

Emmindi Green



Style Guide

February 2011

Eumundi Green style guide

Style policy

Eumundi Green exists to enrich Eumundi and district community by providing an unashamedly parochial newspaper through which the voices of the community can be heard in a publication that informs, educates and entertains, and delivers quality and value for money for readers and advertisers alike.

The words

All stories are to be factually accurate and fair, reasonable and balanced accounts of events.

Eumundi Green carries news and feature articles of broad interest to the community.

News articles should be written in concise press release style in the third person (see section 33 in the guide for examples) and sentences should be kept short, simple and direct.

The five Ws (who, what, where, when, why) and how must be addressed within the first two paragraphs. The “inverted pyramid” should be used, with the most important points covered early in the article.

Opinion, including value judgment, endorsement, condemnation, should be avoided in articles.

Avoid superlatives: extremely, very, huge, fantastic, etc.

Feature articles allow more freedom in structure and content, but conciseness is still important to produce an interesting story within word count.

The five Ws and H may be covered through the article and the structure may be a pyramid (not necessarily inverted) with a conclusion at the end.

A common structure for feature articles is to open with an interesting fact or observation, or perhaps a question, about the subject to capture readers’ interest.

A feature should have a strong conclusion that may refer back to the opening point, is a sobering or witty comment or looks ahead with a question or thought.

Direct speech enlivens a feature article but take care not to overdo it. Features are more readable and interesting when they contain a mix of direct and indirect speech and descriptive text. See the section on speech for guidance.

Why have a style guide?

When writing is done well it is generally received in the same way as are many endeavours when well done - accepted but maybe not appreciated as it should be for the skill and attention to detail involved.

However, badly written work is generally immediately noticed; it appears unprofessional and can distract the reader, or worse, not convey the intended meaning.

It is usual practice for a publication to have a style guide to ensure high quality in terms of grammar and spelling and consistency in the use of word structures and conventions throughout each issue.

How to use this style guide

It is of course not intended that you should memorise this style guide, rather, it is intended to be an aid to you when writing.

We suggest you read it through once, or maybe twice, to familiarise yourself with its content, in particular ambiguous or common problem areas.

After that we suggest you use it as a reference document when you are using grammatical structures that are typically tricky or you are not sure about, or when the

order of words (such as when referring to an organisation and its representative), is defined by the style guide.

We suggest you use the content pages at the start; there is one for grammar and punctuation and one for points of style.

So if, for example, you are unsure about how to use apostrophes, look up “apostrophes” in the contents which gives you the section to go to.

If you are writing nature notes you may want to look up how to write scientific names, or if you are writing recipes you may want to check how to write quantities and measures.

Layout for submission

The font in your document for submission should be Times New Roman or Arial of at least 11pt for readability when editing. Use 1.5 line spacing but do not double space between paragraphs. In later versions of Word you will need to to disable “Remove space before/after paragraph”. You can do this simply by clicking on this in the line space icon.

The main reference for this style guide is the *Commonwealth of Australia (2006) Style Guide for authors, editors and printers. Sixth edition*. Revised by Snooks & Co. Some points in the guide are *Eumundi Green* adaptations of this to recognise the community ethos and a need to save space to reduce printing costs.

Thank you for being a community contributor to *Eumundi Green* and helping to continue to bring high quality news, views and entertainment to all of our readers.

Joyce Turnbull
Managing Editor

February 2011

Eumundi Green headlines and captions

Headlines

The main purpose of a headline is to capture readers' attention and compel them to read a story.

Headlines also break up the body of text and fit into a particular shape to follow a publication's design policy.

The publication's readership influences the type and tone of a headline.

News headlines are usually written to fit an allocated space and are governed by width and depth which determine, depending on font size, a certain number of characters and a certain number of lines (decks).

A guide to effective headlines

- Use:
 - Present tense
 - Active voice.
- Words should be:
 - Simple
 - Precise
 - Positive.
- Headlines can be improved with:
 - Powerful verbs
 - Concentration on a main point
 - Key words from the story.

When compiling a headline:

- Choose main idea of story
- Note key words
- Write a trial to fit the space;
- Swap words and ideas to find the best possible headline to fit.

