



**Australian Government**

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**Australian Law Reform Commission**

# **PUBLICATION PROCESS GUIDE**

**JULY 2023**





# Publication Process Guide

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# Publication Process Guide

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This Guide sets out, at a high level, the process for ALRC staff to follow over three broad stages of preparing an ALRC publication: researching, writing, and reviewing. Specific inquiries may put in place specific processes which take precedence over this Guide, at the discretion of the Commissioner in Charge or Principal Legal Officer. This Guide combines and incorporates material previously contained in the 'Style Guide', 'Zotero Guide', and other sources.

- **Section A** sets out processes staff should follow when conducting **research** for a publication, including software to consider using, and ways of retaining records of materials consulted;
- **Section B** sets out processes to follow at the stage of **writing** for a publication, to ensure style rules are consistently followed, and cited material is readily locatable by reviewers;
- **Section C** sets out processes when **reviewing** material that has been prepared for publication, including common corrections that need to be made in footnotes.

## A. Research

Research is an important component in preparing an ALRC publication. Following the processes set out in this section of the Guide is anticipated to save significant time at later stages in the publication process. For example, collating and marking up material you have consulted in your research should save time when citing that material in your writing, and save further time when a colleague is then reviewing your work.

The ALRC Induction Manual sets out some fundamental elements of research commonly carried out by the ALRC, including: analysis of primary law sources, secondary sources, empirical research, consultations, and submissions. It is important also to be aware of areas that your colleagues are researching, so that you can share resources, and ALRC publications can present a coherent analysis.

Some ALRC staff have access to subscription research databases and libraries for materials that are not publicly available online.

### 1. Add relevant sources to Zotero

Zotero is a research and referencing tool. The ALRC uses Zotero to store research sources for inquiries and also to generate citations for footnotes in ALRC documents.

When you come across a relevant source while conducting research, you should **save the citation information and a full copy of the document to the relevant inquiry folder in Zotero.**

As a general rule, do not save a copy of legislation or similar documents to Zotero, as we need to ensure we are referring to the most up to date version of legislation. In contrast, cases and secondary sources are 'static' documents and it is helpful to save the full text of the document in Zotero.

Submissions to an ALRC Inquiry will be entered into Zotero (citation information only, not a full copy of the document) in one tranche by an allocated staff member. Consultation notes are not entered into Zotero.

**Prior to adding a source to Zotero, check whether there is an existing entry for the source in the ALRC Zotero library.** Select the ALRC library folder in the left-hand sidebar before searching for the source to ensure your search is not limited to an Inquiry-specific folder. If there is an existing entry for the source, do not create a new entry.

If you come across **duplicate entries** for a source, please merge the two entries by holding down the CTRL key to select both entries and then right clicking on one of the entries to select ‘merge items’ from the dropdown list. Do not delete a duplicate entry as this may lead to corruption of any document citing that source.

References can either be added to Zotero automatically or manually. Instructions for adding a new reference and adding a PDF are provided below. When you are entering citation information into Zotero, you will need to follow the [entry instructions](#) in this Guide to ensure that citations display correctly.

## 1.1 Methods for adding sources to Zotero

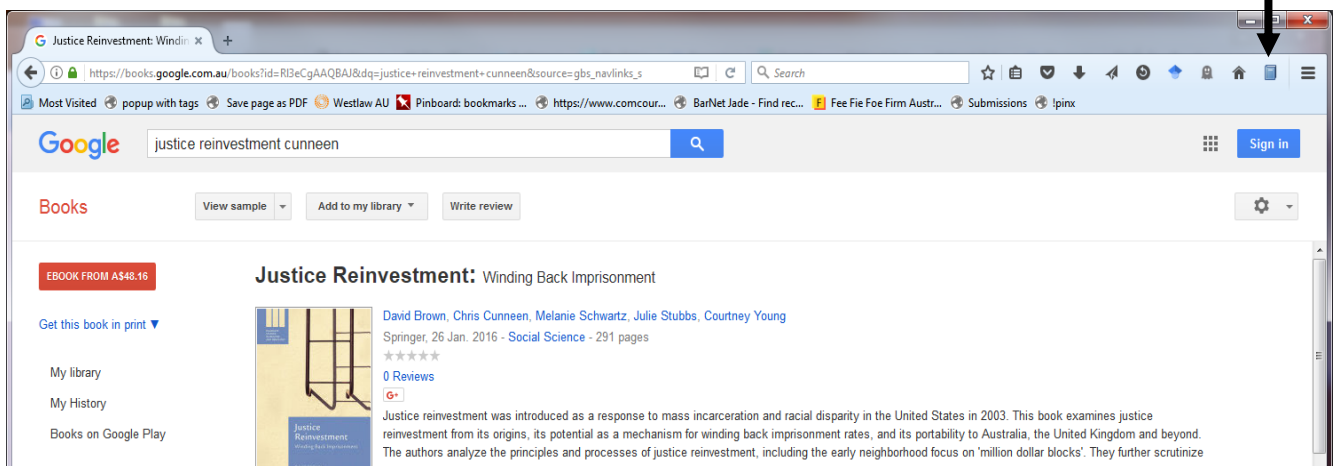
### *Automatically adding references*

In many cases, a reference can be automatically added to Zotero from your web browser by clicking the icon on the right hand side of your browser. When you click this icon, citation information is automatically saved to Zotero. You should then check the fields that are filled in to make sure they are correct, and will output the citation correctly in MSWord.

The citation will be saved to the folder/library that you have highlighted in Zotero.

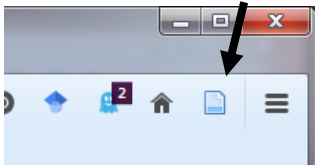
For example:

- Click the book icon in a Google books entry to automatically save the citation information for a book



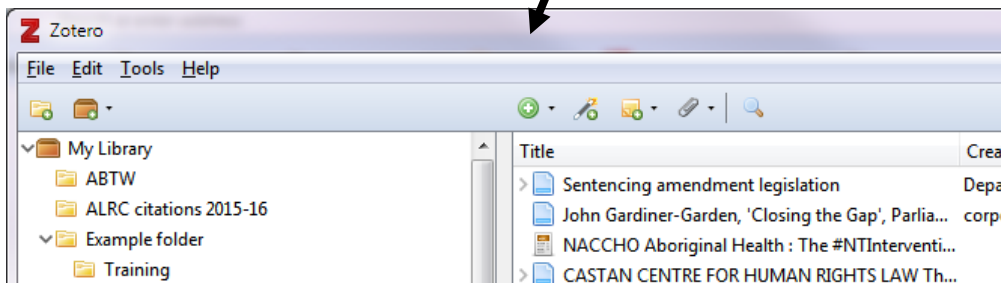
- Click the journal article icon on a journal’s web page to save the citation information for a journal article (note this will not save the PDF, only the citation information—see below for how to add PDFs to Zotero).

- In Austlii, click the scales icon to save citation information for cases (this will be the unreported judgment citation, you will need to edit fields to add any reported judgment citation (see below)).
- There is also a generic web page icon for other web sources:



### Manually adding a new item

You can also manually add a new item. A new reference can be added by clicking the green plus button in Zotero. You will be prompted to select the item type, and then will need to fill in other fields manually.



### Adding a PDF

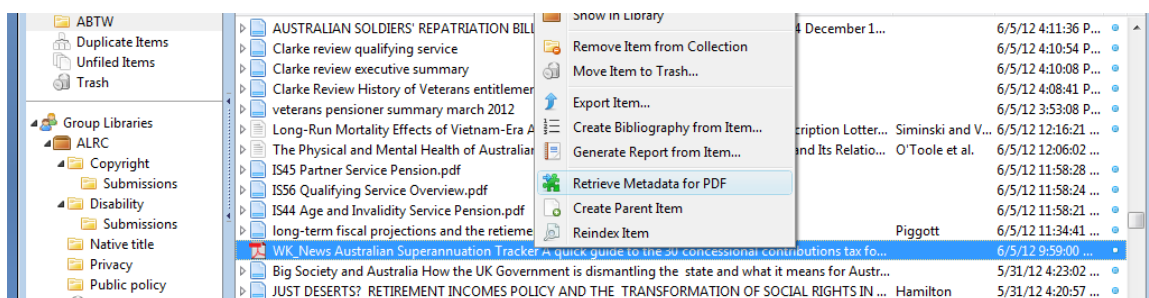
There are a number of ways to add PDFs to Zotero.

Journal articles will generally have associated metadata that allow Zotero to automatically fill in citation information. Other PDFs do not usually have associated metadata (though it's always worth a try).

1. Drag the PDF file (or multiple PDF files) into Zotero. Alternatively, if the PDF is open in a browser window, you can save it to Zotero by either clicking the PDF icon on the right of the web browser, or dragging the URL into the middle pane of the Zotero program.

If dragging into Zotero, make sure you don't associate the PDF with an already existing entry. Instead, wait to see a short blue line *between* entries before dropping the PDF/URL.

Zotero should automatically search for metadata for the PDF and create a 'parent item' for the PDF. If it does not do so, right click on the PDF/s that are now in Zotero and select 'Retrieve metadata for PDF'.

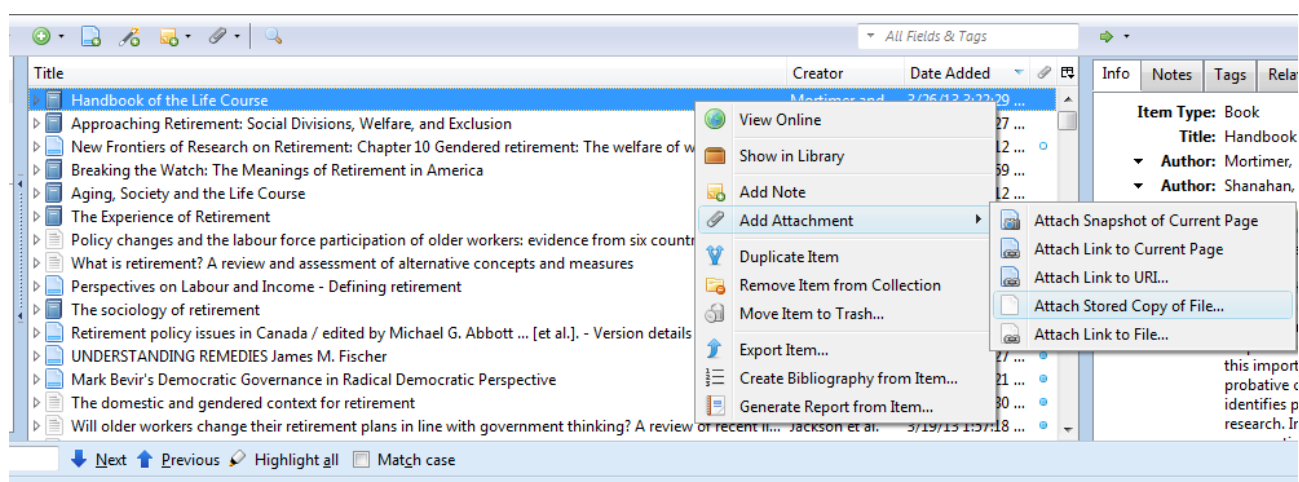


If metadata is found, a 'parent item' will then be created, and all the fields will be automatically populated. If no matching metadata is found, you need to highlight the PDF, right-click, select 'create parent item' and fill in the fields manually.

2. You can add a PDF as an attachment to an item that already exists in a collection.

(for example, you may have saved the citation information for a journal article from an internet browser by clicking the icon in the URL bar, and now want to attach a PDF to it).

To do so, highlight the item in Zotero, right click, highlight 'Add attachment' and select 'Attach stored copy of file'.



You'll then be prompted to select the file you wish to attach. Alternatively, you can drag the PDF on top of the parent item and it will then be attached as a child to that item.

