3 kilometers instead of three kilometers, and 6 kilograms instead of six kilograms. Describe the measurements in the first instance, and then use the symbol in later references. So: Sydney could expect up to 200 millimetres of rainfall... Only 10mm is expected in the west of the state. Put the symbol next to the numeral; you don't need a space between them. When you start a sentence with a number, do not use numerals: fourteen board members have arrived; five were from Oueensland. Long time: Joseph Nagel, 22, and Jenny Sanders, six. But the woman was in her 30s. The betting odds are separated by a script. Avoid putting numbers first in a sentence. Listeners can easily miss the first words of a news story. When writing scripts for the broadcast, write measurements in its entirety: milliliters, kilometers per hour, etc. Consider whether the numbers or measures involved in the history require precision, or a round figure. In rounding: let's say about, rather than about or some - the latter is non-conversational, conversational, conversational, say over 500, no more than 500. If a precise figure is essential to meaning, it may be necessary to repeat it. Top of Page OECD Explains in its entirety the first reference: Organization for Economic Cooperation and Development. Abbreviated in second reference: OECD. outside this particular construction (preposition + de) is often opposed, often with record or tautology cited: the surfer was knocked off his board by a shark. Think of the ele collision: The surfer was hit from his board by a shark. offbeat, offband, offside offshore a word Oh! It's not O! oil rig For exploration and drilling. Okay, it's not right. But write the verb form in full: okay, okay. Old Testament There are capitals. The Olympics always ended. The Olympians are also covered. Otherwise only games. Once Olympic, always Olympic. People don't become ex-Olympians. They remain Olympic for life and should be referred this way. Ombudsman, advocates capitalize on the full name of the Catalan Ombudsman. Lowercase in later reference: the Catalan Ombudsman, omelette on, in, as in, is written as a word when a preposition (jump ship, walk on stage) and otherwise as two words (continue to the end, move on to discuss other things). Use each other if more than two use each other if more than two use each other if more than two use each other things). benchmark is a single person or a mass of people: An Australian in three is a migrant exists happily alongside one in five Australian children have gone hungry in the last twelve months. a unique advisor to online liberals, offline online work, etc. just misplacing can only greatly affect the meaning. Put it as close as you can to the sentence that modifies and takes care that you do not turn the sentence into a comment. He was sentenced to just three years in prison suggests that we thought he went down lightly. on screen, offscreen It's nice on the screen; offscreen less so. The same goes for the stage, the backstage, offstage. Ophthalmologist They are specialists in ophthalmology. Note that first h. Order of Australia There are four levels of appointment, listed in descending order of prestige, with postnomial assistant: Company (AC), Officer (AO), Member (AM) and Medal of the Order of Australia (OAM). The Order of Australia is not a prize. It recognizes people for their achievement or meritorious service. People are not granted an Order of Australia, or receives a Medal of the Order of Australia (OAM). or angutan No script. ordinance, ordinance The former refers to laws or regulations, the latter to weaponry. orient, disoriented as well as preferred) 'to disorient'. -ours, -or Use -ours, no - or, for words like behavior, taste, savior. our ABC has no cities, troops, a swimming team, or time. Use the right terms: Australian cities, Olympic swimmers, Adelaide weather, the Australian dollar, and so on. perspective The outlook is good. Not the perspective looks good, it's tautological. Top of page P p's and q's Lowercase, without apostrophes. Pacific Islands, Pasifika Both terms are used to refer to people living in Australia or New Zealand with Pacific Island heritage. Both are collective terms: whenever possible, be specific and describe their talent in the way they want to be described. See also Polynesia, Micronesia, Melanesia, Beware of using scripts: a child-sex offender can only be a paedophile; a child sex offender could be a young man accused of sex offences. Couple Referring to two people, treat as a plural: the couple was charged, the couple is due to face court. palate tastes, or the roof of the mouth ... palette is a range of colors or a painter's board. Palestine Don't use it. We say Palestinian territories. Palestine as an adjective or noun is fine. Palme d'Or The highest prize awarded at the Cannes Film Festival. The owner name of Panadol is uppercase, but the generic name, paracetamol is not. paparazzo, respectively. on par, at the same time it is not the same: I feel a little below par. The golfer finished the sixth round under par. Paralympic or Paralympic Games. Parker Bowles, Duchess camilla of Cornwall. There's no script. Parkinson's disease Includes the possessive apostrophe Parliament, parliament this week. Lower case for old or plural parliament used in a generic sense). Lower case for adjectives: a parliament without the article is acceptable: Parliament has decided X. When a bill passes through the House of Representatives it has not passed through Parliament, it has only passed through the Lower House. The exception to this is Queensland, which has a unicameral system. party there is no need to capitalise on political organisations: the Labour Party, the Liberal Party, the Liberal Party room Two words, not one, for example, Tony Abbott told his own party room about his chances of election victory yesterday. Passers-by The plural of passers-by is passers-by (non-passers-by). The word takes a script, both singularly and plurally. past time If you a sentence in the past time, you should continue in the past. So: Superintendent MacArthur said there is no breakthrough yet. (Incorrect) Superintendent MacArthur said there was no breakthrough yet. (right) He said that although police have spoken to a number of people, no one had been charged. (right) See more under input voltage. Hobby Is what you do to pass the time, peccadillo plural peccadilloes, pedal What you do to a bike. Pedaling is what makes a pedlar, unless you're a drug street vendor, but the street vendor is more common in the US, U.S. spelling has stuck when it comes to drugs. Look, pic At a glance is what you take when you want to see something, and a peak is the top of a mountain. pejorative This means waiting for a result of some process that has already begun. Imminent, on the other hand, means something about to happen. For the sake of conversational English, avoid both, peninsula This is a noun. Peninsular is the adjective, pensioners Do not use old age pensioners; It is preferable to the elderly or the elderly to Avoid: Earning \$30,000 a year is better than the year. Well to use in Latin set sentences : per capita, per se, per year. Not by any, percent Two words: percent. No percentage or %. It can be shortened into headlines or the like: house prices go up by 15pc: analyst. The percentage should be written as a figure (2 percent, 24 percent) unless used to start a sentence. T'a wary of the difference between percentage and percentage point, per se for or in itself: Intrinsically, It is Latin, and sometimes appears in transcripts such as, which is wrong, perspex Without the need to capitalize, unless it refers to the specific trademark product. Perth Institute of Contemporary Arts (PICA) Arts is plural. But at the Australian Centre for Contemporary Art (ACCA) the word 'Art' is singular Perpetual Loyal only uses initial capital, rather than writing LOYAL with all the caps. A homophone, faze, means concern, as nothing faded it. Doctoral note than capitalization. phenomenon This word and its plural are often mis-used. Phenomena are plural, but many use it when they mean phenomenon. A phenomenon is wrong. They have to be two or more phenomena. Philippines, Philippines (m), Filipinos (m), Fi clearly affirmed and regularly repeat. The goal is for the numbers to be as simple as possible to remember. Where a number has six sixes for example, 131300 - should be indicated as A three, three hundred. 