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Government Writing Style Guide

Style Manual The standard for Australian Government writing and editing Style Manual is for everyone who writes, edits or approves

Australian Government content. Use it to create clear and consistent content that meets the needs of users.

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

Australian Government Style Manual | Digital ...

Clear language and writing style. Use plain language. Write short and simple sentences in active voice. Choose the words that are familiar to the user.

Only use the abbreviations, contractions, acronyms and initialisms that the user understands.

Clear language and writing style | Style Manual

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The Writing style guide provides a guide to the Department of Human Services' corporate editorial style. It helps authors within the department maintain corporate standards when presenting information in print, online or in other formats. This guide is based on the Style manual for authors, editors and printers (sixth edition) as recommended by the

Department of Human Services writing style guide

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

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

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Australia. Style Manual: For Authors, Editors and Printers Snooks & Co for the Department of Finance and Administration. 6th ed. ISBN 0-7016-3648-3.; Canada. The

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**Canadian Style: A Guide to Writing and Editing:** by Dundurn Press in cooperation with Public Works and the Government Services Canada Translation Bureau. ISBN 1-55002-276-8.; Newspapers. CP Stylebook: Guide to newspaper style in ...

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



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New Edition of the GPO Style Manual | govinfo

The new live version of the Australian Government Style Manual helps writers and editors make the leap from print to digital publishing. An Ethos CRS team of writers and editors and the Digital Transformation Agency co-authored the manual for the digital age. The new version was released on 24 September. The transformation of writing, editing and publishing over the past few decades is the greatest since Gutenberg invented the printing press in 1440.

Australian Government Style Manual : Ethos CRS Australia

The Australian Government Style Manual has been updated for the first time in almost 20 years. This means

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

The essentials of Australian Government writing style ... since 2002 is in the works. By Stephen Easton. Monday January 14, 2019. The Commonwealth is getting its first new style guide since 2002, courtesy of the Digital Transformation Agency, but not until the end of 2019. “Imagine a world where all government information — from ministerial briefs to the instructions on a screen — was simple, clear and easy to read,” wrote the DTA’s director of content design and strategy, Libby Varcoe, in a blog post a few days before Christmas.

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

Style Guides by Government Agencies  
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Australian Style Manual We're updating the old manual and developing new content Ethos CRS is producing the content for the new edition of the Style Manual—a searchable, functional, comprehensive, practical and authoritative guide for writers and

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editors working in Australian Government agencies.

The Australian Government Australian Style Manual : Ethos ...

The Government Digital Service (GDS) style guide covers style points for content. A to Z The Government Digital Service style guide covers style, spelling and grammar conventions for all content ...

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

Finally, the ultimate guide to grammar, spelling and general editorial style. Fairfax Media, the publisher of Australias most prestigious national

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newspapers, has collated and updated its group-wide style book. For the first time ever, Fairfax Media's definitive rules and regulations for writing and editing text are available to the public. The Fairfax Media Style Guide is the essential resource for writing correspondence, emails, reports, essays and assignments.

New diversity style guide helps journalists write with authority and accuracy about a complex, multicultural world A companion to the online resource of the same name, The Diversity Style Guide raises the consciousness of journalists who strive to be accurate. Based on studies, news reports and style guides, as well as interviews with more than 50 journalists and experts, it offers the best, most up-to-date advice on writing

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**about** underrepresented and often misrepresented groups. Addressing such thorny questions as whether the words Black and White should be capitalized when referring to race and which pronouns to use for people who don't identify as male or female, the book helps readers navigate the minefield of names, terms, labels and colloquialisms that come with living in a diverse society. The Diversity Style Guide comes in two parts. Part One offers enlightening chapters on Why is Diversity So Important; Implicit Bias; Black Americans; Native People; Hispanics and Latinos; Asian Americans and Pacific Islanders; Arab Americans and Muslim Americans; Immigrants and Immigration; Gender Identity and Sexual Orientation; People with Disabilities; Gender Equality in the News Media; Mental