## 1.2 Adding the right information to a Zotero record

To output correctly in MSWord, ensure the relevant fields, as identified in the entry instructions for each reference type below, have been filled in. You can have more fields than this filled in — Zotero will ignore these when formatting a citation in MSWord. But you need to have *at least* these fields filled in.

A number of sources we use have their own 'item type' in Zotero — eg, Acts, books, journal articles. However, there are a number of sources that we regularly use that do not have their own item type. To get these to output correctly in MSWord we use the 'Bill' item type. These should be entered as:

Item Type: Bill

Title: [the rest of the information needed for the AGLC citation]

### ***Formatting instructions***

Each field in Zotero will default to either italicised or non-italicised text. Sometimes you will need to depart from the default italicisation, or to include other special characters like em- and en-dashes.

We can do this using formatting instructions:

To **italicise** a portion of text, enter <i>word</i> (with no spaces).



To add an **en-dash**: ALT+0150

To add an **em-dash**: ALT+0151

To add a § [**section mark**]: ALT+0167

You must use the numeric keypad to type the numbers (turn on Num Lock), and hold down the ALT key as you type. To find other special characters, Google 'alt codes' for a list of how to enter them.

### ***Authors and editors***

Generally, when adding authors:

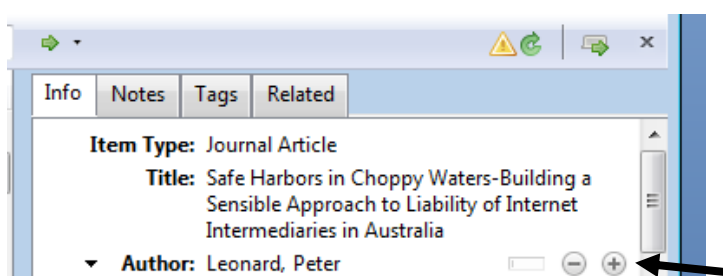
Add last name into the last name field, then first name in the first name field.

eg Mill, Alan

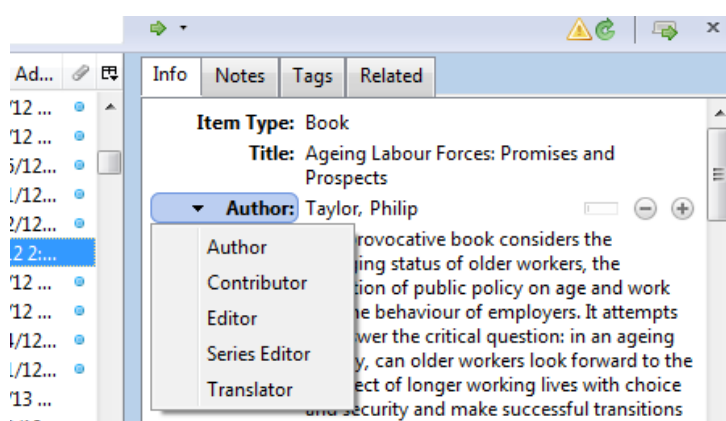
When adding an organisation as an author, enter the full name in the last name field.

When adding a judge as an author (extra-curially), enter the honourific in the first name field and the title and full name into the last name field. [See [below](#)].

To add multiple authors, hit the + button to the right of the first author (see below).



To add an editor, rather than author, click the down arrow to the left of 'Author' and select editor:



## Primary sources

This section on primary sources includes Acts, Regulations, Rules, Bills, Explanatory Memoranda, treaties and international materials, and submissions to a current ALRC inquiry.

Do not use short titles for primary sources in Zotero unless there is a compelling reason — eg it assists the reader to identify the law.

Eg *'Australian Consumer Law'* rather than *'Competition and Consumer Act 2010 (Cth) sch 2'*; and *'Criminal Code'* rather than *'Criminal Code Act 1995 (Cth) sch'*

Item Type: Book

Title: Competition and Consumer Act 2010 (Cth) sch 2

Short title: Australian Consumer Law

Short titles can be used in the body text for convenience.

### ***Acts and Regulations***

Item Type: Statute

Name of Act: Human Rights Act

Code: ACT

Date enacted: 2004

Will output as: *Human Rights Act 2004 (ACT)*.

### ***Bills***

Item Type: Bill

Title: Native Title Amendment Bill

Code: Cth

Date: 2006

Will output as: Native Title Amendment Bill 2006 (Cth).

### ***Explanatory Memoranda***

Item type: Bill

Title: Explanatory Memorandum, Native Title Amendment Bill 2006 (Cth)

Will output as: Explanatory Memorandum, Native Title Amendment Bill 2006 (Cth).

### ***Cases***

#### **Party name rules**

Don't include '& Anor' or '& Ors'.

Where a state or territory is a party, use, eg, Queensland, not State of Queensland.

Rex and Regina should be abbreviated to R where the Crown is first-named party. Where the Crown is the respondent, use The King, or The Queen in full.

Where a Minister of the Crown or Govt officer is a party, use the short form if it exists.

Eg *MacCormick v Federal Commissioner of Taxation*, not *MacCormick v Commissioner of Taxation of the Commonwealth of Australia*; *Zhu v Treasurer (NSW)*, not *Zhu v Treasurer of New South Wales*.

Use DPP, not Director of Public Prosecutions, and A-G, not Attorney-General.

Shorten 'In re'/'In the matter of' to 'Re'.

Use Ex parte in full, capitalise 'Ex'.

## Reported cases

Note: the most authorised reports should be cited for all reported cases (see table below). If available, add the medium neutral citation to the 'extra' field when entering the case into Zotero. This will facilitate the compilation of a primary sources list that includes both the most authoritative reported version of the case and a medium neutral citation for an appendix in publications.

The version of a case to be cited should follow the preference order below (from top to bottom):

Version	Examples
Authorised report	CLR, FCR, VR, NSWLR
Generalist unauthorised report	ALR, AJLR, FLR, ACTR
Subject-specific unauthorised report	A Crim R, ACSR, IR, IPR
Unreported (medium neutral citation)	HCA, FCA, NSWSC, VSC
Unreported (no medium neutral citation)	See rule 2.3.2.

Source: AGLC rule 2.2.2.

Item Type: Case

Case Name: Victoria Park Racing and Recreation Grounds Co Ltd v Taylor

Date Decided: 1937

Reporter: CLR

Reporter Volume: 58

First Page: 479

Extra: [1937] HCA 45

Will output as: *Victoria Park Racing and Recreation Grounds Co Ltd v Taylor* (1937) 58 CLR 479.

## Unreported cases

Item type: Case

Case Name: Brooks on behalf of the Mamu People v State of Queensland (No 2)

Court: FCA

Date Decided: 2013

Docket Number: 557

Will output as:

*Brooks on behalf of the Mamu People v State of Queensland (No 2)* [2013] FCA 557

Unreported decisions without a medium neutral citation allocated by the court should be entered as shown below. See further AGLC rule 2.3.2.

Item type: Case

Case Name: Barton v Chibber

Reporter Volume: (Supreme Court of Victoria, Hampel J, 29 June 1989)

Will output as: *Barton v Chibber* (Supreme Court of Victoria, Hampel J, 29 June 1989).

### **UK cases**

Item type: Case

Case Name: Campbell v MGN Ltd

Reporter: AC

Reporter Volume: [2004] 2

First Page: 457

Will output as: *Campbell v MGN Ltd* [2004] 2 AC 457.

Item type: Case

Case Name: Douglas v Hello! Ltd

Court: EWCA Civ

Date Decided: 2005

Docket Number: 595

Will output as: *Douglas v Hello! Ltd* [2005] EWCA Civ 595.

Note: Only include a full date if required to locate the decision. If required, include in the docket number field in parentheses. The citation would then read: *Douglas v Hello! Ltd* [2005] EWCA Civ 595 (18 May 2005).

### ***Treaties and international materials***

#### **Treaties**

Item type: Bill

Title: *International Covenant on Civil and Political Rights*, opened for signature 16 December 1966, 999 UNTS 171 (entered into force 23 March 1976)

Will output as: *International Covenant on Civil and Political Rights*, opened for signature 16 December 1966, 999 UNTS 171 (entered into force 23 March 1976).

#### **Other UN Documents**

For example citations of common types of UN Documents, see AGLC rule 9.
---

Item Type: Bill

Title: Human Rights Committee, *Communication No 488/1992*, UN Doc CCPR/C/50/D/488/1992 (4 April 1994)

Will output as: Human Rights Committee, *Communication No 488/1992*, UN Doc CCPR/C/50/D/488/1992 (4 April 1994)

### ***Submission to ALRC Inquiry***

Item type: Bill

Title: NSW Government, <i>Submission 294</i>

Will output as: NSW Government, *Submission 294*.

**Note 1:** Once the inquiry process is confirmed for a particular inquiry, the Commissioner in Charge may decide to distinguish between submissions received at particular points in the inquiry. Before entering submissions into Zotero, it will need to be confirmed with the Commissioner in Charge whether any such distinctions are to be made.

**Note 2:** The same stakeholder may make multiple submissions to the same Inquiry. The stakeholder's name should be entered into Zotero in exactly the same way for each submission. Check for any previous submissions from each stakeholder before entering a new submission into Zotero to ensure consistency.

- All individuals should be identified by first initial and surname. **Do not use titles.**
- Organisation names should be spelled out in full, rather than abbreviated, unless the organisation name itself contains an abbreviation.
- 'Inc', 'Ltd' and similar suffixes should be omitted from organisation names.
- A reference to a state or territory in an organisation's name should be retained as it appears in the submission, but — unless it is a government agency — do not include any brackets around a state or territory name.

Eg: Australian Dispute Resolution Advisory Council [**not** ADRAC]

Eg: LGBTI Legal Service [do not spell out 'LGBTI', and do not include 'Inc' at the end]

Eg: Family Law Practitioners' Association of Western Australia [**not** 'of WA']

Eg: Attorney-General's Department (Cth)

### ***Parliamentary Debates/Hansard***

Item Type: Bill

Title: Commonwealth, <i>Parliamentary Debates</i>, Senate, 18 June 2008, 2642[Alt+0150]4 (Bob Brown)

Will output as: Commonwealth, *Parliamentary Debates*, Senate, 18 June 2008, 2642–4 (Bob Brown).

### ***Bills digests and alert digests***

Item Type: Bill

Title: Department of Parliamentary Services (Cth), <i>Bills Digest</i> (Digest No 91 of 2012–13, 15 March 2013)

Will output as: Department of Parliamentary Services (Cth), *Bills Digest* (Digest No 91 of 2012–13, 15 March 2013).

## Secondary sources

This section outlines rules for secondary sources such as books, journal articles, and media items.

Do not use short titles for secondary sources in Zotero. Even if you enter a short title, Zotero will not include the short title in any subsequent reference. (Short titles of secondary sources may be defined and used in the body text when appropriate.)

### ***Submissions to non-ALRC Inquiries***

Item Type: Book

Author: Australian Human Rights Commission

Title: <i>Submission No 18 to Senate Standing Committee on Legal and Constitutional Affairs, Parliament of Australia,</i> National Security Legislation Amendment Bill 2010 and Parliamentary Joint Committee on Law Enforcement Bill 2010

Publisher: 6 May 2010

Will output as: Australian Human Rights Commission, Submission No 18 to Senate Standing Committee on Legal and Constitutional Affairs, Parliament of Australia, *National Security Legislation Amendment Bill 2010 and Parliamentary Joint Committee on Law Enforcement Bill 2010* (6 May 2010).

Note: The full date of the submission should be included. Where not available, include as much of the date as appears.

### ***Journal Articles***

Item type: Journal article

Title: The Failure of Postcolonial Sovereignty in Australia

Author: Motha, Stewart

Publication: Australian Feminist Law Journal

Volume: 22

Issue: [if applicable]

Pages: 107

Date: 2005

Will output as: Stewart Motha, 'The Failure of Postcolonial Sovereignty in Australia' (2005) 22 *Australian Feminist Law Journal* 107.

