



Italics

- Italicise titles of publications and Acts.

Examples

Welcome to the fourth edition of the ARC's *Making a difference* publication.

The Act was replaced by parts of the *Environment Protection and Biodiversity Conservation Act 1999* (the EPBC Act).

- Italicise official NCGP scheme names only when the word 'scheme' follows, or for the full name of a Centre of Excellence, ITRP Research Hub or Training Centre.
- Don't italicise the word 'scheme' or the acronym.

Examples

ARC *Discovery Projects* scheme

ARC *Centre of Excellence in Synthetic Biology* (CoESB)

Time

- Use a colon not a full stop – You can use ':00' if you wish, just be consistent.
- Use 'am' and 'pm' in lower case, with a space.
- Use 'noon', 'midday' or 'midnight' instead of '12:00 am' or '12:00 pm'.

Examples

9:00 am

9 am to 11 am

Lunch commences at midday

Quotation marks

Use **single quotation** marks to:

- show direct speech and the quoted work of other writers
- enclose the title of certain works
- draw attention to a word you're defining.

Numbers

- Generally, write numerals for 2 and above.
- Use words for fractions.
- Use **symbols** for currency (\$) and percentages (%) in most cases.

Examples

A goal of zero emissions

2 out of 20 people

One-fifth

10% **not** ten per cent

Ordinal numbers

- Write ordinal numbers up to 'ninth' in words.
- For ordinals of 10th or higher, use numerals with the relevant suffixes. Don't use superscript.

Examples

The third example

The 11th hour of the 11th day of the 11th month

The 25th graduate **not** the 25th graduate

Dates

- Don't use commas or any other punctuation.

Examples

Thursday 7 March 2021

7 March 2021

7 March

2020–21

Accessibility

- Rhythm changes or alteration of text's original shape (bold, underline, italics) can hinder reading. Avoid excessive use.
- Use the built in heading styles when using Microsoft products.

Grammar

- Use simple and plain language.
- Use words people can quickly understand.
- A direct, active voice and tone helps to engage users. Active voice and tone makes it clear who must do what. Use personal pronouns (like 'we', 'you', 'us') when it suits the voice and tone.
- Avoid jargon, slang and idioms.
- Spell acronyms out the first time you use them.
- Use correct verbs for the subject:
 - Use **is/has** for singular or collective nouns.

Examples

The committee **is** preparing the report.

The ARC **is** funding research.

The Finance team **has** been busy.

- Use **are/have** for plural nouns.

Examples

The researchers **are** applying for funding.

The committee members **are** considering recommendations.

All members of the team **have** been busy.

Turn over for
Lists, Dashes
and Font



Lists – Dot points

How to start your dot point list

Examples

- A heading (without a colon or full stop)
- Sentence lead-in (ending in a full stop)
[The committee members decided on several actions.]
- Fragment lead-in (with a colon)
[Queensland is famous for its:]

How to format your dot point list

- Indent lists after the lead-in
- Do not use semicolons or commas at the end of list items
- Do not use 'and' or 'or' after list items.

Sentence lists

If your dot point item forms a stand-alone sentence (regardless of heading or lead-in), each item must have a capital at the beginning and finish with a full stop.

Examples

To write well:

- Use everyday words.
- Learn about the words people use.

Above all be consistent

ARCConnect > ARC Style Guidelines

Contact Stakeholder Relations for queries

Fragment list

If your dot point item is a **fragment** and does not form a complete sentence on its own you must use a lower-case letter at the beginning of the item and a full stop after the last listed item. If you combine the lead-in with each dot point fragment, it should make a complete sentence.

Examples

Queensland is famous for its:

- islands and coral reefs
- beautiful beaches.

Standalone list

Stand-alone lists have a heading without a colon. Brochures and technical documents often contain stand-alone lists. These lists only have a heading and there is no need for punctuation. Each item should begin with a capital letter.

Examples

My weekly tasks

- Answering phone enquiries
- Booking conference venues

Dashes

Use unspaced en dashes for financial years

Example

The 2019–20 budget

Use spaced en dashes to set off non-essential information in sentences **not** em dashes (long one).

Examples

Three rivers – the Murray, Darling and Murrumbidgee – were discussed in the report.

There was no time to plan – a shortcoming that would later cost millions.

Avoid using en dashes for spans. Instead, use phrases like 'from' paired with 'to' and/or 'between' paired with 'and'.

Examples

She worked from 10 to 28 January.

Annual rainfall between 2017 and 2019 was lower than the long-term average.

Font

The ARC's preference:

Heading 1, Arial 16pt, bold

Heading 2, Arial 14pt, bold italic

Heading 3, Arial 13pt, bold

Heading 4, Arial, 11pt, underlined italic

Normal, Arial, 11pt

Alternatively, if using **Times New Roman** as the primary font: Use **Arial** for H1 – H3 and **Times New Roman** for **H4 and Normal**

Paragraph spacing: 6pt spacing before and after

Examples

Spacing

Before: 6 pt Line spacing: Single At:

After: 6 pt

Don't add space between paragraphs of the same style