Choose words that will attract readers' attention, for example:

**Cooroy Spiders
squashed
by Eumundi Dragons**

**Eumundi Dragons
take championship
final**

**Dragons
squash
Spiders**

Quotes in headlines

Quote marks can be used to indicate doubt about a word or to reverse the meaning of the word quoted. For example:

“Lost” cattle safe in barn

Clichés

As in text, clichés should be avoided in headlines.

Punctuation

A headline does not end in a full stop and capitals are used only at the beginning and for proper nouns, as in this style guide.

Captions

Generally, every photograph needs a caption; however in *Eumundi Green* we may omit a caption to save space as long as the story obviously refers to the image. Always publish identification with a picture, even if it is one line giving a person's name; never assume readers know people's names. As a rule, all people in an image should be identified though with our community frame we may use images with local people's names and generic titles for other. For example, *Eumundi State School athletes Ali McBeale and Harry Ford with state race officials*.

Types of captions

1. Label

Almost always used for a single-column picture of a person where the picture is used in a minor way such as a thumbnail in a column of text. Generally the caption consists of the name and a little information of what the person has done or said if space allows. (This may be omitted for space reasons but there must be obvious reference to the image in the text.)

2. Significance of picture

This type of caption should, at least briefly, contain all the points the reader needs to know – it must make sense on its own and the reader should not need to read the accompanying story to understand the picture. The five Ws are a good guide for content. The content can be straight or inspired, for example for a girl competing above her age group:

Straight: Alyce Bright, 12, (second left) at regional finals.

Inspired: Sprinter Alyce Bright, 12, (second left) shows she is a match for older athletes at the regional schools final in Bundaberg.

3. Self-contained story

This should be written like a news story with the angle towards the picture – this extended caption is often used in *Eumundi Green* as the story.

A guide to effective captions

- Make as interesting as possible
- Do not state the obvious by recounting facts readers can see
- Do not copy and paste from the story body
- Give readers something that is beyond the image
- Do not copy from the headline
- Aim to get the important words in the first part of the caption
- Study facial expressions: sad, happy, jubilant, quizzical, devastated?

Always:

check details of names, order of people in the picture, ages, location, date, the event.

Font and punctuation

Eumundi Green captions are written in italics and normal punctuation rules apply. However, words that are written in italics, such as movie titles, in story text are written in regular font. Captions are written across columns to the full width of the image.

Where a caption goes beyond 10 lines it is written as a story with normal story conventions such as regular font and split into columns.

The layout designer carries discretion to vary these rules in agreement with the editor.

Eumundi Green style guide – quick reference

Abbreviated numbers	'60s (1960s)
No apostrophe in place names	Millers Bridge
No apostrophe in generic phrases	visitors book
No apostrophe in special days	Mothers Day Fathers Day
Hyphen in compass points	north-west Australia
Capital for Coast (Sunshine Coast)	It is always special on the Coast
Scientific names	
capital first name, lower case the rest	
italics	It is a <i>Eucalyptus marginate</i>
No full stops or spaces in times	9am 10pm 11.30am
No hyphens	fundraiser Stallholder
Quotation marks – use double	“It like it,” she said.
Quote in a quote – use single	“I told her ‘no way’”, she said.
Use gender specific titles	spokesman / spokeswoman
Date format	It was on Monday 6 June 2009. It was on 17 August 2010. Anzac Day is 25 April.
Per cent	always numbers: 3 per cent; 20 per cent
Percentage	
No degree symbol for temperature	Set the oven at 180C
Job titles and name – order (no commas)	organisation job person A2Z managing director Pippa Long said ...
Direct speech	
One sentence per paragraph	“I love living here,” she said.
Note use of quotation marks	“I am so much more creative than before. “I’m doing my best ever work.”
Mix direct and indirect speech	She said she loves living here as she is so much more creative than before. “I’m doing my best ever work,” she said.
Capital letters for event names	The Australian Body Art Carnivale is on again in Eumundi this year.
Subsequent mentions can have lower case	The carnivale this year will feature ...