### ***Books***

Item type: Book

Title: Intellectual Property in Australia

Author: Stewart, Andrew John

Author: Griffith, Phillip BC

Author: Bannister, Judith

Publisher: LexisNexis Butterworths

Date: 2010

Will output as: Andrew John Stewart, Phillip BC Griffith and Judith Bannister, *Intellectual Property in Australia* (LexisNexis Butterworths, 2010).

### **Book section/chapter**

Item type: Book Section

Title: Section 223 and the Shape of Native Title: The Limits of Jurisdictional Thinking

Author: Dorsett, Shaunnagh

Author: McVeigh, Shaun

Editor: Rowse, Tim

Editor: Ford, Lisa

Book title: *Between Indigenous and Settler Governance*

Publisher: Routledge

Pages: 162 (first page only)

Will output as: Shaunnagh Dorsett and Shaun McVeigh, 'Section 223 and the Shape of Native Title: The Limits of Jurisdictional Thinking' in Tim Rowse and Lisa Ford (eds), *Between Indigenous and Settler Governance* (Routledge, 2013) 162.

### ***Legal encyclopedia***

Item Type: Encyclopedia Article

Author: LexisNexis

Title: 2 General Principles

Encyclopedia Title: Halsbury's Laws of Australia

Series: Insurance

Series Number: 235

Volume: 15

Date: 25 May 2009

Will output as: LexisNexis, *Halsbury's Laws of Australia*, Vol 15 (at 25 May 2009) 235 Insurance, '2 General Principles'.

### ***Looseleaf Services***

Item Type: Encyclopedia Article

Author: Carter, JW

Encyclopedia Title: Carter on Contract

Publisher: LexisNexis

Date: 10 January 2009

Will output as: JW Carter, LexisNexis, *Carter on Contract* (at 10 January 2009).

### ***Reports and Working Papers (AGLC rule 7.1)***

Use 'Book' item type for most reports.

For sources authored by a government department, add the jurisdiction in brackets after the name.

Eg Attorney-General's Department (Cth) NOT Australian Government Attorney-General's Department.

Item Type: Book

Title: ClimateSmart 2050—Queensland Climate Change Strategy 2007: A Low Carbon Future

Author: Queensland Government

Date: 2007

Will output as: Queensland Government, *ClimateSmart 2050—Queensland Climate Change Strategy 2007: A Low Carbon Future* (2007).

Item Type: Book

Title: Responding to Sexual Assault: The Way Forward

Author: Criminal Justice Sexual Offences Taskforce, Attorney-General's Department (NSW)

Date: 2006

Will output as: Criminal Justice Sexual Offences Taskforce, Attorney-General's Department (NSW), *Responding to Sexual Assault: The Way Forward* (2006).

<b>Note:</b> where there is a report number, add this in the publisher field.
---

Item Type: Book

Title: Access to Justice Arrangements

Author: Productivity Commission

Publisher: Report No 72

Date: 2014

Will output as: Productivity Commission, *Access to Justice Arrangements* (Report No 72, 2014).

### **Law Reform Commission Reports**

Item type: Book

Author: Australian Law Reform Commission

Title: Review of Australian Privacy Law

Publisher: Discussion Paper No 72

Date: 2007

Will output as: Australian Law Reform Commission, *Review of Australian Privacy Law* (Discussion Paper No 72, 2007).

**Note:** A consultation document from the same ALRC inquiry should be entered as a 'Bill' item type, not as a 'Book' item type, so that the citation appears in full in subsequence references (the same process as for primary sources).

Eg: When writing the Final Report for the Family Law Inquiry, enter the Issues Paper and the Discussion Paper for the Family Law Inquiry as 'Bill' item type. When writing a document for a subsequent Inquiry, the Issues Paper and Discussion Paper for the Family Law Inquiry should instead be entered as a "Book" item type.

Item type: Bill

Title: Australian Law Reform Commission, <i>Name of Inquiry</i> (Discussion Paper No X, Year)

Will output as: Australian Law Reform Commission, *Name of Inquiry* (Discussion Paper No X, Year).

### **Royal Commission reports**

Item Type: Book

Author: Victoria, Royal Commission into Family Violence

Title: Summary and Recommendations

Date: 2016



Will output as: Victoria, Royal Commission into Family Violence, *Summary and Recommendations* (2016).

### **Parliamentary Committee Reports**

Item type: Book

Author: Senate Legal and Constitutional Affairs Legislation Committee, Parliament of Australia

Title: Native Title Amendment Bill 2012 [Provisions]

Date: 2013

Will output as: Senate Legal and Constitutional Affairs Legislation Committee, Parliament of Australia, *Native Title Amendment Bill 2012 [Provisions]* (2013).

### **Working papers and similar documents as part of a series (AGLC rule 7.2)**

Use this format if the document is part of a publication, rather than a publication in and of itself.

Item Type: Report

Title: <i>'We Have the Song, So We Have the Land: Song and Ceremony as Proof of Ownership in Aboriginal and Torres Strait Islander Land Claims'</i>

Author: Koch, Grace

Report Number: 33

Report Type: Research Discussion Paper

Institution: AIATSIS

Date: July 2013

Will output as: Grace Koch, 'We Have the Song, So We Have the Land: Song and Ceremony as Proof of Ownership in Aboriginal and Torres Strait Islander Land Claims' (Research Discussion Paper No 33, AIATSIS, July 2013).

Item Type: Report

Title: <i>'Warming up Cold Porridge—Amending the Native Title Act'</i>

Author: Lane, Patricia

Report Number: 10/13

Report Type: Sydney Law School Legal Studies Research Paper

Institution: University of Sydney

Date: January 2010

Will output as: Patricia Lane, 'Warming up Cold Porridge—Amending the Native Title Act' (Sydney Law School Legal Studies Research Paper No 10/13, University of Sydney, January 2010)

Item Type: Report

Title: <i>'Domestic Violence and Women's Economic Security: Building Australia's Capacity for Prevention and Redress',</i> Horizons

Author: Cortis, Natasha

Author: Bullen, Jane

Report Number: 5

Report Type: Research Report

Institution: ANROWS

Date: May 2016

Will output as: Natasha Cortis and Jane Bullen, 'Domestic Violence and Women's Economic Security: Building Australia's Capacity for Prevention and Redress', *Horizons* (Research Report No 5, ANROWS, May 2016)

### ***Speeches, lectures, presentations, conference papers***

Item Type: Book

Author: Chief Justice Robert French [Last Name], The Hon [First Name]

Title: <i>'The Courts and Parliament'</i>

Publisher: Speech, Queensland Supreme Court, Brisbane, 4 August 2013

Will output as: The Hon Chief Justice Robert French, 'The Courts and Parliament' (Speech, Queensland Supreme Court, Brisbane, 4 August 2013).

Item Type: Book

Author: Justice Michael Barker [Last Name], The Hon [First Name]

Title: <i>'A Long and Winding Road: Issues of Proof in Native Title in the Second Decade of the 21<sup>st</sup> Century'</i>

Publisher: Paper, 4<sup>th</sup> Annual Native Title Conference, 13 June 2014

Will output as: The Hon Justice Michael Barker, 'A Long and Winding Road: Issues of Proof in Native Title in the Second Decade of the 21st Century' (Paper, 4th Annual Native Title Conference, 13 June 2014).

**NOTE:** Input honourifics into the 'first name' field in Zotero so that they do not appear in subsequent '(n X)' references. Subsequent references to works by a judge will therefore read as, eg:

11 Chief Justice Robert French (n 7).

### ***Website***

**Note:** don't include a date, and use a short version URL rather than a lengthy precise pinpoint. Don't include 'http://'

Item Type: Web page

Title: General Statement of Principles

Author: Australian Press Council

URL: [www.presscouncil.org.au/general-principles/](http://www.presscouncil.org.au/general-principles/)

Will output as: Australian Press Council, 'General Statement of Principles'

<[www.presscouncil.org.au/general-principles/](http://www.presscouncil.org.au/general-principles/)>.

### ***Media Release***

Item Type: Bill

Case name: Michael Keenan MP, 'Tighter Laws to Capture Spoils of Criminal Activities' (Media Release, 5 March 2014)

Will output as: Michael Keenan MP, 'Tighter Laws to Capture Spoils of Criminal Activities' (Media Release, 5 March 2014).

## **2. Code research material in nVivo**

nVivo is data analysis software the ALRC uses to mark up (or 'code') sections of source material that are relevant to particular research topics. See the ALRC's separate 'nVivo Manual' for further guidance on use of nVivo.

Specific inquiries may set up specific processes for using nVivo projects, such as shared projects and individual projects. The most common approach will be for you to set up your own individual nVivo project to save research materials that are relevant to a particular research task, and to code the relevant parts to the topics they cover.

Once you have written part of a publication, you will then be able to share your nVivo project with any reviewer of your work, to enable the reviewers to more easily identify the particular material you have cited.

## **3. Clip relevant media articles to Evernote**

Evernote is online software the ALRC uses to store media articles of relevance to an inquiry. Evernote enables you to quickly and easily create a snapshot of a website and create 'tags' to identify relevant themes in articles. It is also possible to conduct word searches on the full text of the articles.

If you are wanting to conduct more in depth analysis of media articles, or to cite articles in a publication, the articles will need to be saved as a PDF in nVivo or Zotero respectively.

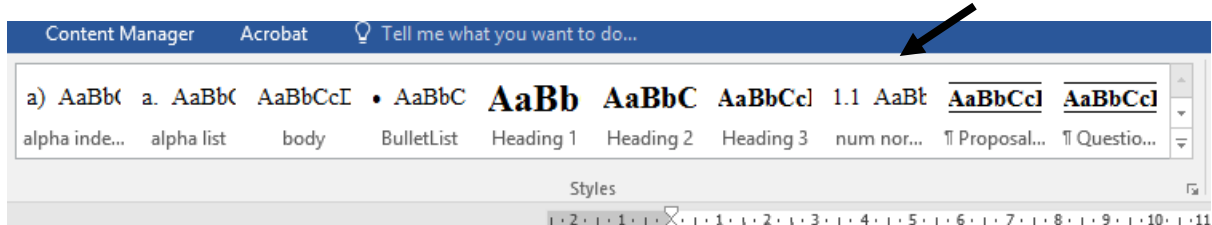
## B. Writing

### 1. Use the ALRC publication template.

Ensure you are using the correct version of the ALRC publication template. If you have any queries about whether you are using the correct version, please check with the ALRC Communications Manager or a Principal Legal Officer.

The ALRC publication template includes some examples of common formatting and style issues for ease of reference during the writing process.

Ensure you use the ALRC Word styles (eg, Heading 1, 2, 3, 4; normal num; alpha list; bullet list) that are included in the ALRC publication template. Using these styles helps with formatting at the typesetting stage.



### 2. Consider data presentation as early as possible.

To facilitate inclusion and effective presentation of data, liaise with the typesetter as early as possible in relation to any plans to incorporate tables, charts, or other graphics in a publication.

### 3. Follow AGLC and ALRC style conventions.

ALRC publications largely follow the Australian Guide to Legal Citation (AGLC). This guide sets out common style rules for ALRC documents — both for the body of the document and for footnotes. These are drawn from the 4th edition of AGLC (occasionally with some modification) with additional rules for issues commonly arising in ALRC documents.

The rules of the [AGLC](#) apply except where inconsistent with what is set out in this guide.

#### 3.1 General writing style guidelines

Structure your text to place the most important information first. Clearly state your main message and don't bury it in detail.

##### 3.1.1 Expression

Use forms of expression that help the reader digest information quickly and easily.

Use the **active voice** wherever possible.

