

A Companion to the Australian Media Style Guide

Presentation

1 inch margin at top and bottom, 1.25 inch margin on left and right.

Left and right justified.

Times New Roman.

11 point (except for indented quotes; see below).

Single-spaced (except for indented quotes; see below).

The headword should appear in bold lower case, followed by just a space (not a colon) and the start of the entry, eg: **Newton, Maxwell (1929-90); Overland Telegraph Line; reporting, crime.**

Quotations

Use smart/curved quotation marks (‘ ’), not straight quotation marks ('').

Use single quotation marks (‘ ’), not double quotation marks (“ ”). If using a quote within a quote, use double quotation marks within single quotation marks.

Quotes longer than three lines should be indented. Indented quotes should be size 10 Times New Roman.

Spaces

Use only one space after a full stop.

For a new paragraph, use the return key to indent the first line. Do not leave a blank line between paragraphs.

Use spaced en dashes, eg the book – published by ASP – was a masterpiece.

Spelling and hyphenation

-ise, eg authorise not authorize

-our, eg colour not color

-re, eg centre not center

-lled, -lling, eg labelled, travelling not labeled, travelling

licence (noun), eg the Macquarie Network was awarded a licence for ...

license (verb), eg 2GB was licensed to ...

World War I, not World War One or First World War

19th century and 20th century, not nineteenth century or twentieth century

Other spellings to note: acknowledgment, cliché, judgment, Postmaster-General, program

Hyphenation and capitalisation

Capitalise, and hyphenate, sparingly and consistently.

coordinate, cooperate, no one, postwar

Contractions and acronyms

A contraction is a shortened form ending in the same letter as the word shortened and does not contain a full stop, eg Dr, Pty Ltd

Acronyms should not contain full stops, eg ABCB, ASP, NSW

Initials

Closed up initials with full stops and space before surname, eg J.A. Smith, J. Smith

Dates, times and numbers

Use 1970s, not 1970's or '70s.

Use 1970–71, not 1970–1971 or 1970–1. Note that unspaced en dashes, rather than hyphens, are used here.

Avoid unnecessary punctuation, eg use 12 April 1959, not April 12th, 1959.

Times should be written as 7 a.m. or 4.15 p.m.

In the text write exact numbers (eg twelve) up to and including ninety-nine in words. However, use words for rough estimates (eg ‘about a dozen’).

Use words where a number begins a sentence.

In numbers, use a comma rather than a space, eg 10,000, not 10 000.

Titles of media outlets

Titles of newspapers, and radio and television shows, should appear in italics, eg *Sydney Morning Herald* and *Four Corners*, not in bold or underlined.

Avoid putting the definite article in italics when referring to the titles of media outlets, eg the *Age*, not *The Age*.

Only use a location if it appears in the outlet’s actual title, eg *Geelong Advertiser*, but *Adelaide Advertiser* or *Herald* (Melbourne).

Make it clear whether you are referring to a network, eg Triple M, or an individual station, eg Triple M Brisbane.

Use GTV9 or TCN9, not GTV-9 or TCN-9.

When referring to the title of a website, underline in black but do not insert a hyperlink, eg Crikey.com, not Crikey.com.au

References

Endnotes and bibliographies will not appear in the *Companion*. However, please provide a bibliography of your main sources to assist the Editor in the editing and checking process.

Please do not use the Harvard (author-date) system.

If you are writing a substantial entry, it may well be appropriate to acknowledge that the headword has been the subject of a major work or works. When doing so, note the author, use the short title method, and cite the year of publication in brackets.

If, for instance, you are writing the entry on the Australian Broadcasting Corporation, you may wish to refer to K.S. Inglis’ *This is the ABC* (1983) and *Whose ABC?* (2006), and Neville Petersen’s *News not Views* (1993).

Delivery

Please deliver the completed entry to the Editor, Bridget Griffen-Foley, by emailed attachment: b.foley@mq.edu.au