131273 should be declared as A three. should be declared as A Three Hundred. Eight numbers — for example 42791856 - should be expressed as Four seven nine, one eight five sixes. For ten-digit mobile numbers use the four-number prefix - by 0428 say zero four two eight, and then break the next six numbers into two parts - three six nine, five eight fours. Double numbers like 66 must be expressed as double 6 and similarly three numbers would be triple 6 and so on. For issuance, see the emergency services numbers as triple zero, not triple oh. Text messages: We use the term Text instead of SMS. Don't refer to text authors by your phone number, or any abbreviation for it. Other numbers and lists; Financial information, currency, calendar dates, and numbers are an area where we risk variation. Where to provide lists (such as key exchange rates), submit the list in the same sequence at a time – remember, listeners are creatures of habit. Phosphorus (noun), phosphorus (adjective) Mind the extra u. photojournalist A word, no photo script required, photos Don't photo's or. photoshop Started life as a brand, but now in such a common use that it no longer requires a capital charter. Pigeonhole Verb or Noun Pilates It is necessary to capitalize on this, as it refers to a specific fitness regimen named after Thomas Pilates. Strictly speaking pin number, should be referred to as PIN and not pin number, as it is an acronym and means personal identification number, as it is an acronym and means personal identification number. Major Aboriginal Language Group Flat English Use it. For example, we prefer to start or start at the beginning quite pompous; buy the equally pompous purchase. Paris Plaster Without caps for Paris. Plasticina Brand, so capitalize. plateau (singular), plateaus (plural) no plateaux Play-Doh Is a registered trademark. Use the playback mass for the generic reference, play-off (noun), play off (verb) PlayStation playwright, dramatology A playwright practices the art of writing, therefore, it is dramat composition prize, not 'dramatring award'. Begging No pled. Police, formal police is preferable informal police, cops in copy of body. Policing may be acceptable in headlines, especially for lighter stories: Senior police honored for bravery. Avoid: cop killer. political party or the party or the party. Liberal Party of Australia can be liberals, Liberal and the party at second mention. Be careful to make it clear which party you are writing. Try avoiding using Libs in Liberals are better. Polynesia, Micronesia, Non-interchangeable Melanesia is sometimes considered offensive for etymological reasons. Whenever possible. be specific and describe your talents in your preferred terms. Pope, papal pope always takes a capital letter; papal and pontiff never covered up. Pope Francis I, a Vatican spokesman has advised. populous describes a place with a large barrel of population pork, pork barrel, pork barrel poser A model or artist puzzle. A group of fake postal worker attitudes Not men posthumously can be a source of unwanted humour, as in the following: Scott Morrison has recommended the Oueen posthumously reward Edward Sheean a Victoria Cross, Ambiguities of this type can normally be avoided by using the posthumous adjectival form. Postnomials Do not include postnomials unless they are relevant to a story: Brendan Nelson, not Brendan Nelson AO. It will be relevant in some legal stories, where they should be noted in first reference, but not thereafter: Bret Walker SC ... Mr Walker said. Brand post-it, so capitalize. Note that there is no capital in it. post-mortem Latin means after death, and is often used as an adjective: post-mortem examination. But post-mortem has also been used as a noun; Review of post-mortem murder case delays. Some see this as non-standard; if you're worried, just use the autopsy. Post-op, pre-op Avoid in reference to transgender people. Write in full for sport or other medical contexts. Post-traumatic stress syndrome (PTSD) or postwar drinking disorder (PTSD) Means drinkable, or suitable for drinking. potato, PowerPoint potatoes pow presentation software Abbreviation for prisoner of war. Avoid apostrophied plural form pow's. Prayut Chan-o-cha Thai military leader and prime minister. Formerly Prayuth Chanocha. Preeminent Premier Cap it for a incumbent: Victorian Premier Bob Carr. The Chinese traditionally give their prime minister the title of prime minister: Prime Minister Wen Jiabao. Bermuda also has a prime minister rather than a prime minister, premiers, minor premiers, champions, non-interchangeable championship in national sports codes. In AFL and NRL competitions, teams are minor premiership). In the A-League, however, the teams that finish the season at the top of the ladder are premiers, and champions if they win the final (or champions if they win the final (or championship), preposition is fine: something to aspire to ... An ideal place to walk, prescribe, proscribe to prescribe is to establish as a rule to follow. Proscribe means to prohibit, denounce or convict. A phrase phrase how development can only take place in certain proscribed circumstances is incorrect. pressured to be under pressure to be evasive in how to express one another. while procrastinating is delaving performance. Prime Minister-elect Also president-elect. But in Australia, we have a prime minister-designate. prima donnas. prise Apart, opened (not prize-winning) Nobel prize winner, Pulitzer Prize winner, etc pronunciation When the copy contains difficult or unknown words, provide an accurate pronunciation guide at the top of the page. Get guided by your talent, or a resource like ABC Language. If you don't guess, preventive means much the same as preventive and both are in common use today, prewar pronouns Use the pronouns that a person decides to pass. For some people, this may include unique them, as in: Dr. Andy Kaladelfos agree... they said. prophet, the capital prophet case when used prior to the name of someone considered divine: the Prophet Mohammed, the Prophet Elijah. Lowercase for general or language use: a false prophet. prophets of doom prostate cancer No prostrate. unique, plural prostheses. proven to be a disaster, and that's a proven to be a disaster. dog's breakfast, a room of its own. The plural nouns that end in s only achieve the apostrophe: the dispute of politicians, the darkest day of athletics. Treat plural forms that do not end in s as you would singular nouns: children's games. For personal names that end in s, add one apostrophe and another: Alexis's car Herodoth's work. Note that some set phrases are treated as singular: writer's blog, cow's milk. If a period of time modifies a noun, he uses an apostrophe: he was sentenced to 10 years in prison, which is taking six weeks off. There are no apostrophes when the time period is adverbial: two weeks old, six months of pregnancy. Error: An apostrophe can change the meaning of a sentence. My brother's friend's house is different from my brothers' house, and different again at my brother's friends' house. Australian place names generally lack apostrophes: Kings Cross, Badgerys Creek. Some international sites retain them. Always check it out. Parentheses The rules for using brackets are simple: words added in an appointment must be contained between to make it clear that we have inserted them: I like [cakes] but I prefer to bake other things Keep the original word there; do not replace it with the brackets. Add [sic] after incorrect or unusual spelling on a written quoted: Um, drunk on a fellow 21st, I cut another offer [sic] and landed my lip first. Use round brackets for parentheses, or after an unknown acronym to explain in