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	ITEM	STYLE	EXAMPLES
	GRAMMAR AND PUNCTUATION		
1	Apostrophes		
1.1		Indicate a contraction. Don't use don't – use do not (unless in direct speech).	It's (it is); can't (cannot); won't (will not).
1.2		Replace omitted letters or numerals	'60s (1960s). <i>Not</i> used in common contractions eg influenza becomes flu; aeroplane becomes plane.
1.3		Indicate the possessive. (Think: who or what owns the object?) RULE: if a singular word ends in s, to indicate possession nearly always add 's; but use how you would say it. Apostrophes are <i>not</i> used in Australian place names	The boy's ball (one boy); the boys' ball (two or more boys); the children's toys (children is a plural); Charles's book; Jimmy Connors' racquet. eg Millers Bridge.
1.4		Special note (common errors): An apostrophe in <i>it's</i> can only be a contraction of <i>it is</i> or <i>it was</i> (never possessive). An apostrophe is never used to form a plural. Generic phrases: The plural is descriptive rather than possessive; If used non-generically the apostrophe is used for clarity. NOTE: No apostrophe for Mothers Day; Fathers Day.	It's a very special place. That is its special charm. ✓ apples, pears ✗ apple's, pear's. drivers licence; visitors book; members meeting; in six weeks time. It was the new member's submission.
2	Brackets		
2.1		Usually used around text that if removed does not change the meaning of the sentence. Round brackets (parentheses) can be used as an alternative to a pair of commas; brackets suggest less importance of the enclosed text.	The new association (incorporated in December) will meet monthly.
2.2		Punctuation inside brackets is determined by the sense of the enclosed text. A comma follows brackets only if required in the original sentence. A sentence completely enclosed in brackets has its	His topic ("Population Growth") was of great interest to ... He was late (by more than an hour), an unusual occurrence. She has written several books on the topic. (See the review on page 16.)

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	ITEM	STYLE	EXAMPLES
		concluding punctuation within them.	
3	Capital letters	The trend is to reduce the use of capitals; they slow down and distract the reader and reduce clarity.	
3.1		Occupational titles – do not use capitals.	managing director, chief executive, school principal
3.2		<p>Official titles and elected officials: use capitals when giving title and portfolio or an address in direct speech</p> <p>do not use when using an official title generically</p> <p>plural references do not have capitals</p> <p>previous incumbents referred to without capitals</p>	<p>The Queen will visit Australia next ... The Prime Minister has agreed ... Queensland Premier Anna Bligh ... Today Mayor Bob Abbot will ... Yesterday Cr Paul Tatton ...</p> <p>It is usual for a premier to ... Today regional councillors will ...</p> <p>The premiers of Queensland and Tasmania ...</p> <p>The previous vice-chancellor ...</p>
3.3		<p>Specific titles and proper names – use capitals.</p> <p>If not being used as the specific title – no capitals.</p>	<p>The Bureau of Meteorology reports The Royal Commission into the Victoria bushfires The weather bureau reports</p> <p>During the royal commission hearing ...</p>
3.4		Specific bodies or objects that might be confused with common words – use capitals.	<p>The Cabinet agreed today ... It's in the cabinet. The Act says ... Don't act that way.</p>
3.5		<p>Government, parliament, regional councils and organisations: use capital letters only when part of a full title.</p> <p>Not in generic use.</p> <p>RULE: when using the shortened form of an institution or organisation's name use a capital.</p>	<p>The Federal Government is in ... The Queensland Government elections ... The Sunshine Coast Regional Council is led by Mayor Bob Abbot. Today at Parliament House ...</p> <p>The state government elections ... The government voted against ... The parliamentary view is ...</p> <p>It's believed that Council will ... Yesterday Council voted for ... Mrs Smith asked if Council's offices would be closed ... (NOTE: no article)</p>