Eg 'the cat sat on the mat' not 'the mat was sat upon by the cat'. For more examples, see:

<https://www.wikihow.com/Avoid-Using-the-Passive-Voice>

Use **active verbs** rather than abstract nouns.

Eg prefer: ‘assess’ rather than ‘conduct an assessment’, ‘supported’ rather than ‘expressed support for’, ‘decided’ rather than ‘made a decision’, ‘requires’ rather than ‘includes a requirement’, ‘exempted’ rather than ‘included an exemption’.

Avoid, where possible, using phrases like ‘the ALRC acknowledges/considers...’. Generally, you can make the point more effectively and succinctly without these constructions.

Use short familiar words rather than long words to sound impressive. Avoid unnecessary jargon or abstract nouns and expressions.

Be ruthless on clutter — remove words and details that add little value.

### ***3.1.2 Short sentences***

Aim for **two lines maximum**. Five or six lines is too long. Use sentences that average 15–20 words, and vary them to be between 10–35 words.

### ***3.1.3 Neutrality and sensitivity***

Many ALRC inquiries address sensitive areas of law and policy that involve a range of stakeholders. An appropriate level of sensitivity and respect in the writing process is critical.

Adopt a **neutral, objective tone** and avoid sensationalist language. All arguments should be evidence-based.

The ALRC is an independent statutory agency, and an important part of our role is assessing and commenting on relevant government policies, institutions and actions. However, the ALRC is simultaneously a part of government, and it is important to use tactful language when writing about the Australian and state and territory governments.

The ALRC should not seek to avoid criticism of others where it is appropriate and can be substantiated. As an evidence-based research organisation it may be important, for example, to identify instances of wrongdoing to explain the problem(s) the ALRC is seeking to address by its recommendations.

If commenting on a **finding of wrongdoing** by a court or other fact-finding body (eg, tribunals and Royal Commissions), be sure in your writing to clearly attribute the finding to the finder of fact and cite the primary source (eg the case or Royal Commission report), rather than a secondary report (eg news articles).

Eg: Commissioner Hayne found that NAB’s conduct fell short of community expectations.

Not: NAB’s conduct fell short of community expectations.

If there has been no formal finding of wrongdoing, exercise caution in referring to **allegations of wrongdoing**. Consider carefully whether the inclusion of the allegations advances your argument. If including, clearly identify the source and status of the allegations.

## 3.2 Lists

Lists should ordinarily be presented as bullet points rather than incorporated into a long sentence. Bullet points may comprise either sentence fragments or complete sentences.

Lists comprising sentence fragments should:

- flow directly from the chapeau;
- start with a lower case letter;
- end in a semi-colon;
- include ‘and’ or ‘or’ after the penultimate item; and
- include a full stop at the end of the final item.

Lists comprising full sentences should appear as follows:

- Each bullet point should start with a capital letter.
- The penultimate item should not be followed by ‘and’.
- Each bullet point should end with a full stop.

## 3.3 Short forms/Abbreviations/Acronyms/Initialisms

At the outset of proofreading, the inquiry team will need to decide on which abbreviations will be used throughout the report. Generally, if a term appears in two or more substantive chapters, then it is included in the glossary. This means it will not be defined in any chapter. If a term is only used in one substantive chapter, it should not be included in the glossary, but should be defined when it first appears in the chapter.

Eg: the Law Council of Australia (‘Law Council’)

Note: An ALRC Summary Report may not include a glossary, in which case terms should be written out in full on the first occasion that they appear in the Summary Report and any abbreviation defined at that point.

### 3.3.1 Abbreviations

An abbreviation is any shortened form of a word or group of words. Abbreviations such as ‘eg’ and ‘ie’ should NOT be used in text in an ALRC publication, but can be used in a footnote.

### 3.3.2 Acronyms

An acronym is a form of abbreviation that is pronounced as a word, such as NASA, ASIC. An acronym does not need ‘the’ before it.

Eg: ‘The Chairman of ASIC, James Shipton...’ NOT ‘The Chairman of the ASIC, James Shipton...’

Acronyms can be used at the beginning of sentences (if they have been previously defined).

Eg: ‘ASIC publications include ...’

### **3.3.3 Initialisms**

An **intitialism** (some call these acronyms too) is also an abbreviation: a word formed from initials of a longer name where each individual letter is pronounced.

Eg FBI, CIA, DVD, ATM, ALRC.

An initialism is preceded by ‘the’ when written in a sentence.

Eg: ‘Therefore, the ALRC recommends ...’, NOT ‘Therefore, ALRC recommends ...’. ‘The AMA submitted’, NOT ‘AMA submitted’.

**Acronyms/initialisms** should generally not be used unless first defined (in the chapter or glossary), unless it is more commonly understood as an abbreviation (eg, scuba). They should not include full stops.

If a quote includes a term that is not otherwise defined in our report, spell out the term in full in square brackets.

### **3.3.4 States and territories**

Generally, abbreviations for states and territories should be set up at first use.

Eg: ‘In the Australian Capital Territory (‘ACT’) policing services are provided by a division of the Australian Federal Police’.

Queensland, Tasmania, and Victoria should always be spelled out in full.

**Exceptions:** Victoria, Queensland, and Tasmania can be abbreviated to Vic, Qld, and Tas where it is analogous to indicating the jurisdiction in legislation.

Eg: ‘the Department of Health and Human Services (Vic)’, ‘the Department of the Premier and Cabinet (Qld)’, or the ‘Office of the Public Guardian (Qld)’.

This style is preferable to the ‘Victorian Department of Health and Human Services’. However, where the state is part of the name of department/agency, there is no need to indicate the jurisdiction on brackets.

Eg the NSW Bureau of Crime Statistics and Research.

NSW, SA, and WA may be used when starting a sentence if they have been previously defined.

Eg: ‘NSW has the largest population of the Australian states’.

ACT and NT should always be preceded with ‘the’.

Eg: ‘The ACT is bordered by NSW’, NOT ‘ACT is bordered by NSW’.

When listing states and territories, do so alphabetically: ie the ACT, NSW, the NT, Queensland, SA, Tasmania, Victoria, WA.

### 3.4 Referring to legislation in text

When referring to a section, part, etc of legislation **in text**, use the style:

s 229 of the *Environment Protection and Biodiversity Conservation Act* (Cth).

NOT the *Environment Protection and Biodiversity Conservation Act* (Cth) s 229.

**Exception:** in bulleted lists, it may be more appropriate to start with the Act rather than the section number.

- Note: use a non-breaking space between ‘s’ and the section number.
- To insert a non-breaking space in Word, use Ctrl+Shift+Space

#### 3.4.1 Short forms of Acts

Short forms of Acts should generally follow AGLC rule 3.5 and be italicised.

Eg *ASIO Act* or *SDA*

When setting them up for the first time, follow the practice:

*Australian Security Intelligence Organisation Act 1979* (Cth) (*‘ASIO Act’*); *Sex Discrimination Act 1984* (Cth) (*‘SDA’*).

#### 3.4.2 Short forms of cases

*Commonwealth v Tasmania* (*‘Tasmanian Dam Case’*)  
*McGinty v Western Australia* (*‘McGinty’*)

### 3.5 Inclusive language

ALRC publications should always use inclusive language. Language should be non-discriminatory and sensitive to a group’s preferences when writing about them. Areas where particular care should be taken include references to culturally and linguistically diverse communities or people with disability, and with gender- and age-specific language. Language and terminology changes, so a term considered acceptable a few years ago may differ from the currently accepted term.

Inquiry teams should consult early in the writing process to settle the preferred terms for referring to particular relevant groups of people.

#### 3.5.1 The singular ‘they’

Masculine and feminine pronouns (he, his, him; she, her, hers) should be replaced wherever possible with gender-neutral language (unless referring to a specific person).

Wherever possible, avoid pronoun disagreement by rephrasing the sentence. Either:

- Eliminate the pronoun: ‘Each participant indicated a preference’; or
- Use a plural antecedent: ‘Participants indicated their preferences’.

The use of the plural and possessive pronoun ‘they/them/their/theirs’ to agree with a singular noun should be avoided wherever possible.

Eg NOT ‘Each participant indicated their preference’.



## **3.6 Punctuation (commas, em-dashes, and en-dashes)**

### **3.6.1 'Oxford commas'**

Should be used for all lists of three or more items, before 'and' or 'or'.

Eg: This issue has been raised in submissions, articles, and commentaries.

Note this diverges slightly from AGLC, which only prescribes the Oxford comma in longer sentences (with list items consisting of several words).

### **3.6.2 Em-dash (—)**

The first preference is for short sentences that do not require subclauses to be offset by an em-dash.

However, an em-dash or parentheses can be used to indicate an interruption in a sentence, in place of a colon, or in pairs on both sides of a parenthetical remark. There should only be one pair of em-dashes per sentence. Spaces should be used between the words and the em-dash.

In Microsoft Word, an em-dash can be inserted in the following ways:

- shortcut keys 'Alt' + 'Ctrl' + 'Num Lock' + '-'
- shortcut keys 'Alt' + '0151' (use the numeric keypad to type the numbers (turn on Num Lock))
- type two hyphens between two letters with no spaces — Word AutoFormat will insert an em-dash in place of the hyphens

### **3.6.3 En-dash (–)**

An en-dash should be used to indicate a span between two numbers or dates: 2012–14. There are no spaces between the numbers or words and the en-dash.

En-dash should also be used to indicate tension between two words, or dichotomies: e.g. North–South divide.

In Microsoft Word, an en-dash can be inserted in the following ways:

- shortcut keys 'Ctrl' + 'Num Lock' + '-'
- shortcut keys 'Alt' + '0150' (use the numeric keypad to type the numbers (turn on Num Lock))
- type two hyphens and continue with the next word—Word AutoFormat will insert an en-dash over hyphens

### **3.6.4 Punctuation in titles of sources**

For sources that have a main title and a sub-title, but no punctuation between them (eg the sub-title may simply appear in smaller font under the main title), insert a colon between the main title and the sub-title in the title field. For sources that have other punctuation (ie not a colon) between the main title and the sub-title, retain the punctuation from the original title. (This is a slight deviation from AGLC rule 4.2.)

## 3.7 Capitalisation

Generally, keep capitalisation to a minimum unless strictly necessary.

### 3.7.1 Capitalisation of government-related, state and territory terms

Capitalise 'state' or 'territory' only when referring to the specific state or territory, or the name of a particular protocol, program, or agreement.

Commonwealth is capitalised: 'Commonwealth, state, and territory governments'

Examples: Capitalisation of government-related terms

- The Australian Government is responsible for foreign affairs. The Government proposes to ...
- shared by the governments of NSW and Victoria
- within the Commonwealth
- from the Commonwealth Parliament
- The debate in Parliament was heated.
- This issue was raised in parliamentary debates.
- Cabinet documents
- Crown copyright
- The Bill was placed before the House.
- The motion was put by the Member for Mackellar.
- Five senators and three members of the House of Representatives were in attendance.
- The press release was made by the Minister of Justice. In the Minister's view...
- called on the Premier of Queensland
- The Treasurer met with the premiers of Queensland and South Australia.

Examples: Capitalisation of state and territory

- conferring jurisdiction on a state or territory
- the state government
- within state and territory jurisdiction
- state-funded research
- The Committee comprises nominees of federal, state, and territory health authorities.
- support at the state government level
- the Commonwealth–State Housing Agreement.

### 3.7.2 Capitalisation of 'court'

'Court' should be capitalised when referring to a specific court (e.g. the High Court). However, when 'a court' and 'the court' are used in a general sense they should not be capitalised.

### 3.7.3 Capitalising 'Act' and 'Bill'

'Act' and 'Bill' should be capitalised wherever they appear.

Eg 'the *Aged Care Act* was amended in 2015. The Act was amended to include...'

Except in 'bills of rights'.