full. Bullet points Don't put a full stops, just make sure it's consistent within a story. Settlers Use a colon (not a coma) to enter quotes if the quote is a complete sentence: The company released a statement, which read: This is a tragedy and our thoughts are with the families. No colon if the quote is just a fragment: Ms Asher said the taste was bitter and horrible. Use a colon to precede a list: There are three deputies who are not yet determined: Marise Clark, Joe Aberdy and Samantha Hardy. Use a dot when the first part of a sentence enters a proposal that resolves in the second part. This makes the meaning clearer than if you've just used a coma. For example, compare these one-sentence versions: it raised \$100,000 during the period: \$80,000 at dinner, and \$20,000 worth of duties. The use of a coma implies that it raised a total of \$200,000. The use of a colon makes it clear that he raised a total of \$100,000, as well as two amounts. Points are also used to separate kickers (or appointments, or the like) from the rest of the title. Budget 2020: What do we know so far? In cases like the above, cap after colon. Normal caps conventions apply when you use a dot in a attribution title. The Murray River is dying: The green commas The general rule with commas is that the phrase must still make sense without what sits between commas: The director, Sofia Coppola, said she deliberately made the film highly stylized. You could also write this without commas at all: director Sofia Coppola, said she deliberately made the film very stylized. Both are correct. The coma-free option may have problems if the person described has a long title: UN Special Coordinator for the Middle East peace process Robert Serry arrived Tuesday. If this is the case, rewrite with parenthesis coma, but leave the other. In other words, avoid scoring like this: The director, Sofia Coppola, said she deliberately made the film highly stylized. Broadcast scripts --like a lot of literature 19th century— they often use commas to indicate points where a reader can breathe. These commas to indicate points where a reader can breathe. These commas to indicate points where a reader can breathe. (--) to create breaks in a sentence - like this. Create it by holding down the Alt key and pressing 0151 on the keyboard. Use a hyphen (-) to separate numbers, dates or distances: 50-60 protesters, June-July figures, the Perth-Broome route. If your dates include digits, place a space on both sides of the board: from June 6 to July 4. Create it by holding down the Alt key and pressing 0150 on the keyboard. Use a script (-) to link selected words that could be better written as a single word: it is waterfowl, not waterfowl. Always check the Macquarie Dictionary if you're not sure. But there is no script after adverbs that end in -ly, or a lot: a highly respected lawyer. Compound adjectives take a script when they precede nouns: middle-aged women, an eight-hour search. If you don't know if your compound takes a hyphen, try each modifier against the phrasing head. Big red car doesn't need a dash - you can have a big car, and you can have a red car. On the other hand, old-growth forests need a script. Old forests don't. he was wrong. Put a space on both sides of an ellipsis. To create: Touch and hold Alt and press 0133 on your keyboard. This creates an unbreakable ellipsis, which means you won't end up with some full stops on one line and the rest on another line. It's also just a single character, too, so it's useful for Twitter. Semi-semitches serve two purposes: to bind independent clauses and clarify elements of a series. By linking independent clauses, the semipoint often serves a function similar to coordination conjunctions and yet, or for. It has a higher degree of obstruction than a coma but less than a full stop: My sister loves mussels; her husband hates them. quotes only use unique quotes for quotes in headlines and sublayers: 'Win for democracy' as backflips from the NSW Government to release secret documents. Use double guotes in text: Look at beauty! Mr. Palta said. For guotes inside guotes, toggle between double and single guotes. If both cited items end at the same time, the group score together: I said: I know who you really are. Nicknames, irony and unknown terms all take double guotes: Andrew Twiggy Forest, the debate turned into a free-for-all, new Government medihotels will be privately and unknown terms can be confused with the above material. Type around this if necessary. When guotes run on multiple lines, start each with a double quote. Do not use closing quotes until the end of the extracted speech: At this stage we do not believe that the containers themselves. [There have been] no reports of any injuries to wildlife or marine, no strikes from any ships at this stage. Puns The occasional and sensible use of puns can brighten up our writing. But it's easy to exaggerate. pygmy Plural pygmies Pyrex trademarked, so capitalising on pyric victory won with heavy top of page losses Q Qantas QC Coma-free use for post-denominational: Stuart Littlemore QC. Queen Elizabeth II or the Queen. Note: do not refer to the Queen as Queen Elizabeth of Great Britain - she is also the Queen of Australia. Her husband is the Duke of Edinburgh at the first mention, then Prince of Wales, then Prince Charles or the Prince So the Prince. Queensland's birthday honours list, the abbreviation for Qld is Qld, not QLD Question Time Capped queue, gueuing O gueuing both spellings are acceptable guarantine, isolation means separating those infected from healthy ones, and guarantine means removing healthy from the general public to control the development of symptoms If it's relevant (for example, by contrasting global public health approaches, explaining health directives), consider the difference. Top of page R R U OK? Day note spacing and uppercase. R& amp; B No RnB. X-graphician takes X-rays... a radiologist interprets them after Raft has become a popular way to describe a large collection of things, such as 'a raft of awards', but has a subtly ironic tone. Therefore '... after a series of attacks on Indian students was a guestionable choice of words. Avoid this cliché. Rain event Weather Jargon, better avoided rather than more prosaic substitutes, e.g. rain, rainfall. Randomized controlled assay not: randomized control test. monkfish on your knuckles but you'd wrap a package. rarefy, rarefies, rare rate of raze knots Be careful when used on radio or television: the building was razed sounds just like the building was erected. Recreational drugs, party drugs Avoid recreational drug terms or party drugs outside dating. Better yet, be specific: call the drug. Is it cocaine, amphetamines, ecstasy? Real McCoy realpolitik harvest people reap rewards or benefits, but cause or destruction. because, reason why redundancies. Avoid. reconciled with an idea or a cause, but reconciled with someone else: days before his execution, he reconciled himself with the idea of death, but John reconciled with Ahmed Ahmed their argument. Red Cross takes capitals. Red shirts Thai protesters. Former Star Trek endearments and collegiate athletes are red shirts. Stinks of corruption, but wreaks havoc referendum A bill to amend the Constitution, once approved by most states and by most of all voters who vote. In determining the result, the result in a Territory is not counted for a majority of states, but the vote is included in the majority of the total electors. re-form a reform, reforms Note the positive connotations of this legislature regarding contentious issues: tax reform, industrial relations reform, reform of the abortion law. Think of a neutral alternative: change, review. Or eliminate it altogether: The government has put tax reform on the agenda can easily become the government has put taxes on the agenda. Also keep in mind the associated topics: junk reforms, rafting measures, etc. refuting Means demonstrating something (a statement, theory, a charge) false or wrong. This does not mean denied, rejected, disagreed with, dismissed, ridiculed