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	ITEM	STYLE	EXAMPLES
		If using the generic form do not use capitals.	The council offices will be closed. It's a council regulation that ...
3.6		Geographic references: common nouns when part of a correct title – use capitals; for subsequent references do not use capitals	The Maroochy River area ... On the banks of the river you will see ... At the Glass House Mountains Lookout ... At the lookout today ...
3.7		Do not use capitals for north, south, east or west, or compass points used as adjectives. Halfway compass points such as north-east do not have capitals but do have hyphens. NOTE: use capitals when a geographic title for a region or it is being used in an official sense. (NOTE: no hyphen in this case.) Use a capital for the Coast meaning Sunshine Coast.	Nambour, south of Noosa, was settled in ... Darwin is on the northern coast of Australia ... I love to visit the north-west corner. I love the climate of south-east Queensland. In Far North Queensland... In Central Australia ... It is included in the South East Queensland plan. It's always holiday time on the Coast.
3.8		Hemispheres: do not use capitals.	I plan to spend June and July in the northern hemisphere.
3.9		Use capitals for: Racial groups, peoples of nations, for Australian Indigenous people (NOTE: do not use for indigenous when used as a general adjective). Established expressions for events Historic eras and names Special days Officially declared periods and events. Subsequent, abbreviated mentions do not have capitals.	Aboriginal, Indigenous, Caucasian, Japanese, English. The indigenous people of Taiwan. She was one of the Stolen Generation. During the Great Depression. During the Renaissance ... Melbourne Cup Day, New Years Day, Anzac Day; During the International Year of the Child ...; She was a guest during Allergy Week. The next Body Art Carnivale will be ... The carnivale will feature ...
3.10		Do not use capitals for: Seasons Common names of animal, bird or plant species. NOTE: use capitals for a	It will soon be spring. Her favourite animal is a giraffe. She loves to grow callistemons. It's good to see Blue-eyed Honeyeaters on the grevilleas. The bottlebrushes attract many

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	ITEM	STYLE	EXAMPLES
		<p>specific animal or plant name; do not use capitals when a group is being used generically.</p> <p>Use capitals for “given” names of plants.</p>	<p>types of honeyeaters. I love Brush-tailed Possums. We have a lot of possums in the garden right now.</p> <p>My favourite grevillea is Ned Kelly.</p>
3.11		<p>Scientific names: Use italics and a capital letter for the first word.</p>	<p>It was a fine example of <i>Eucalyptus marginata</i>.</p>
4	Collective nouns	<p>Common error: the plural verb used with a singular collective noun.</p>	<p>✓ The association will hold its first meeting ... ✗ The association will hold their first meeting ...</p>
5	Colon	<p>A colon can be used to introduce a word, a phrase, a list, a passage or a sentence.</p>	<p>She had only one word for it: breathtaking. She listed her blessings: a loving family, a beautiful home and a rewarding, worthwhile job.</p>
6	Comma	<p>One of the commonest uses of a comma is to provide clarity.</p>	<p>Compare: For Joe James will always be a hero. For Joe, James will always be a hero.</p>
6.1		<p>Take care: the positions of commas can change the meaning of sentences.</p>	<p>All police officers who take drugs should lose their jobs. (<i>Meaning only those police officers who take drugs.</i>) All police officers, who take drugs, should lose their jobs. (<i>Meaning that all police officers take drugs.</i>)</p>
6.2		<p>Do not use a comma before “and” in a series unless needed for clarity.</p>	<p>She bought coats, shoes, bags and hats. It will be decided by Council, developers, and residents and community groups.</p>
6.3		<p>Do not use a comma between two nouns when the second relates to the first.</p>	<p>✓ The managing director Jane Jones said ✗ The managing director, Jane Jones, said ... ✓ His brother John Adams was ... ✗ His brother, John Adams, was ...</p>
6.4		<p>Do not use a comma to link sentences: use “and” or a semi-colon.</p>	<p>✗ The weekend was great, I particularly enjoyed the boat trip. ✓ The weekend was great and I particularly enjoyed the boat trip. ✓ The weekend was great; I particularly enjoyed the boat trip.</p>