For short forms of Acts, see above 1.4.1.

### ***3.7.4 Capitalising papers, reports, chapters, proposals, and recommendations***

Capitalise when the reference to a specific report, inquiry, discussion paper, chapter, recommendation etc is a proper noun, but not when referring to these generally. Eg:

- In Chapter 6 ...
- **BUT** In this chapter (lower case here despite reference to specific chapter)
- Recommendation 6–4
- The ALRC makes a number of proposals about ...
- In this Report (not Final Report or final Report)
- In the Discussion Paper (not ‘the Discussion Paper in this Inquiry’ — ‘the Discussion Paper’ should be defined in the glossary)
- The Elder Abuse Inquiry
- Other inquiries have considered ...

Follow the AGLC rule of capitalising titles of cited sources (regardless of capitalisation of title in source).

### ***3.7.5 Capitalising chapter titles and subheadings***

Capitalise each key word in a chapter title.

Eg: ‘12. Support Services in the Courts’

Subheadings should follow the same capitalisation rules as body text.

Eg: ‘Whistleblower compensation scheme’

Eg: ‘Proposed introduction of DPAs in Australia’

## **3.8 Numbers**

Under 10 should be written in words. Numerals should be used for numbers over nine.

**Exception 1:** a sentence should not begin with numerals — write out in full instead, or restructure the sentence.

**Exception 2:** if the number over 10 appears in a fraction or range with a number under ten, then it may be written out.

Eg: ‘One in ten women’ not ‘One in 10 women’, ‘between nine and twelve’ not ‘between nine and 12’.

Alternatively, it may be simpler to use numerals for both numbers, especially for larger numbers:

Eg: 3 in every 100,000 women.

Numbers of four digits or more should use a comma:

Eg: 10,421; 6,500.

Percentages should appear as figures, with a percentage symbol.

Eg: 9%, NOT ‘nine per cent’.

Except at the beginning of a sentence, where it should be written as text:

Eg: 'Nine per cent of residents said that...'

Decimal points should only be taken to the first point unless the particular context requires more detail (13.4%).

## 3.9 Quotations

### 3.9.1 Short quotations versus long quotations

Long quotations (two lines or more when indented) should be indented. Short quotations are left in-line in text, with single quotation marks.

Note: this is a slight deviation from the AGLC style, which treats quotations of three lines or less as 'short quotations'.

In short quotations, double quotation marks should be used for a quotation *within* the quoted text, single quotations for a further quotation inside that, and so forth.

In long quotations, single quotation marks should be used for a quotation within the quoted text, double quotation marks for a further quotation inside that, and so forth.

### 3.9.2 Placement of closing punctuation within quotations

AGLC rule 1.5.6 states that if a quotation is incorporated into the text, closing punctuation should not be included within the quotation marks *unless* the quotation is quoted as a complete sentence or the punctuation mark is important to the meaning of the quotation.

Eg: a question mark should be included within the quotation marks to retain meaning.

### 3.9.3 Placement of footnotes for quotations

In text: Place the footnote after the full stop or closing punctuation mark, whichever appears last.

- As Seuss notes, 'the Plain-Belly Sneetches had none upon thars'.<sup>1</sup>
- Sam's question was 'do you like green eggs and ham?'<sup>2</sup>

Block quote: Place the footnote after the block quote, not at the end of the chapeau preceding the quote.

### 3.9.4 Block quotations — structure and punctuation

The preference is to structure the quote so that no punctuation is needed, ie the sentence will lead seamlessly into a long quotation.

The preference is also to avoid the use of square brackets by altering the lead-in to the quotation, eg:

The principles and presumptions of statutory construction are part of the common law, and as such the

'common law' usually will imply, as a matter of statutory interpretation, a condition that...

NOT:

[t]he 'common law' usually will imply, as a matter of statutory interpretation, a condition that...

Where this approach is not possible, use square brackets to change the case. If it doesn't lead seamlessly, use a colon. Where a colon precedes a quotation, leave the case of the first letter of the quotation as it appears in the original.

### ***3.9.5 Ellipses***

Do not use ellipses at the start of a quotation.

Do use ellipses within a quotation to indicate an omission, with a space on either side. Where the omitted text immediately follows a complete sentence, include the closing punctuation before the ellipsis.

Do use ellipses at the end of a block quotation if the quotation does not end with an appropriate closing punctuation mark.

### ***3.9.6 Making minor amendments to quotes***

Where there is a typographical error or mistake in any source it is appropriate to correct it. Do not use [sic] for these minor changes.

Note: this is a deviation from the AGLC.

As far as possible, avoid using [sic]. It may be appropriate to start a quote later to avoid an error or to paraphrase in your own words instead of quoting. If the error is a bad one, consider if it would be better not to use the quote at all.

Quotation marks in original text should be changed in accordance with the instructions [above](#).

## **3.10 Referring to judges in text and in citations**

### ***3.10.1 Australian judges***

#### **Writing curially**

Honorifics and postnominals should not be included when citing a judicial officer writing curially. Where a judicial officer's first name or initials appear on a case and are necessary to unambiguously identify the judge, they should be included.

Abbreviations of judicial offices in Australia (eg, J, CJ, P) should be appear after the judicial officers' names (including where the name appears at the start of a sentence).

Eg: Beach J held that

See further AGLC rule 2.4.1.

#### **Writing extra-curially**

The first time the person's name is referred to use honourifics, title, initials, surname, and postnominals.

- Eg 'the Hon Chief Justice JLB Allsop AO', 'the Rt Hon Lord Justice Jackson'
- Note: there is no space between the initials.

- Subsequently, use the full title to start the sentence or, if name appears mid-sentence use '[Surname] J' (or equivalent).
- Eg 'Chief Justice Allsop said' or 'according to Allsop CJ', 'Lord Jackson'
- Note for Commissioner, Judge, Magistrate, and Master, always include the title but omit first name.  
Eg Magistrate Sidhu

Former judge (at the time the source was produced)

- In text: 'the Hon' (eg the Hon Mary Gaudron)
- Citations: Drop the honourific (eg Mary Gaudron)
- Note: If writing extra-curially and the judge is a Dame or Sir, use that in preference to Justice, eg, Sir Anthony Mason.

### **3.10.2 UK judges**

House of Lords:

- A House of Lords judge (or 'Law Lord' or 'Law Lady') is called eg 'Lord Smith' or 'Lady Hale', unless the judge's rank in the peerage is higher than that of Baron or Baroness, in which case the higher rank is used (for example, 'Viscount Dilhorne').

Supreme Court (Highest UK Court since October 2009):

- President of the Supreme Court: Lord Smith P
- Deputy President: Lord Smith DP
- Judges of the Supreme Court: Lord Smith SCJ

Court of Appeal:

- Smith LJ, unless the judge is a peer, in which case eg, 'Lord Denning'
- Lord Chief Justice (Head of the judiciary and President of the Courts of England and Wales, also the head of the Criminal Division of the Court of Appeal): Lord Smith CJ
- Master of the Rolls (judge of the Court of Appeal and the President of its Civil Division): Lord Smith MR

High Court:

- Judge: Smith J
- Chancellor of the High Court (head of Chancery Division of High Court—known as the Vice Chancellor prior to the Constitutional Reform Act 2005): Sir John Smith C (the now obsolete office of Vice-Chancellor is abbreviated 'V-C').
- Presidents of the Queen's Bench and Family Divisions of the High Court: Sir John Smith P

Others

- Lord Chancellor (formerly head of judiciary, now no longer a judge): Lord Smith LC

If referring to more than one judge of the High Court, the Court of Appeal, or the Supreme Court in the short form, follow their surnames with JJ, LJ, and SCJJ respectively; however, do not say 'Lords Smith and Jones' when referring to two Law Lords, but 'Lord Smith and Lord Jones'.

### 3.11 Honourifics, postnominals, and other titles

In text and citations: use meaningful postnominals (eg AM, AO, QC, SC) and honourifics (eg the Hon, the Rt Hon) the first time the person's name is used in each chapter (but see above re judges).

- 'David Jackson AM QC'; subsequently 'Jackson'.

#### 3.11.1 Using other titles

In text:

- Academic titles (Professor, Associate Professor, Dr) used the first time the person's name is used in each chapter, but omit first name: Eg Professor Sherman.
- Subsequently, drop title, eg 'Sherman observed'.
- Note: use a non-breaking space with abbreviated titles, eg Dr Watson, Allsop CJ.
- To insert a non-breaking space in Word, use Ctrl+Shift+Space
- Do not use Mr, Mrs or Ms.

In citations: Do not include titles (but see above re judges)

- Eg, Jonathan Herring, *Caring and the Law* (Hart Publishing, 2013) NOT Professor Jonathan Herring, *Caring and the Law* (Hart Publishing, 2013).

#### 3.11.2 Change in title

When citing a distinguished author whose title has changed since the source was written:

- In text: It may be appropriate to use the author's current title.
- In citations: Use the author's title at the time they wrote the source.
- Note: Do not use 'as she then was' for an elevation in rank. This is reserved for a full name change, eg when one becomes a Baroness or Lady Chancellor. Instead, use 'then Attorney-General Brandis' or 'Chief Justice Allsop, writing in 2009')

## 4. Use Zotero to cite as you go.

When you are citing a particular source in your writing, ensure that the citation information and the full text of the source are saved in Zotero in accordance with the [entry instructions above](#). In addition, the source should be saved in an [nVivo project](#) that can be used by reviewers of your writing to check the accuracy of citations.

**WARNING:** Using 'track changes' within a Zotero citation will 'break' the footnotes in your document. Ensure track changes is switched 'off' before adding or editing a citation (including removing an in-text sentence that contains a footnote). Despite everyone's best efforts, it is not uncommon for Zotero footnotes to break. Accordingly, at the end of each day you should save a back up copy of any document containing Zotero references. A recent back up copy of a document can sometimes be used to 'fix' broken footnotes.

### 4.1 Placement of footnotes

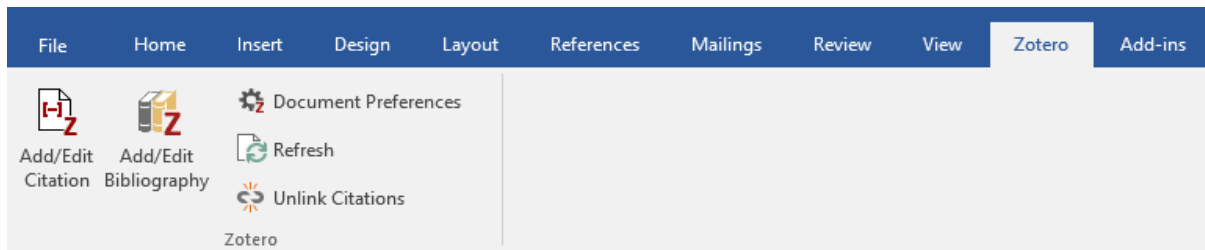
A footnote should generally be inserted at the end of a sentence unless — for the sake of clarity — it needs to appear earlier in the sentence. In all cases, it is preferable that the footnote appear after some kind of punctuation mark.

Occasionally, it may be appropriate to insert a footnote where there is no punctuation mark if it is necessary to make sense, but avoid where possible.

Note: avoid inserting footnote immediate after case names unless absolutely necessary. (Avoid eg, 'In *Kennon & Kennon*<sup>1</sup> the court held...')