or repudiated. If we use refuse, we are effectively accepting and endorsing one side of an argument. consider your respects, but with regard to the document, not with regard to the document regardless of, regardless, not taking into account ... is not irrestated - there is no such word use it regularly to suggest that the interval between things or events is the same, not that something happens often. reign or reign in big corporate spenders or horses ... but the reigning monarchs Day of Memory November 11 in Australia. And we don't 'remember'. report write a report on something, not on. The report often follows an investigation into or an investigation of something, the results of which are reported. referendum This is the case yes and the case yes and the case not without capitalization. rehuffle a word restaurateur does not 'n' retaliate People generally retaliate against an action, not for. reluctance, reluctance If you are reserved or deinclined to speak freely. To say that someone is reluctant to do something or has reluctance to do something is wrong. The best word is reluctant. If you are reluctant to do something, it means you are not willing to do so. reverse Including additional adverbs can be tautological: go back. review, revue The latter is theatrical entertainment. The first is a criticism ricocheted, ricocheted, right, right-wing politician, right-wing, right-wing faction of Labour Party Note capitalisation. rite of passage Not to be confused with a similar phrase: right of way. The prison in Roebourne, Western Australia, rolled the term implies some motivation for witness action, and may even suggest guilt. Be careful with using it. roller coaster, emotional roller coaster Note the scripts, avoid cliché. Rollerblade There is nothing to capitalize on. roof, non-Rooves Rorschach test interpretation of Rottnest Island inkblots outside Western Australia, home to the guokka rounding, rounding off We bring you a summary (noun) of the news. We round up (verb) the news to bring you this summary. Royal Australian Air Force First reference: the Australian Air Force (RAAF). Second and subsequent: the RAAF, the Air Force Royal commissions, royal commissions, royal commissioners Use capitals when referring to the full name of the commission in the first reference: the Royal Commission into Institutional Responses to Child Sexual Abuse. In later references: the royal commission, etc. If you're using a shortened version of the name, use lowercase: the royal commission into child sexual abuse. Plural forms must also be lowercase: multiple royal commissions. The heads of the Royal Commission take ordinary honorifics (not judge or justice) and their office is less case: Mr Hayne took issue with Ms Perkovic's non-response... the commissioner said. Royalty for the monarch: Queen Elizabeth II, the Queen. She is not Queen Elizabeth of Great Britain - she is also the Queen of Australia. The Queen's husband is the Duke of Edinburgh in first reference, Prince Philip in later. The Queen's eldest son is the Prince of Wales, then Prince Charles or the Prince Charles or the Prince Charles or the Prince. Camilla, Duchess of Cornwall. After their marriage, Meghan Markle technically became Meghan, Duchess of Sussex. But well refer to her as Meghan Markle in headlines, teaser text, etc. There is no need to capitalize on the royals. The positions of the non-Windsor royals take capital letters when used as courtesy titles: Prince Manvendra realised he had much in common with Australia's longest-serving judge. RSPCA There is usually no need to explain runner-up (plural) Russian roulette The first word is only capitalized. & amp; Top of Page S& amp; amp; P 500 saccharine, saccharine for the adjective that means 'of a sugary sweetness'. non-sacreligious sacrilege. saddened with No on horseback. Arabic word from the Sahara meaning desert, so there is no need for the Sahara Desert. said Favorite about commented, declared etc. Holy, St. Spelling in its entirety by the name of a saint: Saint John of Arc. For place names, abbreviated: St. Stephen's Cathedral. Note: There is no full stop. Salvos of the Salvation Salvation Army acceptable in the headlines. good Cap Samaritana the S itself, similar the equal and similar words are similar but not the same. They are sometimes treated as synonymous: There were six people killed in Western Australia and a similar number in Queensland. If six died in Queensland, then it is the same as the death toll in Western Australia. same-sex rights, same-sex couples. Note the script. Same-sex marriage equality. Western Samoa. Don't be confused with the American Samoa sanatorium, sanitariUm Both in use, our preference is for the former. Australian Army SAS Special Forces Regiment. Technically it's the Special Air Service Regiment (SASR) but more commonly known as SAS, so we're left with that. Satan and the devil capitalized when referring to God's main evil and great adversary spirit, but in lowercase in general discourse as in satanic and diabolical ... heaven and hell also in lowercase, such as paradise and purgatory satnav A satellite navigation system, also known as GPS. No plugs are needed for the former, but caps for the latter, which is an acronym for global positioning system. Scandinavia Sweden, Denmark and Norway ... not Finland or Iceland. If you add Finland and Iceland to scandinavian countries, you're talking about the Nordic countries. skeptical and sk illness. Personality and intellectual disability are not divided. Avoid using the word in its colloquial senses. It can be distressing for those living with this disease, and their families, schoolchildren, schoolgirl of a word scientific names Biological names take italics. Genus in uppercase, tiny species: Homo sapiens. Tyrannosaurus rex. Rangers no boy scouts. Marine shepherd The conservation group is called Sea Shepherd. seas, oceans Generally, the sea refers to any of the salt waters that cover the Earth. Capital letters to be specific: the Black Sea, the Pacific Ocean, etc. By contrast, the ocean refers solely to the large amount of salt water covering three-quarters of the Earth, and is divided into five constituent parts: the Atlantic, Pacific, India, the Arctic and Antarctica. summer seasons, winter, autumn, spring ... there is no need to capitalize secondary, second a secondary infection (as an ear infection after primary infection of a cold), secondary school (following from primary education). But a second heart attack, a second cold (suffering from the same disease again). General Secretary Also General Manager, Vice-Chancellor, — They all take a script to see Don't Say, next month you'll see inflation fall. Next month nothing can be seen. self-isolation, social distancing, physical distancing These terms are often used interchangeably to refer to measures designed to curb the spread of viral transmission. If applicable, explain what each means (see note in quarantine, isolation). Sellotape trademark, so capitalized. Better yet, avoid it unless you want to refer to the specific branded product, and just say adhesive tape or tape. semitrailer no longer needs to be scripted. Just use one word. The Senate and House, the Upper House, the Upper House, the Upper House, the Upper House of Representatives, the Upper House of Representatives of Representatives, the Upper House when used as a descriptor (e.g. Labor Senator Joe Bloggs). In other words: Senator Bloggs has announced his retirement. Politicians from all sides lined up to pay tribute to the senator. senior There are no complete stops in the abbreviated form: Mr. Sensor of a device that responds (uncensored, probably) to the information received ... a censor is a person much more likely to censor something. September 11 9/11 is also acceptable set to If something is going to happen, will is better. Often, the set can also be deleted, especially in titles. Therefore: the Government willing to release the budget into an incumbent could simply become Government to release budget. The next story would then simply say The Government