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7	Comma pair	A comma pair is used to include extra information in a sentence. If the clause between the commas is removed the sentence should still make sense.	The main street, unchanged since 1932, is listed as a heritage precinct.
8	Contractions	Avoid contractions unless they appear in direct quotes.	The mayor said the regional council will not allow the development. “We won’t allow the development,” the mayor said.
9	Dashes	Dashes are best avoided but can be used in pairs with a list of items between them.	She has had several jobs – town planner, surveyor and estate agent – since coming here five years ago.
10	Ellipses	Often called “the three dots” an ellipse is sometimes used to leave the end of a sentence “hanging”. An ellipse must be used when words are removed from a direct quotation to indicate that words were spoken but edited out. When doing this the meaning of the quote must not be altered.	The second day ended on a better note ... (NOTE: no closing full stop.) “I always loved going to the beach ... and jumping in the surf.” In place of: “I always loved going to the beach whenever we were there and jumping in the surf.”
11	Exclamation mark	Used to provide emphasis but often overused – they are best avoided. They are useful for providing emphasis in a direct quote.	“She said I was crazy!” he said.
12	Full stop		
12.1	<i>punctuation</i>	A full stop indicates the end of a sentence that is not a question or an exclamation.	The festival will be held over three days this year.
12.2	<i>abbreviations</i>	Do not use full stops after: am or pm Mr, Mrs, Ms, Dr; Do not use full stops in abbreviations of organisations, states, countries, etc.	She arrived at 10am yesterday. (NOTE: no space.) He called Dr Morgan. She always called him Mr Davies. EHA, EDCA, ECCO, NSW, ACT, UK, USA.
13	Hyphens		
13.1	<i>when to use</i>	To test whether the sentence makes sense, or means what you intend it to, try it with and without the hyphen.	Compare: The golden-haired dog was lovable. with: The golden, haired dog was lovable.
13.2	<i>when not to use</i>	Do not use a hyphen between an adverb ending in –ly and an adjective noun plus inflected verb – when one or both has two or more	✓ The heavily painted door ... ✗ The heavily-painted door... ginger growing; stall holder.

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		syllables it is usually two words, so no hyphen	(NOTE: fundraiser is one word.)
13.3	<i>compound nouns</i>	A hyphen is needed to form a compound noun in some cases: verb plus adverb: where the link needs to be shown for sense, use a hyphen noun plus noun: when each noun has equal status or the nouns rhyme, use a hyphen Adjective plus noun – no hyphen	The minister gave the go-ahead for ... city-state, culture-vulture, hocus-pocus black market, red tape, free will
13.4	<i>compound adjectives</i>	A hyphen can be used to form a compound adjective to describe a noun by grouping together an adverb and an adjective. The form is not used if it appears after the noun.	baby-pink, icy-cold, bitter-sweet, accident-prone The new rules give a much-improved situation. She was a five-year-old girl. The situation was much improved by the new rules. The girl was five years old.
13.5	<i>hanging hyphens</i>	“Hanging hyphens” are used to connect two words to a base word or number that they share.	Any pre- or post-1945 items are needed. Both part- and full-time positions are ...
14	Question mark	Use when a question is being reported directly or for a rhetorical question. Do not use when a question is being reported indirectly.	“Why did you move here?” he asked her. Why did she move here? He wondered if she was a writer. He asked her if she was a writer.
15	Quotation marks (quote marks, speech marks)	Always use double quotation marks “...” whatever the use. (For a quote within a quote see 15.2.)	
15.1	<i>direct speech</i>	RULE: the comma precedes the closing quotation mark RULE: the speaker reference comes before the said (Jenny said, he said, they said, etc).	“I made the right decision when I moved to Eumundi,” Jenny said.
15.2	<i>within quotes</i>	For quotes within quotes use single quotation marks ‘...’	“She said ‘not on your life’ when I asked her,” Bill said.
15.3	<i>mid-sentence quote</i>	Double quotation marks can be used mid-sentence in indirect speech to use an actual quote.	The mayor said it was “a great achievement” to publish the planning report.
15.4	<i>ironic emphasis</i>	Double quotation marks can be used mid-sentence for ironic emphasis.	She was always described as a “creative” child.
16	Semi-colon	Semi-colons are useful punctuation marks when used as follows.	
16.1	<i>lists</i>	Commonly, a list of items can be separated by commas. When the items in the list are several words long use semi-	She enjoys well-written, historical novels; lively, descriptive biographies; and frightening, gruesome murder

