

Australian Government Writing Style Guide

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Australian Government Writing Style Guide

Style Manual The standard for Australian Government writing and editing Style Manual is for everyone who writes, edits or approves Australian Government content. Use it to create clear and consistent content that meets the needs of users.

Home | Style Manual

The Australian Government Style Manual (Style Manual) is the authoritative source of rules and guidance for government writing and editing. The aim of Style Manual is to help make government communication clear and consistent. It helps you to put people’s needs at the centre of all the content you create.

Australian Government Style Manual | Digital ...

Be aware who you are writing for. Be conscious of what the user needs to do. Tell the user what they need to know. Pronouns. Use first and second pronouns (I, we, us and you) to establish a connection with the user. Avoid third person nouns (Australian Government Department of X) and pronouns (he, she, it and they).

Writing style - Content Guide - Digital Guides

This free Australian English writing guide is free to use, as is, on this website, as a reference tool. It does not matter whether you represent an individual, a business or commercial endeavour, a government agency or a non-profit organisation.

A Free Online Style Guide for Australian Writers and Editors

Use 's for words that end in 's' to show possession if you pronounce the 's' (for example, personal names). If you don't pronounce the 's' just use an apostrophe. Don't use apostrophes for plural abbreviations or decades. Use apostrophes for substitutions of 'is', 'us' or 'are' and in other contractions.

Punctuation and grammar - Content Guide

Writing style Guidance on writing plain English content that reflects a modern government voice. Includes readability, audience and voice.

Content Guide - Digital Guides

Style Manual is Live. The Australian Government Style Manual now replaces the Content Guide.. We will be switching off the Content Guide website on 23 November 2020. The information will still be available through Trove's snapshots of the Content Guide.

Sources - Content Guide

The ABC Style Guide Throughout the year, members of the ABC's language committee meet to discuss matters of grammar, style and usage. Their guidance is provided to all ABC content makers, and is made publicly available here. The ABC also maintains a database of proper names and placenames to assist content makers with correct pronunciation.

The ABC Style Guide | About the ABC

Style guides are used to set the tone and guidelines for how an agency communicates with the public. This page is a collection of style guides created by government agencies. You can add your agency's guide by emailing DigitalGov or sharing in the Plain Language Community of Practice .

Style Guides by Government Agencies - Digital.gov

Australia. Style Manual: For Authors, Editors and Printers Snooks & Co for the Department of Finance and Administration. 6th ed. ISBN 0-7016-3648-3.; Canada. The Canadian Style: A Guide to Writing and Editing: by Dundurn Press in co-operation with Public Works and the Government Services Canada Translation Bureau. ISBN 1-55002-276-8.; Newspapers. CP Stylebook: Guide to newspaper style in ...

List of style guides - Wikipedia

This site has been created as a guide for Defence website owners to help build new sites within the Defence framework and brand. The templates and advice provided tools that help content creators ensure that their sites are on brand, up-to-date from a technical standpoint, and comply with the legal accessibility and compliance requirements.

Home : Style Guide : Department of Defence

The 2016 edition of the GPO Style Manual is the first revision to be issued under GPO's new name, U.S. Government Publishing Office.Since 1894, the GPO Style Manual has served as a guide to the style and form of Federal Government printing and publishing. The Manual has come to be widely recognized by writers and editors both within and outside the Federal Government as an important editorial ...

New Edition of the GPO Style Manual | govinfo

Style Manual is Live. The Australian Government Style Manual now replaces the Content Guide.. We will be switching off the Content Guide website on 23 November 2020. The information will still be available through Trove's snapshots of the Content Guide.

Accessibility and inclusivity - Content Guide

The Writing style guideprovides a guide to the Department of Human Services' corporate editorial style. It helps authors within the department maintain corporate standards when presenting information in print, online or in other formats.

Department of Human Services writing style guide

The Style Manual provides detailed advice on best practices in writing, editing, design and production. It is the standard reference tool for the Australian Government and is widely used in business and education. The previous Style Manual, the sixth edition, was published in 2002 and is 550 pages long. It has long been a valued reference, but is silent on the conventions that writers and editors must adopt in a digital environment.

Australian Government Style Manual : Ethos CRS Australia

Alas, the Australian government has no equivalent to the UK style guide. We have only the unwieldy, 550-page Style Manual, which was last updated 14 years ago. Bizarrely, there are no electronic copies of the manual, which may help to explain why most public servants ignore it.

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