will release... Sewage, sewerage is the raw material that can be transported by pipes and treated in plants that together are called sewer systems. So it's a sewage treatment plant, but a sewer. Sex Change, Sex Change Operation Avoid. Some alternatives: sex reassignment surgery, gender confirmation surgery. In general, avoid emphasizing the role of surgery in the gender transition. African terror group Al Shabaab. It's not Shebab. Shadow Minister, Shadow Ministers While not an official title, shadow minister is a common term and is almost always used for certain roles; Shadow Attorney General or Shadow Treasurer, stock market, in Islam, the body of the law derived from the Ouran, the Sunna and other sources. Their interpretation and application to both Muslims and others living under Muslim governance is debated among Muslim scholars. Shen Neng 1 No Shen Neng One. The Chinese coal bearer that left Rockhampton uses the number of the Shiak One of Shiak One One Shiak One of Shiak One One of Shiak One of Shiak One of Shiak One of Shiak One of Shi branch of the ships of Islam military ships of any nation take this form: HMAS Adelaide; The USS Kitty Hawk. HMAS represents Her Majesty's Australian ship, so it is not necessary to name it before the ship. Shoo-in (Near Shoo-in) Shoo-in) shoe-in certain winner of (usually rigid) race sic Sic is an adverb that means so or so. It is generally used parenthesis to show that something has been copied exactly from the original. The word can be used in cases where it may seem that we have made a mistake or misused a word, especially in transcriptions. siege no seige. silicon for french fries. silicone for implants. simplistic This word is not a synonym for fantasy by simple. It means oversimplifying. Be careful how you use it because it has negative connotations. There is a big difference between a simple explanation and a simple explanation. singing, singing, singing, singing I sang, sang, the choir has sung. singular, plural Take care of your copy does not mix singular and plural. General points: A singular theme takes a singular verb: the killer was sentenced to 46 years. Plural subjects take a plural verb: women have 42 percent less overcoming it in retirement. Two unique linked themes generally require a plural verb: Lano and Woodley meet. Groups, communities and governments are generally singular unless they have a plural name: the Coalition maintains its tough stance on border protection, the Brisbane Bullets maintain their lead. Some collective nouns can be used with singular or plural verbs depending on what best suits the situation. See the entry of collective nouns for more information. Skyscraper slander In common use, defamation is printed or emitted. In legal terms, however, both constitute defamation is published defamatory comments, while the slander is not. Sometimes speakers use one informally (the Solomon Islands, the Solomon Islands). But avoid it in news reports, etc. Solomon Archipelago Note the lack of apostrophe. South East Queensland, southeast Queensland's water main. Lowercase and dashes in geographic reference: A number of severe storm cells formed in southeast Queensland. President In capital letters referring to the holder of the parliamentary office. specialist, songwriter. (And this mistake from one of our music experts. Shame!) written, spelt Wrote it for us. spokesperson. Sports teams Names in plain text: Melbourne Victory, Fremantle Dockers, Silver Ferns, and so on. Spring Lowercase Primavera Racing Carnival is covered because it is the official name of the chain of events. Standard & amp; & amp; Poor's A Rare Case of Inclusion. waiting, being by your man's side, and being on hold for startup updates, earlier startup is the noun, the latter the phrasing verb. state, states do not capitalize on generic reference to Australian states: state funding, state premiers. Preferred acronyms for Australian states and territories: ACT, NSW, NT, SA, WA, Old, Tas, Vic. stationery pens and sterling paper No stirling. still live. narrator A word. narrow, narrow A bad situation is the narrow, a body of water is the Torres Strait, the reformed criminals are on the straight and narrow. The band is Dire Straits. stock market Two words. Generations stolen not stolen generation. It should be limited. subcontinent One word. Submarines cannot be grounded. Watch out for tautologies like this: Since the subsequent crackdown that followed, signs of dissent and street demonstrations are a rarity. Sudoku Nota of the capital S. suffer from cars, buildings and other inanimate objects do not feel pain. They've been damaged, they haven't suffered damage. People can be injured or injured, but they do not let them suffer injuries. suffer, usually suffers, avoid in reference to diseases or disorders, for example, suffers from depression. The phrase can cause undue offence and take valuable time in copy broadcast. Also, what about what's he got? Suicide, commit suicide Avoid the sentence committed suicide. Other terms are readily available: he committed suicide, took his own life, etc. Tips on how to report suicides, the language to use and the amount of detail that is justified based on the circumstances can be found in the ABC's guidance note on the subject. be summoned to the chief's office. the Sun, the moon upper case in astronomical reference to the star at the center of our solar system, or the only natural satellite on our planet: the closest photos ever taken of the surface of the Sun, the first 4G network on the Moon. Tiny in reference to other suns or moons, or in

general reference: she is over the moon, the sun slowly set. Superlatives Beware of these: as soon as you report that something is the biggest or the worst, chances are someone will come to claim otherwise. Avoid using words that you plan to add impact where they are unjustified or unnecessary. Here is a handy list: unique, unrivalled, unprecedented, unique, exceptional, only, bigger, faster, heavier, longer, smaller, record, slower, higher, partyless, exclusive, less, most, inimitable, irreplaceable. Sunni One of the two main divisions of overcoming this word means exceling or being superior in achievement or excellence. Sports utility vehicle SUV. Previously seen as an Americanism, but the term has largely been 4WD (four-wheel drive) in Australia as well. swath, swathes bind or bandage (verb), wraps for a baby (noun) swear words, thick language, slurs For ABC editorial standards, content that is likely to harm or offend must be justified by the context in which it appears. If thick language is likely to cause harm or crime, language warnings should generally be less likely to cause offence than that same thick language used in children's programming. Use asterisks to blur hard language in any public field, such as titles and teaser titles: Don't f*** With Cats raises awkward guestions, victim tells court doesn't mean f***ing no. In body copy, either I asterisk any thick language or provide a language warning as needed. Avoid using symbols (such as @ and & amp;) unless they are a recognized part of a trademark or title. Top of Page T-shirt, The Macquarie Dictionary T-shirt is preferred as it is clearer in both the eye and ear. T square a T-shaped ruler used in mechanical drawing to make parallel lines T-rex Capital T, dashed, for the short version of tyrannosaurus rex. take the stand both SCOSE and ABC Legal consider this phrase and variants (take the stand) as acceptable though some reject it as an Americanism, preferring token box. Our rule is that you can use the stand or token box. Tarin Kot The capital of Uruzgan Province (also spelled 'Oruzgan') in southern Afghanistan. The city where the Australian troops were located. The ADF changed spelling to Tarin Kot in 2011, and this is now recommended for the use of ABC. Taser Taser is an acronym for Thomas A Swift's Electric Rifle, but as its use has become more common, a capital T is no longer required. In addition, Taser, Tasered, Tasering is the preferred verb form (about tase). Task The use of the