## 4.2 Inserting a citation using Zotero

Go to the Zotero tab in MSWord:



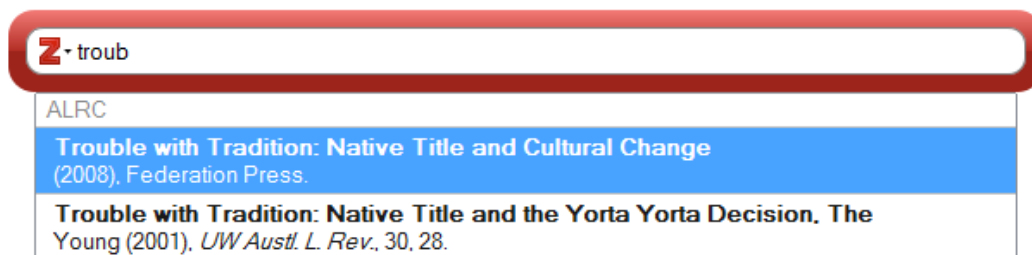
[if you don't have this row of icons, you'll need to install the add-in from the [Zotero website](#)]

Select the 'Add/edit citation' button. You will need to have the Zotero program open on your desktop to avoid an error message when adding and editing citations in your Word document.

If this is the first citation you are adding to the document, you will be prompted to select your citation style. Select 'Australian Guide to Legal Citation 4<sup>th</sup> edition ALRC'. If this does not appear in your list of styles, you will need to [add the style to your library](#).

After you have selected your citation style, the Zotero bar will appear:

Type in a few words from the entry you wish to insert — Zotero will bring up a list of matching references. Select the reference and hit enter.



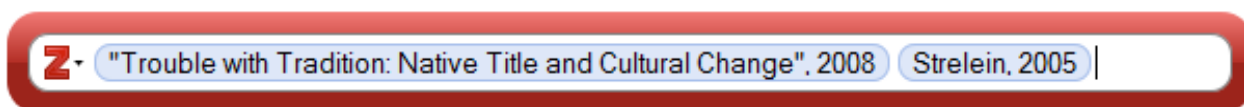
**Note:** If you insert a citation while the cursor is in the body of the text, Zotero will generate the footnote number for you, as well as the citation. However, you can also place the cursor within an already created footnote and Zotero will generate the citation for you at that point. You may need to do this if you have added additional commentary in the footnote, eg:

- 1 Elsewhere in the *Native Title Act*, the term 'traditional activity' is defined in the context of providing for rights of access to non-exclusive agricultural or pastoral leases for certain native title claimants: *Native Title Act 1993* (Cth) ss 44A, 44B.



### 4.3 Adding multiple citations to a footnote

To add multiple citations in one footnote, just type in another keyword for the next citation while the window is still open and before you hit enter again, (sometimes you may need to hit the space bar too) eg



The order of sources in the footnote can be changed by dragging and dropping the blue-circled citation to the desired position. See below for guidance on the order of multiple sources.

#### 4.3.1 Multiple Acts

Multiple Acts from different jurisdictions should be listed alphabetically by jurisdiction. (ACT, NSW, NT, Qld, SA, Tas, Vic, WA)

Eg: *Crimes (Sentencing) Act 2005* (ACT) s 33(1)(d); *Crimes (Sentencing Procedure) Act 1999* (NSW) s 21A(2)(l); *Penalties and Sentences Act 1992* (Qld) s 9(3)(c); *Criminal Law Consolidation Act 1935* (SA) s 5AA(1)(f)(j); *Sentencing Act 1991* (Vic) s 5(2)(da); *Sentencing Act 1995* (WA) s 6(b).

#### 4.3.2 Multiple cases

Should be listed by seniority of the court and, if there are cases from the same court, then chronologically in descending order.

- High Court; Federal Court; Family Court; state supreme courts; Federal Circuit Court; state district and county courts; state magistrates courts.

#### 4.3.3 Multiple secondary sources

Can be placed in any order within a footnote (the writer should make a judgement call based on the context).

#### 4.3.4 Multiple submissions to current ALRC Inquiry

Multiple submissions are arranged in ascending numerical order.

If 'submissions generally said X' there is no need to cite all of the submissions (or any submissions) in support of the proposition. However, the general preference is to cite as many submissions as possible.

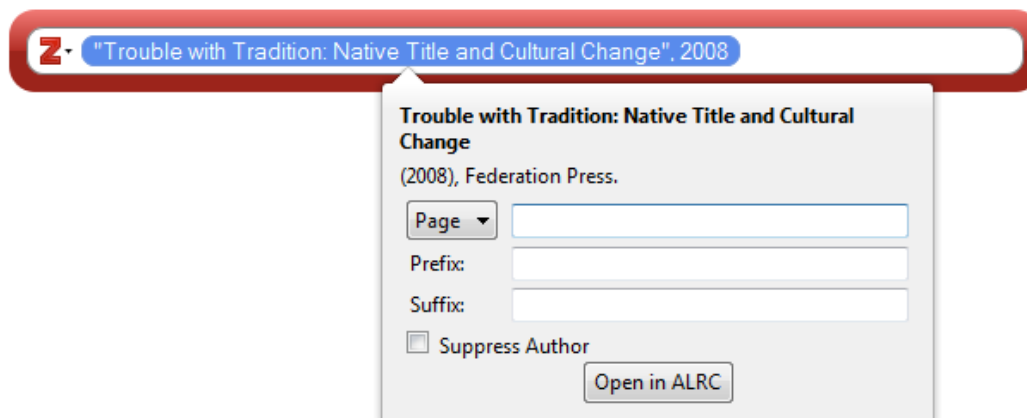
If the submissions were divided on the issue or if the text indicates a quantity (e.g. 'many', 'some') then submissions must be cited.

Use 'introductory signals' as appropriate ([see 3.5.1](#)).

### 4.4 Adding a pinpoint reference

To add a pinpoint reference, while the Zotero bar is still open (before you've hit enter), click inside the blue-circled citation. A drop-down bar will appear. For all source types except cases (see 3.4.3 below),

add the pinpoint using the 'page' category (even when referencing something else, eg section or paragraph).



Usually one pinpoint will be sufficient to identify the relevant part of a document for the reader. I.e. there is no need to cite both a page number and a paragraph number when both are available.

However, sometimes two pinpoints will assist the reader to find the relevant information.

Eg if you are pinpointing a particular recommendation in a report, and it is not easy to find, it may also be helpful to include the page number in addition to the recommendation.

You can add pinpoints for multiple citations in the same footnote. When you have finished adding pinpoints to all citations in a footnote, hit enter.

**Note:** Generally, do not add pinpoints for any type of submissions, unless it would otherwise be particularly difficult to find the relevant information in the source.

#### **4.4.1 Pinpoint types**

**Page number:** add the number only, no 'p'.

**Paragraph number:** number in square brackets, eg [64]

**Paragraph number ranges:** each number in separate square brackets, eg [53]–[54] (**not** [53–4])

**Section number:** add s + the section number, with a space between them and no fullstop after the s.

**Multiple sections:** to output an en-dash between spans of sections, you need to type ALT+0150 eg for ss 4–6 you need to type 'ss 4 ALT+0150 6'

Examples:

ss 2–3

ss 2, 4, 7 (not 2, 4 and 7)

ss 8(2), (5)(a)–(b). (not ss 8(2), 8(5)(a)–(b))

**Composites:** Should be in the format pt III div 2 (not pt III, div 2)

**Clauses (Bills):** Should be in the format cl 3

#### 4.4.2 Pinpoint references with spans of numbers

Where a span of numbers is referred to, only the minimum number of digits necessary should be included in the second number (for example, 87–8, 436–62). However, for numbers whose last two digits are 10–19, the last two digits should always be included (for example, 11–14, 215–19).

For pinpoint references that themselves contain a dash (eg ALRC recommendations until recently, and some legislative provisions), do not use an en-dash to indicate a span of numbers. Instead, list up to three pinpoints, or use the word 'to' rather than an en-dash for spans of more than three numbers.

- Eg: recs 3–4, 3–5, 3–6
- Eg: recs 3–4 to 3–7

Pinpoint references to spans of paragraph numbers should not be condensed. Each paragraph number should appear separately, enclosed in separate square brackets.

Eg: [56]–[57], not [56–7].

#### 4.4.3 Pinpoint references for cases

Note: Use paragraph numbers only in square brackets for pinpoint citations. Do not use a page number unless (as in the case of older CLRs) there are no paragraph numbers. Note: this is a slight deviation from the AGLC. Only use a comma if pincite is to a page number.

To add a pinpoint reference for a case, enter the pinpoint reference into the suffix field (not the page field). Paragraph numbers should be entered in square brackets with no comma.

To add a pinpoint for a case that has page numbers only, enter the page number into the suffix field of the popup box preceded by a comma then a space, eg:

The image shows a citation popup box with a red header bar containing a 'Z' icon and the text: "Victoria Park Racing and Recreation Grounds Co Ltd v Taylor (CLR)", 1937, 480. The popup box contains the following fields and options:

- Title: **Victoria Park Racing and Recreation Grounds Co Ltd v Taylor (CLR)**
- Year: (1937).
- Page: A dropdown menu labeled "Page" with a downward arrow and an empty text input field.
- Prefix: An empty text input field.
- Suffix: A text input field containing ", 480".
- Checkbox:  Suppress Author
- Button: Open in ALRC

## 4.5 Adding additional text in footnotes

Sometimes you will need to add some additional text to a footnote. For example, you might wish to add:

- an introductory signal, like ‘see’, or ‘see, eg,’;
- sources referring to other sources;
- judge names; or
- additional explanatory text.

The key thing to remember when adding additional text is to avoid manually editing the Zotero citation (which will appear highlighted in grey when the cursor is placed within it). Manual editing will cause problems when Zotero is refreshed — and your changes may be overwritten. Zotero generated citations will end with a full stop, so keep this in mind when considering how additional text should be entered.

### 4.5.1 Introductory signals

Use introductory signals to identify how and why you are relying on the source. If one source is directly relevant and several offer general support, cite the first source with a full stop, then ‘See also...’.

See the AGLC guide for more on introductory signals. The most common are:

- **See** (with no comma following) where source provides qualified support
- **See, eg**, where source is one of several authorities supporting the proposition.
- **See also** (with no comma following) where source provides additional or general support

You should insert the introductory signal directly into MSWord, before the Zotero citation appears, eg:

1 See, eg, *Members of the Yorta Yorta Aboriginal Community v Victoria* (2002) 214 CLR 422.

### 4.5.2 Sources referring to other sources and identifying judges in cases

See AGLC for the correct terminology for sources referring to other sources.

Judges do not always need to be identified, but should be if the sense requires it, or to identify a particular judge or judges in an appeal case.

Judges’ names should be put in brackets after the page or paragraph number. Do not use ‘per’.

For how to refer to judges in citations more generally see [2.10](#) above.

To add additional text after a pinpoint reference, such as judges’ names, or ‘cited in...’, while the Zotero bar is open, click inside the blue-circled citation. A drop-down bar will appear. Add the pinpoint reference in the page field, plus the additional text (including punctuation) in the suffix field, exactly as you wish it to appear in the citation.

The resulting footnotes should look as follows:

#### Judge names

1 *Members of the Yorta Yorta Aboriginal Community v Victoria* (2002) 214 CLR 422 [114]  
(Gaudron and Kirby JJ).

## Quoting/citing etc (See AGLC for correct terminology)

- 1 Melissa Perry and Stephen Lloyd, *Australian Native Title Law* (Lawbook Co, 2003) 24, quoting *Members of the Yorta Yorta Aboriginal Community v Victoria* (2002) 214 CLR 422 [114].

Note that if you then cite the first-named source in the immediately following footnote, Zotero will automatically use 'ibid' which may imply that the following footnote is also quoting the second-named source from the earlier footnote. If your subsequent reference is not in fact quoting the same second-named source, the subsequent reference should be manually edited to use '(n X)' rather than 'ibid'.

Eg: 2 Perry and Lloyd (n 1) 25.

