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Writing Style
Guide

Australian Government Writing Style Guide

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~~leader | Simon Lancaster~~

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Steven Pinker

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Quotations, and

Plagiarism How to write

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A guide to Harvard

Referencing Australian

Government Writing

Style Guide

Style Manual The

standard for Australian

Government writing and

editing Style Manual is

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Guide

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

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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.

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Style Manual | Digital ...

Clear language and

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writing style. Use plain language. Write short and simple sentences in active voice. Choose the words that are familiar to the user. Only use the abbreviations, contractions, acronyms and initialisms that the user understands.

Clear language and
writing style | Style
Manual

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The Writing style guide provides 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. This guide is based on the Style manual for authors,

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editors and

writers(sixth edition) as
recommended by the

Guide

Department of Human
Services writing style
guide

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

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Government 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 ABC Style Guide
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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

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correct pronunciation.

Writing Style

The ABC Style Guide |

Guide
About the ABC

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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

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non-profit organisation.

Writing Style

Guide
A Free Online Style
Guide for Australian

Writers and Editors

Australian Government

Writing Style Guide

needs at the centre of all
the content you create.

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Style Manual | Digital ...

Be aware who you are
writing for. Be

conscious of what the

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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 Page 6/22

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Writing Style Guide
Australia. Style Manual:
For Authors, Editors
and Printers Snooks &
Co for the Department
Page 17/56

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Australian

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

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Stylebook: Guide to
newspaper style in ...

List of style guides -
Wikipedia

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

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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

The new live version of
the Australian

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Government Style

Manual helps writers and editors make the leap from print to digital publishing. An Ethos CRS team of writers and editors and the Digital Transformation Agency co-authored the manual for the digital age. The new version was released on 24 September. The transformation of

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writing, editing and publishing over the past few decades is the greatest since Gutenberg invented the printing press in 1440.

Australian Government
Style Manual : Ethos
CRS Australia
The Australian
Government Style
Manual has been
updated for the first

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Government Writing Style Guide
time in almost 20 years.

This means that the rules for government writing have changed in a number of ways – the emphasis is on clarity, accessibility and writing for readers in a digital environment.

The essentials of Australian Government writing style ... since 2002 is in the

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works. By Stephen

Easton. Monday January
14, 2019. The

Commonwealth is
getting its first new style
guide since 2002,
courtesy of the Digital
Transformation Agency,
but not until the end of
2019. ¶Imagine a world
where all government
information ¶ from
ministerial briefs to the
instructions on a screen

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It was simple, clear and easy to read, it wrote the DTA's director of content design and strategy, Libby Varcoe, in a blog post a few days before Christmas.

The first new edition of the Commonwealth Style manual ...

Style guides are used to set the tone and guidelines for how an

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Government 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

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Digital.gov

Australian Style Manual

We're updating the old

manual and developing

new content Ethos CRS

is producing the content

for the new edition of

the Style Manual—a

searchable, functional,

comprehensive,

practical and

authoritative guide for

writers and editors

working in Australian

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Government agencies.

Writing Style

The Australian

Government Australian

Style Manual : Ethos ...

The Government Digital

Service (GDS) style

guide covers style points

for content. A to Z The

Government Digital

Service style guide

covers style, spelling

and grammar

conventions for all

Read Book Australian Government Writing Style Guide

The fifth edition of the Commonwealth of Australia's style manual for authors, editors and printers.

Finally, the ultimate guide to grammar, spelling and general editorial style. Fairfax

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Media, the publisher of Australia's most prestigious national newspapers, has collated and updated its group-wide style book. For the first time ever, Fairfax Media's definitive rules and regulations for writing and editing text are available to the public. The Fairfax Media Style Guide is the essential resource

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Writing Style
Guide
for writing
correspondence,
emails, reports, essays
and assignments.

New diversity style
guide helps journalists
write with authority and
accuracy about a
complex, multicultural
world A companion to
the online resource of
the same name, The
Diversity Style Guide

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raises the consciousness of journalists who strive to be accurate. Based on studies, news reports and style guides, as well as interviews with more than 50 journalists and experts, it offers the best, most up-to-date advice on writing about underrepresented and often misrepresented groups. Addressing such thorny questions as

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whether the words Black and White should be capitalized when referring to race and which pronouns to use for people who don't identify as male or female, the book helps readers navigate the minefield of names, terms, labels and colloquialisms that come with living in a diverse society. The

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Diversity Style Guide comes in two parts. Part One offers enlightening chapters on Why is Diversity So Important; Implicit Bias; Black Americans; Native People; Hispanics and Latinos; Asian Americans and Pacific Islanders; Arab Americans and Muslim Americans; Immigrants and Immigration;