task as a verb is perfectly acceptable according to the Macquarie Dictionary, but is regularly and unnecessarily over-used in managementspeaking. Be careful not to use it to give tasks to inanimate objects, as in: a new study in charge of judging the results of these programs. taskforce, template One word. Tasmania In short: Tas. Tassie hypocorism should be avoided in most formal scenarios. tautology Means saying the same thing twice using different words: closing the case means it will not be re-examined or examined again. Not two things. tea-tree but cup of tea, tea bag, kettle, capital teaspoon temperatures are high or or The weather, or the weather in general, is cold or hot. tenet Nothing to do with tenants, please. Tenpin bowling is a word. Tense Writing for Online In news articles, your teaser text should be in the present tense. The first paragraph must also be in an active time. The rest of the story should be in the past, unless it relates specifically to ongoing or future events. Whatever time you use, make sure it's consistent. If you are writing a personal essay or a feature, the present time is fine. But again, be consistent within sentences. For radio news) the preferred style is to use the present time for stories. Prime Minister Malcolm Turnbull says he doesn't know when the budget will be announced, Mr Turnbull says he's waiting to hear from Treasurer This doesn't mean we avoid past time, which is helpful when referring to - shock horror - actions that have taken place in the past, but which are worth mentioning in a current story. At a conference in Canberra, Mr Turnbull said Australia and Malaysia are becoming best friends. Keeping tenses of it within the same sentence: She says she's happy with the result doesn't say she was happy with the r hooks) The origin of the word comes from the 14th century, when fabric manufacturers would use hooks to pull the cloth into a frame called 'tenter'. I bet you didn't know. territory, territories No capital except when referring to specific formal locations: Northern Territory, Australian Capital Territory, Australian Antarctic territory. Test when you talk about a specific Test, whether it's cricket or rugby, the cap, Lowercase when talking generally about Test matches, but do not omit it if you sacrifice clarity for brevity, as in this example; Liberia's Health Minister Carmen Jones says that 300 civilians have died in intense fighting in the capital, warning that Monrovia's health services need urgent attention. At first glance, health services appears to be the direct object of the verbal warning - namely, Ms Jones issued a warning to health services. In this case, posing that after the warning he would have left the immediately clear. The, The Bear in Mind: Letting out can create ambiguities - especially in the broadcast. Don't say the Pope and the Queen. Prominent people can only be named with their role in the second mention: Malcolm Turnbull has announced... the Prime Minister says. Always call the Pope and the Queen. The definitive article takes capital when it is part of an official title: The Australian, The Science Show. Not all organisations include the title and as such do not take a capital letter: the Western Australian Symphony Orchestra, the Sydney Writers' Festival. there is, there is in informal discourse, the use that exists with a plural reference is common and acceptable: there are a lot of flowering gums right now. Avoid this use in more formal contexts, including news copying: there have been reports of looting. I thermo a brand for a particular brand of vacuum flasm, but so commonly used as a generic term these days that there is no longer any need to capitalize on the use of 'them' to avoid s/he or she' in gender-sensitive writing is accepted, even when referring to a person. end of the wedge not thin edge of the wedge think tank there is no Script of the Third World Traditionally (since the 1950s) this has been referred to developing countries collectively, especially in Africa, South America and Southeast Asia. However, this term has been increasingly seen by many as derogatory, and even its replacement (developing countries or nations) is not without baggage. Less contentious alternatives may include developing economies, low- or lower-income countries or, less commonly, lean economies, thirty something, 40-something, 40-something, twenty-one word, but 30-something, twenty-one word, but 30-something, 40-something, This is useful for a radio script, but should be re-written for online publishing as 30,000. Beats... the Obama administration is in the final moments of deciding... it does not launch tidal wave, tsunami A tidal wave is a large wave caused by the combination of floods and high tides, etc., usually caused by a hurricane or cyclone. A tsunami is a large wave of sea, or series of waves, caused by an underwater earthquake, landslide or volcanic eruption. Both expressions can be used figuratively to refer to an overwhelmingly widespread or powerful movement or reaction. Titles (general) Most people get courtesy titles (Mr, Mrs, Ms, Dr, etc) in the news. The exceptions to this are: athletes, entertainers, minors, obituaries, historical figures, chefs, models, journalists, spies, artists, musicians, filmmakers, anyone considered guilty of a crime, anyone who pleads guilty to a crime and terrorists. Courtesy titles never take a full stop. In first reference, use the name the surname of the untitled person. In later reference, use the courtesy title and his last name: Investment banker Harriet Morgan said. Unless someone specifically asks to be called Miss or Ms, our style is Miss (Although you use common sense: if the subject of your story is a grandmother celebrating a diamond wedding anniversary, the lady is a safe bet.) Do not use courtesy titles in less formal coverage types, including features and analysis. If omitting a courtesy title runs counter to the overall tone of a story (e.g. an accused athlete in front of a track), leave the title on. Some people use gender neutral or non-binary courtesy titles, such as Mx. Follow a person's desire to use these titles, although in some cases it may be necessary to explain them to your audience. titles (government) Federal, state and local politicians obtain courtesy titles in second and subsequent reference: The Prime Minister announced today... Mr Morrison said. degrees (medical and academic) Description of first reference name and position, courtesy title and surnames in second and back: Andrew Jones is a general practijoner at Blackwater. Dr. Jones says the city is worried about coronavirus. Professor in capital letters when used as a courtesy degree, but not when he isn't: Unsw economics professor David Miller said... Professor Miller explained it. Not abbreviated professor. Use Dr instead. Honorary Doctorates do not usually award Dr. A rule of thumb: if someone's academic or medical status is unrelated to a story, they probably don't need the courtesy title: Through his Minderoo Foundation, Mr. Forrest said he would provide \$10 million to build a volunteer army of more than 1,200 people. Titles (Law Enforcement) Use the title and full name in the first reference: Assistant Commissioner Kerry Andrews. Title and surnames in second and subsequent: Deputy Commissioner Andrews. Police titles are not abbreviated (e.g. Det, Sgt). Avoid repeating wordy titles. The detective is a designation, not a rank, so Detective Sergeant Mick Jones may be Sergeant Jones in second reference. But be cautious: referring to a senior sergeant is a demotion. The ranks of law enforcement, and its progression, vary by state and territory. If in doubt, consult with the relevant police force. Titles (Military) Use full title and first reference name: Air Marshal Leo Davies. In second and subsequent reference, full title and surname or generic reference: Air Marshal Davies, Air Marshal. Canberra-based Australian Defence Force, who is also the military advisor to the Minister of Defence. Next in command is the Deputy Chief of the Defense Force. The