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		colons to separate them.	mysteries. (NOTE: semi-colon before “and”.)								
16.2	<i>joining clauses</i>	A semi-colon can be used to join two clauses that are closely linked.	<ul style="list-style-type: none"> ✓ I find her meditating; something she does every morning at 6am. ✗ I find her meditating; I realise I have left my notebook in the car. 								
17	Variable spelling	<p>Some words have two choices of spelling in Australian English. In most cases the Macquarie Dictionary is used for reference for the spelling convention. Care needs to be taken if auto-correct is set in Word.</p> <p>NOTE: It’s The Australian Labor Party but labour in all other uses of the word.</p>	<p>Some examples:</p> <table style="border: none;"> <tr> <td style="padding-right: 20px;"><i>Use</i></td> <td><i>Do not use</i></td> </tr> <tr> <td>ageing</td> <td>aging</td> </tr> <tr> <td>judgment</td> <td>judgement</td> </tr> <tr> <td>install</td> <td>instal</td> </tr> </table>	<i>Use</i>	<i>Do not use</i>	ageing	aging	judgment	judgement	install	instal
<i>Use</i>	<i>Do not use</i>										
ageing	aging										
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	SPECIFIC STYLE POINT	STYLE	EXAMPLES
		<p>Australian English doubles the consonant before a word ending e.g. travelled. Beware the spellchecker that sometimes automatically changes this to one consonant.</p> <p>Check the spelling of words that are spelt differently in Australian and American English such as colour, favour, defence, centre.</p> <p>Tip: you can educate your spellchecker. If you spell a word correctly in Australian English but get the red line, right-click on the word and select "Add to Dictionary" from the menu. You can turn off the spellchecker, but take care as you will not be alerted to errors.</p> <p>(NOTE: Leave place names and other proper nouns as the American spelling, e.g. Pearl Harbor, Houston Space Center.)</p>	<p><u>Do not use</u> <u>Use</u> traveled travelled traveler traveller modeling modelling etc.</p>
21	Clichés.	<p>These are best avoided as they can appear hackneyed, especially examples such as: give the green light to hit the nail on the head burning issue by the book name of the game at the end of the day.</p>	
22	Euphemisms	<p>Avoid: news and feature writing should be clear and direct (unless in direct quotes).</p>	<p><u>Avoid</u> <u>Use</u> expecting pregnant</p>
23	Gender and title	<p>Use the gender specific title for positions such as spokesman / spokeswoman; chairman / chairwoman.</p> <p>Terms such as sculptress, actress, etc, are no longer in common use – sculptor, actor, etc are used for both genders.</p>	
24	Italics	<p>Used for the names of CDs, DVDs, films, books, newspapers, magazines, plays, television programs, works of art, songs, pieces of music, property names, ships and other vessels with special names, and scientific names. No quotation marks are used.</p>	<p>The Indee Theatre will be showing <i>A Midsummer Night's Dream</i> in July. Her cousin was on <i>HMAS Sydney</i>. The article also appeared in <i>The Australian</i>. It was interesting to see <i>Kirrabilli House</i>. (NOTE: Italics are used for <i>A</i> or <i>The</i> only where it is</p>

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	SPECIFIC STYLE POINT	STYLE	EXAMPLES
			part of the title.)
25	Names	<p>Take special care of the spellings of foreign names (always double check). Remember that the first name of an Asian name is often the surname, so for subsequent mentioning note: Chan Wei said he was delighted with his reception. "I was honoured," Mr Chan said. (Also check the gender as it is often not obvious from the name.) Tip: also check western name spellings, e.g. is it Debra or Deborah Katrina or Catriona Shaun or Sean McAllister or Macallister</p>	
26	Numbers	<p>Spell out numbers less than ten and use figures for 10 and above.</p> <p>(NOTE: if a number starts a sentence spell it out however big it is, e.g. Fifty-three candles decorated the cake. If you prefer, rearrange the sentence, especially for large numbers.)</p>	<p>There were five paramedics at the scene. The extended family has 13 children below the age of nine.</p> <p>Seven hundred and fifty-three people completed the survey, over 600 positively. Of the 753 surveys completed, over 600 were positive responses.</p>
26.1	<i>age</i>	<p>Always use figures when the age follows a name, even if below 10.</p>	<p>Charlie Brown, 7, won the junior race. (Note the commas.) But: Charlie Brown won the junior race when he was seven years old. A seven-year-old, Charlie Brown, won the junior race.</p>
26.2	<i>large numbers</i>	<p>Use a comma for numbers larger than four digits. Use words for whole millions and billions.</p> <p>For parts of millions use figures.</p>	<p>There will be 1000 competitors. There will be 10,000 competitors. There will be two million people living in Brisbane by 2030. The dam holds 3.75 million litres.</p>