### 4.5.3 Additional explanatory text

Do not add any additional explanatory text within the Zotero generated citation. Instead, craft the text so as to avoid this. For example, you could structure the footnote in one of the following ways (the text in grey is generated by Zotero, and the remaining text has been manually entered into MSWord):

- 1 Elsewhere in the *Native Title Act*, the term 'traditional activity' is defined in the context of providing for rights of access to non-exclusive agricultural or pastoral leases for certain native title claimants: *Native Title Act 1993* (Cth) ss 44A, 44B.
- 2 *Alyawarr, Kaytetye, Warumungu, Wakay Native Title Claim Group v Northern Territory*, (2004) 207 ALR 539 [23]–[25]. This was the case in *De Rose*, in which the claim group did not assert that they constituted a discrete society or community. Instead, they asserted that they held rights and interests under the traditional laws and customs that they shared with a wider society of Aboriginal people of the Western Desert Bloc: *De Rose v South Australia (No 1)* (2003) 133 FCR 325 [275].

## 4.6 Subsequent references

Note: Zotero will automatically format subsequent references in accordance with the rules below.

### 4.6.1 Ibid

A footnote referring to the same source as the immediately previous footnote should use 'Ibid'. This applies for both primary and secondary sources. There is no need to define a short title. No comma after ibid.

<sup>1</sup> *Privacy Act 1988* (Cth) s 52.

<sup>2</sup> Ibid s 6.

### 4.6.2 Primary sources

A footnote referring to a primary source that has been cited earlier (but not in the immediately previous footnote) should include the full citation of the primary source, rather than referring the reader back to the earlier footnote. (Note: This is expressly contemplated in the 'How to Use This Guide' section of AGLC.) Primary sources include legislative materials, cases, international materials, and submissions to a current ALRC inquiry.

- <sup>1</sup> *Privacy Act 1988* (Cth) s 52.
- <sup>2</sup> *Australian Law Reform Commission Act 1996* (Cth).
- <sup>3</sup> *Privacy Act 1988* (Cth) s 4.

### 4.6.3 Secondary sources

A footnote referring to a secondary source that has been cited earlier (but not in the immediately previous footnote) should include the author’s surname, a cross reference to the earlier footnote number, and any relevant pinpoint. Secondary sources include journal articles, books, and submissions to non-ALRC inquiries.

- <sup>1</sup> Anne Twomey, ‘Constitutional Conventions, Commissions, and Other Constitutional Reform Mechanisms’ (2008) 19(4) *Public Law Review* 308, 327.
- <sup>2</sup> *Australian Law Reform Commission Act 1996* (Cth).
- <sup>3</sup> Twomey (n 1) 328.

When citing multiple works by the same author within a chapter (but not within the same footnote), Zotero does not include the title of the source in subsequent references. This deviates slightly from AGLC rule 1.4.1, but is acceptable to the ALRC.

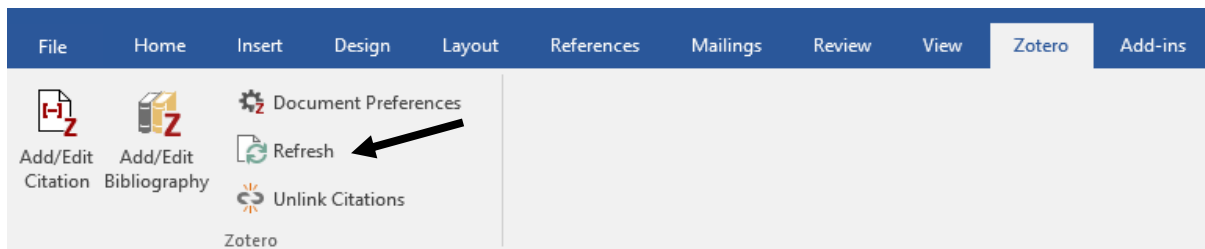
### 4.7 Editing citations

Do not manually edit citations directly in MSWord. Instead, if you need to add or delete a citation or change a pinpoint reference after the Zotero window has closed and the citation has been inserted, move your cursor inside the citation you want to edit in the footnotes, and select the ‘add/edit citation’ button on the Zotero tab. This will reopen the Zotero window, and you can edit the citation from there.

#### *If the citation appears incorrectly*

The item may have been entered incorrectly into Zotero. You will need to go into the Zotero library and make any required changes to the item.

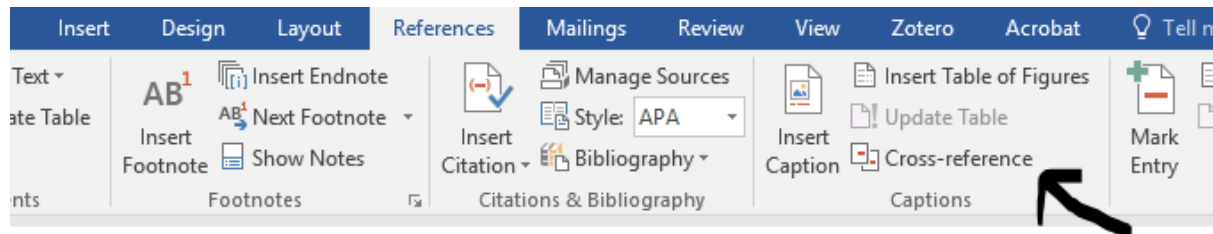
After you have done so, go back to your MSWord document and click the ‘refresh’ button on the Zotero tab (see screenshot below). The citation will update.



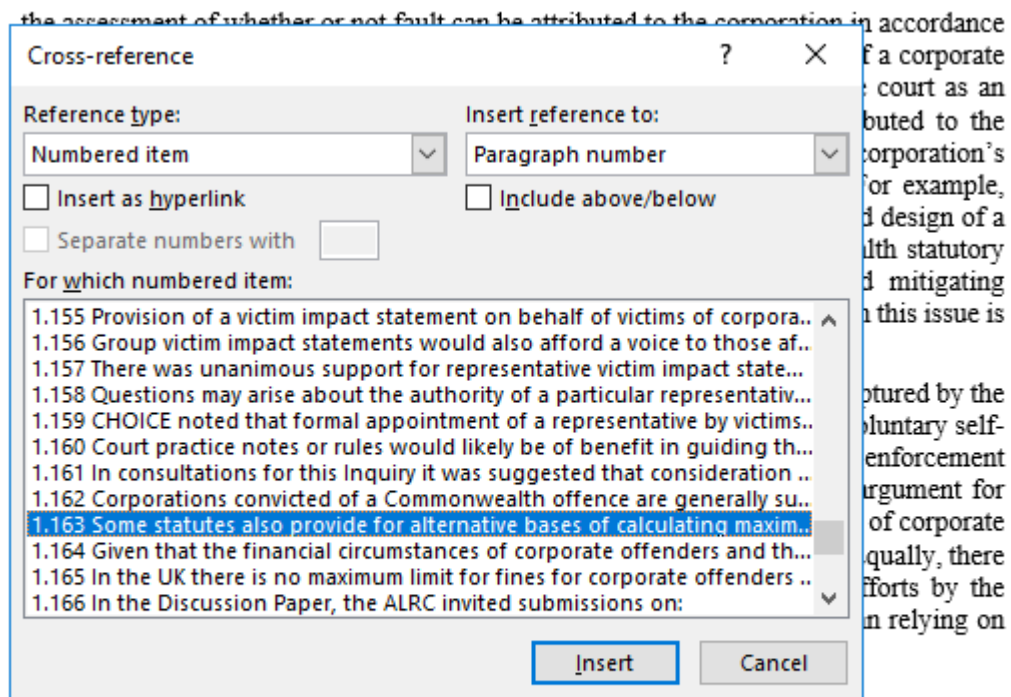
## 5. Use linked cross-references and flag references to be manually updated using red text.

### 5.1 Linked cross-references for paragraphs in same chapter

Use the MS Word cross-referencing function when referring to a paragraph within the same chapter. To insert a cross-reference, select the 'cross-reference' button from the 'Insert' or 'References' tab.



In the pop-up menu box, select reference type 'Numbered item', and choose insert reference to 'Paragraph number'. Select the relevant paragraph from the list below, and click insert. You will need to manually add square brackets around the inserted cross-reference.



35 Provisions that allow the court to calculate the maximum penalty for a corporation with reference to benefits obtained or detriment avoided by reason of an offence are discussed below: [1.163].  
36 Professor E Bant, *Submission 21*.

### 5.2 References to consultation questions, proposals and recommendations, and cross-references to other chapters

References in text to recommendations, proposals, and consultation questions, and cross-references to other chapters should be included in red text so that they can be easily identified and updated as required.

Eg, The purpose of Recommendation 16 is to...

As discussed in **Chapter 11**, ...

Note: To assist with importation of text at typesetting, use red text to flag elements that need to be checked rather than highlighting the text.

For references to chapters in the same publication, the word 'Chapter' should be written in full (both in text and in footnotes). Do not include the chapter title or 'of this Report'.

<sup>1</sup> See **Chapter 3**, particularly **[3.5]–[3.10]**.



## C. Reviewing

ALRC publications need to be reliable, clear, consistent, and coherent. To assist with these aims, the ALRC endeavours to have all material reviewed by team members before publication.

### 1. Preparing your document for review

There are a few initial steps you should undertake to prepare your document for the source-checking, copy editing, and proofreading processes. Undertaking these initial steps helps to maximise the value of the peer proofreading process.

#### *Style-checker macro*

The ALRC has created a macro template to assist authors to identify typos and potential style issues in their documents. The macro is programmed to search for, and then highlight, particular phrases or formatting within the document which may reflect a typo or style deviation. It should be adapted to reflect Inquiry-specific style decisions.

You should use the style-checker macro to help you to identify and correct style issues and typos in your publication document before handing over your document to another team member for proof reading. When you are ready to use the macro, follow the process below:

1. Access the macro template at M:\Zotero, proofing, style guide\Macros.
2. Copy and paste the text of your publication document into the macro template.
3. To run the macro in the template, press the button located at the top left of the toolbar, and then wait. Depending on the size of your document, it may take several minutes for the macro to run.



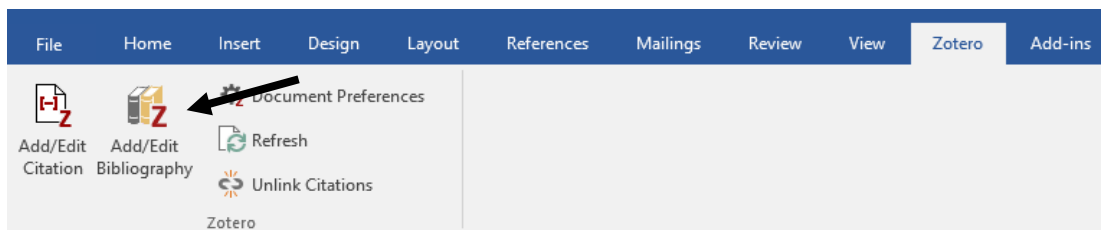
4. Review the text that has been highlighted by the macro in the template document to check for typos and compliance with relevant style rules. As the macro is only designed to draw your attention to *potential* issues, you may need to refer to the Glossary, Inquiry style guide, Publication Process Guide, and AGLC to verify applicable rules and confirm whether or not any amendments are needed.
5. Make any necessary changes directly in your original publication document (not in the macro template document). There is no need to save the document in which you have run the macro.

#### *'Pre-proofing' review by author*

After applying the style-checker macro, you should undertake the following review steps to ensure your document is up-to-date and reflects relevant style conventions:

1. Check for consistency with Glossary for publication (if applicable).
  - a. Ensure abbreviations for particular terms match those used in Glossary.
  - b. Delete in-text definitions of terms defined in Glossary.
  - c. Ensure any short titles that are not defined in the Glossary are defined at first instance. Use parentheses and single inverted commas per AGLC rule 1.4.4.
2. Update cross-references, proposal/recommendation/question numbering etc.