reports are: the Chief of Army, the Chief of The Navy, and the Chief of the Air Force. There is no definitive article before the word for the branch of the army. The public are not familiar with military title abbreviations, so avoid them. Here is a list of Army ranks in descending order: General, Lieutenant General, Major General, Brigadier, Colonel, Lieutenant Colonel, Lieutenant, Class 1 Warrant Officer, Class 2 Warrant Officer, Class 2 Warrant Officer, Staff Sergeant, Corporal/Bombardier, Lieutenant, Class 1 Warrant Officer, Class 2 Warrant Officer, Staff Sergeant, Corporal/Bombardier, Lieutenant, Class 1 Warrant Officer, Class 2 Warrant Officer, Staff Sergeant, Corporal/Bombardier, Lieutenant, Class 1 Warrant Officer, Staff Sergeant, Corporal/Bombardier, Lieutenant, Class 2 Warrant Officer, Staff Sergeant, Corporal/Bombardier, Lieutenant, Class 1 Warrant Officer, Staff Sergeant, Corporal/Bombardier, Lieutenant, Class 1 Warrant Officer, Staff Sergeant, Corporal/Bombardier, Lieutenant, Class 1 Warrant Officer, Staff Sergeant, Context, Sergeant, Corporal/Bombardier, Lieutenant, Class 1 Warrant Officer, Staff Sergeant, Sergeant, Corporal/Bombardier, Lieutenant, Class 1 Warrant Officer, Staff Sergeant, Corporal/Bombardier, Lieutenant, Class 1 Warrant Officer, Staff Sergeant, Sergeant Commander, Lieutenant, Sub-Lieutenant, Warrant Officer, Officer, Petty, Petty Officer, Mariner Leader. Here is a list of Air Force ranks in descending order: Air Commander, Group Captain, Wing Commander, Squadron Chief, Flight Lieutenant, Flight Officer, Pilot Warrant Officer, Flight Sergeant, Sergeant, Corporal. Titles (issue) In big times, the above conventions apply to air emissions. A significant difference: shorter courtesy titles (Ms, Mr, Madam) can be used in second and subsequent reference for anyone or too long. line A behave in accordance with the rules. Avoid: tow the line. ton, ton imperial mass unit (ton) approximately 1016 kilograms; metric unit of mass (ton) 1000 kilograms. There are adjustments to do with long or short tons in shipping, but for general use, the ton and ton are very close. Increasingly interchangeable in common use, but strictly speaking the old imperial ton is pronounced 'tuna' while the metric ton is pronounced ton'. For general colloquial references (there are a ton of things to do) the preferred pronunciation is 'tun'. top level, high level Do not overdo them. Speaking in the same bulletin of top Middle East talks and top-level talks on the future of Cottesloe Beach will attack some listeners as dumb. torte Tort is a legal term referring to a civilian injury rather than a criminal error. A torte is a cake, usually very decorated. tiny traditional owners. trans man While in use, these terms may require a degree of explanation for the public. Consider non-abbreviated forms if applicable: transgender women, transgender men. transcriptions Provide an accurate transcripts to sub a new version of a story and make editorial assessments when compiling newsletters. Online requires transcripts to prepare your stories, even to get direct quotes. The words In and out are enough if you're preparing a story near newsletter time, but it's the reports submitted from the field must also be transcribed: Radio producers and assign editors are responsible for vetting voice reports to make sure the transcripts are completed. Completed. Use as a noun. Fine for abbreviated in later references, headlines, or less formal pieces: Perth has a strong culture of trans. transgender men Although it is still preferred by some individuals, do not use the former as an umbrella term or rather than transgender. See the LGBT entry for more information. traveling as an umbrella term or rather than transgender. assemblage of people or things that can be used as a singular noun, but in military use is much more common and agreed to use it in the plural: Australian troops. Trouper, Trooper A troudor is an actor in a theatrical company or someone who shows great devotion to duty. Hence the expression: which one it finds. A soldier is a soldier, responsible for a different expression: I swear like a soldier. trucker, trucker The first is an Americanism, best avoided in Australian stories. The latter is a colloquial shortening of the truck driver. one word, as in 'signs of a turnaround' of turnover, turned around the team amassed 20 rotations (noun), but has promised to deliver a new blade (verb). Twenty20 type 1 cricket, type 2 In reference to diabetes. Twitter. But lowercase: tweets, etc. tires (American spelling is pneumatic) Top of Page U UYghur Preferred spelling for Turkish ethnic group. No Uighur, Uygur, Uighuir, Uiguir, Uyghur, Weiwuer, etc. Ukraine is not Ukraine. Uluru officially started as Uluru / Ayers Rock, although good for using Uluru in all references. Avoid Ayer's rock unless in the context of a specific historical reference. un-Australian Note the script. without graphics Note the difference. One is a metaphore of a specific historical reference. for anything new, unpro proven or unknown: unchartered waters, on the other hand, means a place where your charter plane can't reach. Avoid. infraassum, minors, underperforming Note the lack of script. a word. without education Considered pejorative when referring to people. Do not consider any formal education. The United Nations Educational, Scientific and Cultural Organization of UNESCO was not interested in having or not showing any feelings of interest; indifferent; not synonymous with selfless, which means impartial for personal involvement or advantage; not influenced by selfish reasons. the unions explain the full name in the first reference, with the acronym in parentheses, and then only use the acronym: Australian Council of Trade Union. union bosses considered by many to be politically charged and too colloquial. Think of the union leader's mind. United Kingdom England, Wales, Scotland Northern Ireland. Note: Great Britain comprises England, Scotland and Wales. United Nations, UNITED NATIONS Writes in full in first reference. The abbreviated form, UN, can be used in headlines. Scripts and lowercase: UN Secretary-General. But: the UN General Assembly and the UN Security Council takes capital and they are not scripted.. UNHCR is the United Nations High Commissioner for Refugees, not the U.S. The abbreviation for the UNEC is the United States is acceptable to say the U.S. The abbreviation for the U.S. The abbreviation for the United States is acceptable to say the U.S. The abbreviation for the United States is acceptable to say the U.S. The abbreviation for the thinking about context – the Americas also include South America, Central America, Canada, etc. universities Towards the full name, but case lower in second reference: I attended the Queensland University of Technology. The university employed great professors. Unprecedented Avoid as a general descriptor, especially in relation to extreme weather, for example, the unprecedented fires of Tasmania, unprecedented flooding in Townsville. Be specific, tell the audience what's unprecedented – is it size? The number of fires? Upper House, Lower House covered. daily, I like to keep up to date with the news; but she has an updated wardrobe nearby, at the next Golden Globes it means they will be here soon. The Golden Globes are becoming more well-known and successful, which probably isn't what you mean. URL uniform resource locator or website address. Note capitalization. User-generated content, UGC Firstly explains in-second reference in brackets, and then abbreviated in later reference: user-generated content (UGC). U-turn Capital you and script. UX, abbreviated user interface. A little jargon, but if it is to be used, is explained in first reference with the abbreviation in brackets: Top of page V vale Is often used in the Latin sense - i.a.m. goodbye or farewell - after the death of a prominent figure. If that's the sense you mean, VAH-lay is the appropriate pronunciation (and, on issue, less ambiguous). Valium Capital letters. steam but vaporize. Vaseline