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Government and
Sexual Orientation;
People with Disabilities;
Gender Equality in the
News Media; Mental
Illness, Substance
Abuse and Suicide; and
Diversity and Inclusion
in a Changing Industry.
Part Two includes
Diversity and Inclusion
Activities and an A-Z
Guide with more than
500 terms. This guide:

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Helps journalists, journalism students, and other media writers better understand the context behind hot-button words so they can report with confidence and sensitivity

Explores the subtle and not-so-subtle ways that certain words can alienate a source or infuriate a reader

Provides writers with an

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understanding that diversity in journalism is about accuracy and truth, not political correctness. Brings together guidance from more than 20 organizations and style guides into a single handy reference book

The Diversity Style Guide is first and foremost a guide for journalists, but it is also

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an important resource for journalism and writing instructors, as well as other media professionals. In addition, it will appeal to those in other fields looking to make informed choices in their word usage and their personal interactions.

Read Book Australian Government Writing Style Guide

More people write for The Associated Press than for any newspaper in the world, and writers-nearly two million of them-have bought more copies of The AP Stylebook than of any other journalism reference. It provides facts and references for

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reporters, and defines usage, spelling, and grammar for editors.

There are separate sections for journalists specializing in sports and business, and complete guidelines for how to write photo captions, file copy over the wire, proofread text, handle copyrights, and avoid libel. This edition of The AP Stylebook

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keeps pace with world events, common usage, and AP procedures.

The ultimate editing handbook, updated for the digital age The Australian Editing Handbook has become an industry standard, recommended by the Society of Editors, and holds a prominent place on the shelves of

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writers, editors and students alike. Authors Elizabeth Flann, Beryl Hill and Lan Wang have assembled a comprehensive guide to every aspect of the editing process, from working with authors and receiving manuscripts, to editorial, production, printing and beyond. The modern editor must go beyond

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editing and proofreading, and is

often tasked with

obtaining permissions,

sourcing

supplementary material

and keeping the author

on schedule and on

budget. That means the

editor is also the

ultimate mediator of

style and propriety for

the piece, acting as

gatekeeper between the

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author and the public. It's a substantial role, requiring the fundamental knowledge of several different fields to achieve effective results. A guide to managing each aspect of the job, The Australian Editing Handbook is an invaluable resource. The Third Edition includes updated information

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about the new
challenges that
editors face in the digital

age, including: Editing

on-screen Digital

publishing Handling

ebooks Print media

versus online

publications The book

includes two-color

printing to make editing

markseasier to

understand, and a

wealth of charts and

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diagrams that simplify complex topics and serve as handy quick-checks that make this guide the ultimate desk reference. For professionals and students in the field of editing, writing, publishing or journalism, *The Australian Editing Handbook, 3rd Edition* is the industry's number-one resource.

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This book is your easy guide to: preparing essays and reports for high school, TAFE, university or business setting up a timeline for writing essays and reports research techniques structuring your work clearly and effectively drafting, editing and rewriting referencing other

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material in your work
grammar, punctuation
and language issues

Guide

We all know the basics of punctuation. Or do we? A look at most neighborhood signage tells a different story. Through sloppy usage and low standards on the internet, in email, and now text messages, we have made proper

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punctuation an

endangered species. In
Eats, Shoots & Leaves,
former editor Lynne

Truss dares to say, in
her delightfully urbane,
witty, and very English
way, that it is time to
look at our commas and
semicolons and see
them as the wonderful
and necessary things
they are. This is a book
for people who love

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punctuation and get upset when it is mishandled. From the invention of the question mark in the time of Charlemagne to George Orwell shunning the semicolon, this lively history makes a powerful case for the preservation of a system of printing conventions that is much too subtle to be mucked about

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Writing Style Guide

This expanded twelfth edition of the bestselling guide to style is based on the Economist's own updated house style manual, and is an invaluable companion for everyone who wants to communicate with the clarity, style and precision for which the Economist is renowned.

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As the introduction says, 'clarity of writing usually follows clarity of thought.' The Economist Style Guide gives general advice on writing, points out common errors and clichés, offers guidance on consistent use of punctuation, abbreviations and capital letters, and contains an exhaustive

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range of reference

material - covering
everything from

accountancy ratios and
stock market indices to

laws of nature and

science. Some of the

numerous useful rules

and common mistakes

pointed out in the guide

include: *Which

informs, that defines.

This is the house that

Jack built. But: This

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house, which Jack built,
is now falling down.

Discreet means

circumspect or prudent;
discrete means separate
or distinct. Remember
that "Questions are
never indiscreet.

Answers sometimes are"
(Oscar Wilde). Flaunt
means display, flout
means disdain. If you
flout this distinction you
will flaunt your

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ignorance Forgo means
do without; forego
means go before.

Fortuitous means
accidental, not fortunate
or well-timed. Times:
Take care. Three times
more than X is four
times as much as X. Full
stops: Use plenty. They
keep sentences short.
This helps the reader.

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