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26.3	<i>currency</i>	<p>Always use figures for currency. If referring to Australian dollars, only use A\$ if necessary for clarity, such as when referring to foreign currencies as well.</p> <p>If using a conversion to Australian dollars place the original in brackets afterwards.</p>	<p>The new price will be \$5.50. The average house price on the Sunshine Coast has risen to \$650,000. The average house price in Sydney is A\$700,000, compared to CAN\$850,000 in Vancouver. The average salary in New York is \$41,500 (US\$38,000).</p>
26.4	<i>dates</i>	<p>Use the format date month year. (Note no commas.)</p> <p>If using the day of the week, no comma is used.</p> <p>For a non-complex date range use a hyphen. For a complex date use “to”.</p> <p>Do not use the year if within current year.</p>	<p>He was born on 1 January 1900.</p> <p>She was born on Monday 5 April 2010.</p> <p>Registration will take place 3-5 May. The event is from 29 June to 3 July.</p> <p>Writing in the year 2010: <ul style="list-style-type: none"> ✓ She arrived 7 May. ✗ She arrived 7 May 2010. </p>
26.5	<i>measurements</i>	<p>Use abbreviations except for tonnes and litres; do not use full stops.</p> <p>Use figures for measures, even if under 10.</p> <p>Squared measurements are written as superscripts. This can be done in Word as follows: Pre-Office 2010: Type 3m2; highlight the 2; select Format, Font from menu bar; tick superscript in effects; click on OK to change to 3m². Office 2010: Type 3m2; highlight the 2; on Home menu bar click on x².</p>	<p>It's a 3.5ha block. Noosa is about 20km from Eumundi. The new limit is 80kph. (NOTE: no spaces and no full stops mid-sentence; spaces are allowed in recipes – see 26.12.)</p> <p>The new tank holds 45 litres. It's a 3km race. The statue weighs 3 tonnes. (NOTE: no plural if abbreviation, but plural if the full word is used.)</p> <p>The new hall measures 5000m².</p>

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26.6	<i>per cent percentage</i>	per cent is two words. Figures are always used even if below 10 (unless the number starts the sentence). Percentage is one word.	Just 7 per cent of students failed the tests. Five per cent of Australians do not eat vegetables. A large percentage of the population grows its own food. (NOTE: a percentage is singular so the verb is the singular form, as is the following pronoun.)
26.7	<i>placing</i>	Use first, second, ... , 10th, 11th, ... NOTE: Word may automatically insert as a superscript as in 10 th ; this can be amended by deselecting superscript in font as shown in 26.5.	Ally came second in her first race and was placed 10th overall on the day.
26.8	<i>phone numbers</i>	Format: 03 9763 0909 5442 8456 (numbers starting with 5) 0415 692 503	
26.9	<i>relative quantities</i>	Use “more than” not “over”.	<ul style="list-style-type: none"> ✓ More than 200 guests were at the wedding. * Over 200 guests were at the wedding.
26.10	<i>temperature</i>	Temperatures are shown in degrees centigrade (Celsius) as C; no degree symbol is used.	Set the oven to 200C. Our coldest day was -25C. (NOTE no spaces.)
26.11	<i>time</i>	Always use figures. Use the 12-hour clock. Do not add morning, night, etc when am and pm are used (a tautology). Use noon for 12 in the day and midnight for night time.	<ul style="list-style-type: none"> ✓ The event starts at 2.30pm. ✓ The party will finish at midnight. ✓ The concert finished at 1.30am. * The event starts at 2.30pm in the afternoon. * The party will finish at 12 midnight. (NOTE: no spaces between number and abbreviation or full stops mid-sentence.)
26.12	<i>recipes and practical instructions</i>	In recipes and instructions for making items, numbers are always in figures and the usual abbreviations for measures are used: millimetre – mm centimetre – cm metre – m teaspoon – tsp tablespoon – tblsp gram – g	2 tsp baking soda 1½ tsp salt 3 tblsp honey 10 g sugar 6 cm duct tape (NOTE: singular abbreviation even if more than one in the measure.) (NOTE: spaces between number and measure for clarity.)