- a. Refresh any cross-references (use CTRL A to select all text/all footnotes, then press F9) and your table of contents (right click and select update fields, entire table).
  - b. Update text and numbering for proposals/recommendations/questions (if applicable) in accordance with final master list.
  - c. Update cross-references to other proposals/recommendations/questions and chapters based on master list. These references should remain in red text so that they can be easily identified and updated.
3. Read through the document in full to correct typos and style deviations.
    - a. Familiarise yourself with the style conventions in this Guide (and any Inquiry-specific style guide) before starting this read-through if needed.
    - b. Note, for example, rules in relation to:
      - 3.6 Punctuation (commas, em-dashes, and en-dashes).
      - 3.7 Capitalisation (including capitalisation of headings, and references to 'chapter', 'proposal' etc).
      - 3.9 Quotations (including placement of punctuation and footnotes).
      - 3.10 Referring to judges in text and in citations.
      - 3.11 Honourifics, postnominals, and other titles.
      - 4.4.2 Pinpoint references with spans of numbers (eg minimum numerals, no 'ands').
      - Abbreviation of section/subsection (abbreviate in-text unless start of sentence) — see AGLC rule 3.1.4.
  4. Create a Zotero bibliography and review to check for errors in source citations.
    - a. Use Zotero to create a bibliography for your document.
      - i. To create a Zotero bibliography, navigate to the end of your document and then select add/edit bibliography from the Zotero tab in MSWord.
      - ii. Copy and paste the bibliography into a new document for review, or delete the bibliography from your document after you have finished reviewing it for errors.



- b. Review the bibliography for typos/style issues in your citations. If you notice any errors, correct them in the Zotero entries for your sources.
  - c. After updating any sources, re-run and save the bibliography in a new document. The bibliography should be provided to the team member doing source-checking for your chapter to assist with their review.
5. Check document formatting to ensure correct styles are applied. This helps greatly at the typesetting stage.
    - a. In particular, check that proposals, recommendations, and questions are in the correct style text and formatted correctly
    - b. Check that headings are at the correct levels.
    - c. Check that running headers are correct.

## **2. Types of review**

It is most important that you are clear what kind of review you are being asked to conduct. Four main types of review are:

### ***Substantive review***

You are asked to make substantive comments about the content of the chapter. These may relate to eg legal issues, problem analysis, framing of recommendations, relative emphasis on various topics, the structure of the chapter, consistency or coherence with other chapters, etc. This type of review should be conducted as early as possible in the publication process, and potentially multiple times.

### ***Source-checking***

You are asked to check that all citations are accurate by reviewing the original source documents.

You should request a copy of all relevant nVivo projects so that you have easy access to all of the source documents, and the coding used by the researcher/author may help in identifying relevant sections of the source document.

If a source has been cited in support of a general statement or argument, you should check whether the source adequately supports the statement or argument that is being made.

If a source has been quoted, you should check whether the quote has been accurately transcribed. You will need to check that accurate citation pinpoints have been included when appropriate.

This can be time-consuming work, but is crucial to ensuring the integrity and quality of ALRC publications.

### ***Copy editing***

You are asked to make suggestions to improve clarity and expression. You may wish to comment on eg phrasing, word choice, consistency of terminology, paragraph structure, paragraph length, sentence structure, sentence length, active vs passive voice etc. You may raise substantive issues if they are sufficiently significant, but that should not be the focus of your review.

### ***Proofreading***

You are asked to check that the written work and referencing complies with ALRC style requirements set out in this Guide, and any Inquiry-specific style guidance.

You should request that the author of the document provides you with a Zotero bibliography to allow you to check for any citation style errors. The author can then make corrections to the sources in Zotero, rather than the reviewer needing to manually correct the errors each time the same source appears.

You should only raise substantive issues if they are of particular significance. You may make copy editing suggestions if something is particularly unclear, but that should not be the focus of your review.

You should make comments and suggested changes using Adobe Acrobat Pro so that comments can be easily identified, located, tracked, and implemented (see guidance below).

Once written material has been typeset, proofreading should be the only type of review conducted.

### 3. Using Adobe Acrobat Pro to make proofreading comments

You can use the Adobe comment function to add text comments, as well as suggest amendments such as deleting text, replacing text, and inserting text. To access the comment function, open the task pane on the right-hand side of the Adobe window. You can add the comment function to your task pane by selecting 'More Tools', locating the comment function under 'Share & Review', and clicking 'Add'.

When you have added the comment function to your task pane, you can open the function by clicking on the yellow comment bubble. This will open a new toolbar at the top of your window with a range of icons. The key functions for proofreading purposes are outlined below.



1. **Comment:** Use this function to add a general comment to the document that is not linked to a specific portion of text.
2. **Highlight text:** Use this function to make a comment in relation to a specific portion of text.
3. **Delete text:** Use this function to suggest deletion of text. Highlight the relevant text and press this button (or press the backspace button on your keyboard).
4. **Replace text:** Use this function to suggest replacing text. Highlight the relevant text in the document and then type in your suggested text.
5. **Insert text:** Use this function to suggest inserting additional text. Click on this button, then place the cursor wherever the text should be inserted before typing in your suggested text.

Avoid using the underline function to add comments — use the highlight function instead.

You can view and edit your comments and mark-up in the side-bar on the right of your window. If you click on a comment it will take you to the related text. Comments will also appear in a pop-up box when you hover over the relevant markings in the PDF.

Questions	Relevant Area
3 – A6	Definition of 'financial product' and 'financial service'
16 and A17	Definition of 'retail client' and 'retail client'
	Definition of 'retail client' and 'retail client'
	Definition of 'retail client' and 'retail client'
4	Conduct obligations

our: ~~An effective framework for~~ conveying how the law

urrently stands, the *Corporations Act* fulfils numerous functions. It  
nter alia:

If the comments are not visible, click on the left arrow on the side-bar to expand the view.

When reviewing comments for implementation, you may like to use the comment status function (right click on comment in side-bar/'Set Status') to keep a record of which comments you have

resolved. You can also keep track of your progress through the comments by selecting the first comment then working your way down the list using the down directional arrow on your keyboard.

## 4. Reviewing documents after typesetting

The focus of proofreading a document after it has been typeset should be on identifying any formatting issues that may have arisen in the course of typesetting, and correcting any outstanding typos or significant style issues.

Proofreading comments at this stage should be collated and moderated by the team member managing the proofing process to ensure clarity and consistency of proposed edits.

Formatting issues to check after typesetting include whether:

- italicisation is appearing correctly (for example, Acts and case names are italicised; '(Cth)' not italicised for Acts)
- words and lines are appropriately spaced, including whether a non-breaking space is required (for example, to prevent a chapter number appearing on a separate line to the word 'Chapter');
- headings are formatted in accordance with the correct heading level;
- block quotes and recommendations/proposals are formatted correctly;
- dot point lists are appearing correctly (for example, whether points are appearing at correct sublevel within list where applicable);
- paragraph numbering, footnote numbering, and alphabetical lists are continuous (for example, no repeated or missing numbers or letters);
- tables and figures are correctly numbered within each chapter (for example, Table 9.1, Table 9.2 ... ; Figure 9.1, Figure 9.2 ... ); and
- headers and footers are appearing correctly on each page.

Cross-references should also be checked after typesetting to confirm that they are accurate, and that they have been hyperlinked correctly. This includes internal paragraph references and references to figures and tables, and proposals/questions/recommendations within chapters. A sample of '(n X)' references in footnotes should also be checked in each chapter to identify any potential issues.

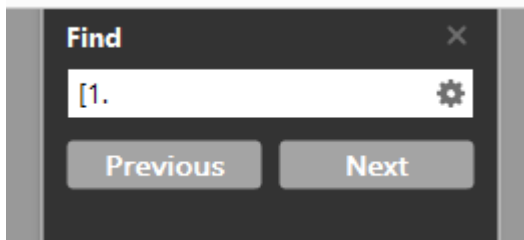
**Note:** References to other chapters and appendices (and elements therein) will not be hyperlinked until chapter files have been combined. Prior to this stage, these types of cross-references should continue to appear in red text.

The text and numbering of any proposals, questions, and recommendations within report chapters and in any summary report should be carefully cross-checked against the master list in the front pages of the report to check for any inconsistencies. This should be completed after the completion of all proofreading rounds in case any inconsistencies were introduced during the implementation of comments.

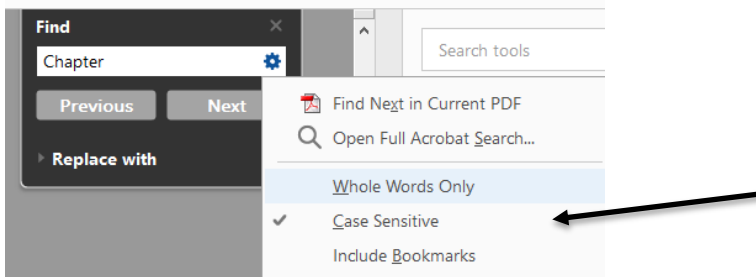
A final check of all hyperlinks within the document should be undertaken after all proofreading rounds have been completed and comments have been implemented. Link checking should encompass:

- Websites (CTRL F for '<')
- Tables of contents (within each chapter and for whole document)
- Any lists of tables and figures in the front pages of the publication

- Paragraph references
  - Identify by undertaking a CTRL F search for [X]. (replacing X with the number of each chapter). You will need to click through results to find internal cross-references as this search will likely also bring up pinpoint references for other sources.



- Cross-references — identify by searching for relevant phrases below. Select 'Case Sensitive' before conducting search.
  - Chapter
  - Proposal/Question/Recommendation
  - Appendix/Appendices
  - Figure and Table



**Note:** The 'previous view' shortcut (ALT + left directional arrow) facilitates link checking within a PDF by returning you to the page where you clicked on the link. A 'previous view' button can be added to the Toolbar by following View > Page Navigation > Previous View.

## Appendix: Guidance on words, phrases, and acronyms

ATSI	Do not use. Spell out: Aboriginal and Torres Strait Islander.
Attorney-General vs Attorney General	Generally hyphenate: Attorney-General  NB: some States and Territories <u>do not</u> hyphenate Attorney-General — need to check on a jurisdictional basis.
Australian Government vs Commonwealth Government	Australian Government
CALD	Spell out: culturally and linguistically diverse
Chapter	The <b>chapter</b> does not recommend; rather, ‘the ALRC recommends’. The chapter may, however, ‘set out/explore/outline’ etc.
Composed/comprised	Composed can be followed by ‘of’, comprised cannot.
Disability	‘People with disability’ rather than ‘people with disabilities’
Firstly	Do not use. Use ‘first’. Secondly, thirdly, etc is fine.
Focused or Focussed?	Focused (one ‘s’)
Indigenous	Do not use: use Aboriginal and Torres Strait Islander instead.
Judgment or Judgement?	Judgment for the decision rendered by the court  Judgement in every other context
LGBTIQ	No need to spell out.
Magistrates/magistrates’/local court	When using generically, ‘magistrates court’ (lower case, no apostrophe). When referring to a particular court, follow its naming practice.
People or persons	‘People’ unless ‘persons’ particularly needed for sense.
Program or Programme?	Program
Section, Article, Chapter, Division, or Part of an Act	In text: ‘Section’ lower case ‘s’, but capitalise ‘Art’, ‘Ch’, ‘Div’, and ‘Pt’  In footnotes: lower case (eg pt VII div 12A s 1) as per AGLC.  Insert non-breaking spaces using (Ctrl+Shift+Space in Word).  Use full word to start a sentence.



Submissions	Not submitters
Tense	<p data-bbox="616 264 1423 342">Generally, use past tense to discuss reports/articles/studies/cases ('the report found that...').</p> <ul data-bbox="667 376 1385 488" style="list-style-type: none"><li data-bbox="667 376 1385 488">• Note: When discussing the current state of the law drawn from a case, it may be preferable to use the present tense ('the case supports the proposition that...').</li></ul>