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Illness, Substance Abuse and Suicide; and Diversity and Inclusion in a Changing Industry. Part Two includes Diversity and Inclusion Activities and an A-Z Guide with more than 500 terms. This guide: Helps journalists, journalism students, and other media writers better understand the context behind hot-button words so they can report with confidence and sensitivity Explores the subtle and not-so-subtle ways that certain words can alienate a source or infuriate a reader Provides writers with an understanding that diversity in journalism is about accuracy and truth, not “political correctness.” Brings together guidance from more than 20 organizations and style guides into a single handy reference book The Diversity Style Guide is first and foremost a guide for journalists, but it

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

More people write for The Associated Press than for any newspaper in the world, and writers-nearly two million of them-have bought more copies of The AP Stylebook than of any other journalism reference. It provides facts and references for reporters, and defines usage, spelling, and grammar for editors. There are separate sections for journalists specializing in



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Guide sports and business, and complete guidelines for how to write photo captions, file copy over the wire, proofread text, handle copyrights, and avoid libel. This edition of The AP Stylebook keeps pace with world events, common usage, and AP procedures.

The ultimate editing handbook, updated for the digital age The Australian Editing Handbook has become an industry standard, recommended by the Society of Editors, and holds a prominent place on the shelves of writers, editors and students alike. Authors Elizabeth Flann, Beryl Hill and Lan Wang have assembled a comprehensive guide to every aspect of the editing process, from working with authors and receiving manuscripts,

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toeditorial, production, printing and beyond. The modern editor must go beyond editing and proofreading, andis often tasked with obtaining permissions, sourcing supplementarymaterial and keeping the author on schedule and on budget. Thatmeans the editor is also the ultimate mediator of style andpropriety for the piece, acting as gatekeeper between the authorand the public. It's a substantial role, requiring the fundamentalknowledge of several different fields to achieve effective results.A guide to managing each aspect of the job, The AustralianEditing Handbook is an invaluable resource. The Third Editionincludes updated information about the new challenges that editorsface in the digital age, including:  
Editing on-screen Digital publishing

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**Handling ebooks** Print media versus online publications The book includes two-color printing to make editing markseasier to understand, and a wealth of charts and diagrams thatsimplify complex topics and serve as handy quick-checks that makethis guide the ultimate desk reference. For professionals andstudents in the field of editing, writing, publishing orjournalism, The Australian Editing Handbook, 3rd Edition isthe industry's number-one resource.

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

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your work grammar, punctuation and language issues

We all know the basics of punctuation. Or do we? A look at most neighborhood signage tells a different story. Through sloppy usage and low standards on the internet, in email, and now text messages, we have made proper punctuation an endangered species. In *Eats, Shoots & Leaves*, former editor Lynne Truss dares to say, in her delightfully urbane, witty, and very English way, that it is time to look at our commas and semicolons and see them as the wonderful and necessary things they are. This is a book for people who love punctuation and get upset when it is mishandled. From the invention of the question mark in the time of Charlemagne to George Orwell

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Shunning the semicolon, this lively history makes a powerful case for the preservation of a system of printing conventions that is much too subtle to be mucked about with.

This is an engaging and practical introduction to the elements of grammar, sentence structure, and style that you need to write well across a range of academic, creative, and professional contexts, deftly combining practical strategies with scholarly principles. The second edition includes updated material based on a longstanding commitment to writing and to best international practice. It includes advice on reading; language; grammar and style; structuring; designing; paragraphing; punctuation; workplace and academic documents; digital writing for social media; and

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revising, editing, and proofreading. How Writing Works should be on the desk of everyone who needs to write: students, professionals in all fields, and creative writers. It is an essential handbook for working writers and writing workers in the contemporary writing-reliant workplace. The accompanying companion website includes video interviews and presentations from leading grammarians including Professor David Crystal and Professor Geoff Pullum, in addition to online quizzes and activities to support readers' learning.

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