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27	Organisations	<p>Long names should be spelled out followed by the abbreviation in brackets. Thereafter the abbreviation may be used.</p> <p>If writing about an organisation's meeting use the organisation's name (abbreviated in second or subsequent mentions). NOTE: an organisation is singular.</p> <p>An organisation's own name spelling should be used even if it conflicts with the style guide.</p> <p>Pay attention to the use of capital letters and apostrophes used by organisations in their names. (An organisation's website is a good reference.)</p>	<p>The Eumundi and District Historical Association (EHA) is pleased that ... EHA president ...</p> <ul style="list-style-type: none"> ✓ The EHA decided ... ✓ The meeting decided ... ✗ Members decided ... <ul style="list-style-type: none"> ✓ World Health Organization ✗ World Health Organisation <p>e.g AusAID Department of Veterans' Affairs</p>
28	Plurals	<p>The plural of a name is formed by adding –s or –es (no apostrophes).</p>	<p>There were three Janes and four Jameses in the class.</p>
29	Speech	<p>When reporting direct or indirect speech in news stories use the past tense, "said", as reporting what has happened.</p> <p>When reporting direct speech, what appears between quotation marks must be exactly what was said.</p> <p>Indirect speech (no quotation marks) may be paraphrased but must accurately reflect the meaning of what was said.</p> <p>NOTE:: when reporting direct speech always retain the tense that the speaker used</p> <p>The present tense is acceptable in direct and indirect speech in feature articles because the writing style is more descriptive and evaluative than the reporting style of news articles. It is used to give the reader a sense of being present.</p>	<p>Cr Griffin said she would support the motion.</p> <p>"I can only support the development if environmental regulations are adhered to," he said.</p> <p>He said the only way he could support the development was if it was within environmental regulations.</p> <ul style="list-style-type: none"> ✓ "This is delicious," she said. ✗ "This was delicious," she said. <p>"I wouldn't live anywhere else," she says as she looks across the valley. She says she is content here as she looks across the valley.</p>
30	Street names	<p>Always use the abbreviated form with no full stop: Ave Dr Rd St etc</p>	<p>Etheridge St, off Memorial Dr, was named after ...</p>

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31	Tautologies	<p>These are redundant words and should be avoided. Common tautologies: free gifts, true fact, total stranger, invited guests, circled around,; raining outside, very unique, general consensus.</p>	<p>The helicopter circled around Eumundi before landing in the old showground. It is a true fact that ... It is the general consensus that ...</p>
32	Titles, positions, names	<p>The order for introducing people in an article is always: organisation position first name family name. NOTE: no commas. NOTE: the organisation name has capital letters but the position does not.</p> <p>In news articles use the person's name in full at first mention, then either the first name or the family name with honorific subsequently. The choice to use the first name or honorific is dependent on the familiarity with the person, or their position.</p> <p>NOTE: Cr not Councillor, Clr or Cllr</p> <p>In feature articles it's usual to use the first name and family name at introduction then the first name for subsequent mentions.</p>	<p>Eumundi State School principal Michael Connors presented the awards. Mr Connors said he was delighted to be invited.</p> <p>Eumundi Green managing editor Joyce Turnbull is delighted to be approaching 100 issues. "It's a great achievement for everyone involved," Joyce said.</p> <p>Division 10 Cr Paul Tatton opened the Food Fest. "It's a fantastic event for the town," Cr Tatton said.</p> <p>Eumundi Markets manager Peter Homan came to the Sunshine Coast 20 years ago. "I grew up in Cronulla," Peter says.</p>
33	Voice	<p>The third person, singular or plural, should be used in news articles</p> <p>If writing about a profile subject use the third person</p> <p>If writing a feature about a personal experience, such as travel or nature notes, the first or third person may be used.</p>	<p>✓ At the June meeting, Chamber members agreed that ...</p> <p>✗ At the June meeting, we agreed that ...</p> <p>Clarrie has lived in Eumundi for all of her ninety years.</p> <p>I was lost for words when we reached the summit. We often see wood ducks on winter mornings. She is a Meals on Wheels volunteer. They both enjoy making a mess in the kitchen.</p>

NOTES