Capital. contra, vs Australia vs Germany, Labour vs Liberal, etc. Viagra cap. It is a registered trademark of a drug, sildenafil citrate, used to treat sexual impotence Vietnamese names of the family is the first, then the middle name, then the name of the family is the first, then the middle name, then the name of the family is the first. names are conventionally used in second and subsequent reference: Trần Nguyêt Linh ... Miss Linh. Vice-President Vice President, Vice-President, Vice-Presiden as representative). In stories should not be used as a noun because it can too casual or even dismissed. Instead of just appointed a new vice-gift, they say they just appointed a new vice-gift, they say they just appointed a new vice-gift. General is not the Head of State, but the Queen's representative in Australia. Since Australia is a constitutional monarchy, the monarch is considered the Head of State. The plural of governor-general is governor-general. vice versa No visa upside down. vie, vying vis-à-vis volcanoes or volcanoes any form of the plural is technically correct, but 'volcanoes' is the most familiar, the most used and the clearest indication of pronunciation, so it is also our preferred form. Top of the waiver on page W, waver A waiver is an intentional waiver of some right or interest (or, commonly, a document thereof). To waver means moving unstablely back and forth, or to exhibit undecided wage war The accepted phrase is wage war and other constructions (wage battle) may seem uncomfortable. Warnings There may be times when, for valid editorial reasons, we emit material – words, sounds or images – that annoys, annoys or offends some people. Warnings must be issued immediately before the corresponding program or program segment. The following story contains language/images that may offend some viewers/listeners (it recognizes that matters of taste are more subjective). Capped wars, Roman numerals: World War I, World War II, World War I fractions add no value to our audience. An exception is if a location is very close to setting a temperature record. Glossary of weather terms The Bureau of Meteorology website provides comprehensive information on climate, weather, forecasts and its operations. website addresses in broadcast, there is generally no need to tell WS or preface information about websites with any additional explanation. All it takes is online at abc.net.au or similar. Final wedge of the wedge, not edge Weight Watchers brand, so capitalize well known, best known that he is well known for his temperament but best known for his floral organization. Sometimes we write 'better known', which is not the best use, well-being of a word, none to the west, the case of the Upper West in reference to countries, regions or institutions: Western Australia, the West, Western Sydney, Lowercase for cardinal direction or generic reference: MP faces contest in the marginal seat of Hindmarsh in Adelaide's west. West Jerusalem Also head East Jerusalem. Western Australia, To refer to someone in this state: a West Australian, a West Australian. Adjectival reference: the coast of Western Australia. the coast of Western Australia. But not the coast of Western Australia. Exceptions for company names, such as in the West Australia. wet market A market selling fresh meat, fish or products. Avoid outside of contributions. It is not synonymous with wildlife market, where animals are sold as pets or for food. wheelchair tied, nor confined to a wheelchair. with a word, and an L. that or that he relative pronoun that introduces restrictive clauses (i.e. parts of the sentence essential to a reader's understanding) and that introduces non-restrictive clauses (i.e. parts of the sentence that are not). Sometimes this difference can be material. Compare the following: the dagger, which I had seen earlier, was covered in blood The difference is often easier to detect in printing, since nonrestrictive clauses tend to be offset by parentheses commas. while not while, in everyday writing whips Tiny. A Senate whip, he used a whip, which is certainly the case with Scotch whiskies. But in Ireland it's more typically whisky, so if you're being specific, then check. Otherwise, whisky is fine as the generic term. White Australia Policy Note capitals. White House Never White House, when referring to that of Washington, D.C. whiz-kid... gee whiz ... past, but it's a wiz to math (short for the assistant) who or who? The traditional rule is that who should be used when the pronoun is in the case of the subject, and that should be used if the pronoun is in the case of the object. Despite this orthodoxy, it has appeared reliably in places where we should logically wait to see who for centuries, including some Shakespeare. Some use guides advocate who even in places where it should appear, arguing that the latter may come across as leaning or super formal. This suggests that the decision to use who is a matter of formality, rather than correction. But a rule of thumb for those who instead of her, him or him. who is for the contraction of who he is. which, belonging, or in relation to who wicketkeeper a word, there is no Wii Nintendo game console script. WikiLeaks Is get this top case L on WikiLeaks. wind speed Our written style: winds of 120 kph. For informal emissions, winds of 120 kilometers is acceptable. Just don't write online. Line. Women use women as an adjective: Gina Haspel is the first female director of the CIA. (She's not the first female director.) When gender is not relevant to history, it should not be mentioned. working class. Dash when used as an adjective: from a working-class family. It can be seen as pejorative, so be careful. Jimmy Barnes' song is Working Class Man. worse, worse Remember the scale of wickedness: bad, worse (comparative), worse (superlative: Pakistan's children worst hit by floods. Wounded A soldier is wounded if they are wounded in battle. A soldier is injured if they are injured in an accident (even if on the way to an operation), sasbal or rack? Mostly un controversial outside of language use. While the Macquarie lists both ruin and ruin, the latter tends to be more popular given its spelling illiteracy. For the verbal senses, as in rack your brain or racked with pain, the romantic spelling is the one usually given by dictionaries. Writers' Festival, Perth Writers' Festival, Melbourne Writers' Festival, etc. Never a writers' festival, because this would be a festival for a single writer. WWF WWF means World Fund for Nature. It was originally known as the World Wildlife Fund, but in 1986 it was changed to highlight the full scope of its work. However, the United States and Canada still retain the old name. Not to be confused with the World Wrestling Federation, which changed its name many years ago to WWE (World Wrestling Entertainment). Top of Microsoft Xerox Games X-ray X-ray Console page is trademarked, so capitalize. Also, 'copying' usually works best unless it's being guite specific. Who 'xeroxes' already? He has travelled the path of the 'gestetner'. Christmas better to avoid. Use Christmas instead of the top of the Y Yankunytjatjara Western Desert Aboriginal Language Group page and people of the year on broadcast, e.g. 2010, not the year 2010. yesterday you mean: yours or ours? It's you, yours is the contraction of you. Yours is the possessive form of you. YouGov UK opinion poll. YouTube Capital Y and capital T, a whole word. Top of page Z Zedong, Mao Formerly Mao Tse Tung, this is now the preferred spelling, zero zeros (plural) zeugma A general term for a literary device in which a word is made (usually a to relate to other words (usually nouns or adjectives). Common enough in literature, an unwanted recent example found its way into a news bulletin: the assault was distressing for Mr. Dabousi, who suffers from dementia as well as his family. zhoosh Slang freely which means making yourself look zhoosh your hair, zhoosh yourself up. zigzag A word zoo from Taronga Zoo, zoo in second reference. Reference.

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