



Style Guide for Authors

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DEMOCRATIC AUDIT OF AUSTRALIA

STYLE SHEET

The potential audience for Audit publications includes students, politicians, public servants, journalists and members of the public as well as academics. We want to produce material which prompts debate in all of these groups. So our publications should:

- Present information and clear arguments in terms of Audit values;
- Avoid jargon;
- Be clearly organised; and
- Look interesting.

REMEMBER, the Audit values are:

- *political equality*—translates into a level playing field when it comes to electoral competition, into equal voice when it comes to policy debate etc
- *popular control of government*—requires transparency, accountability, etc
- *civil liberties and human rights*—civil liberties encompasses privacy as well as the political freedoms of speech, association, assembly etc. The human rights value encompasses equal opportunity of all groups for full enjoyment of human rights.
- *quality of public debate*—the deliberative democracy value of inclusive public deliberation, informed by a wide range of perspectives and sources of information

We are auditing for strengths, weaknesses, threats and opportunities against these values.

Because we are aiming for a generalist audience please include basic information in Audit reports. On the other hand, to avoid bogging down the text with descriptive material put it in text boxes. If you refer to some authority on the subject please remember to introduce them—for example, ‘Utilitarian philosopher Jeremy Bentham believed it made no sense to disenfranchise criminals.’ And please use graphic material wherever possible – charts, tables, diagrams, pictures—to get your message

across. Don't say 'this year' or 'last month'—spell out the date so it remains intelligible when read in the future.

GENERAL STYLE (for both Audit reports and discussion papers)

- Font and font size and style
 - Times New Roman 12 point for text
 - headings in Times New Roman 14 point
 - subheads in Times New Roman 12 point bold.
- Line spacing—one and a half.
- Spacing after stops and colons—one only.
- Paragraphing—no indents, one line space between paras.
- Spelling—UK rather than US spelling for words such as mobilisation, organisation, analyse.
- Use lower case wherever possible—eg. parliament, government, cabinet, budget, prime minister, minister, federal. However, upper case when a specific parliament, government or minister—e.g., Parliament of Australia, Howard Government, Trade Minister Mark Vaile.
- 'State' should be upper case where referring to a unit in the federal system; lower case when contrasted with society.
- Use *italics* in text for emphasis.
- Dashes—like this (one em).
- Hyphens like this: old-age pension.
- *Dates*
 - Date and number spans like this: 46–7, 2001–04 (one en).
 - Condense date spans when it's the same decade, eg. 1993–97, but 1993–2003.
 - Set out dates as follows: 16 September 1998.
- *Numbers*
 - Separate large numbers with a space (\$49 000) except where only four numerals (\$1500).
 - spell out numbers from one to ten, use digits for 11 and above.

—spell out per cent.

- *Quotation marks*

—use single rather than double marks, unless for a quote within a quote.

—For longer quotes (avoid as much as possible), indent text and single space, without quotation marks.

- *Capitalisation of headings and sub-headings*

—capitalise first word only in headings (unless proper nouns), and first word of subtitles (i.e., what comes after the colon)—e.g., **The media: Uniform defamation laws**

- *Abbreviations*

Introduce abbreviations when used for first time—e.g., the United Nations (UN)

Use stops after abbreviations but not after contractions—e.g., Mr, Dr do not take stops, Prof. does. Eds and edn do not need stops.

Use 'for example' by preference to e.g., but if using e.g., remember to punctuate. The same for i.e., and *ibid.*

References

Text should not be overburdened with references. A Further Reading section may be a useful alternative. Where they are necessary:

- Use footnotes not in-text references.
- Use the following forms for footnotes:

David Beetham, Iain Bryne, Pauline Ngan and Stuart Weir, 2002, *Democracy under Blair: A Democratic Audit of the United Kingdom*, London, Politico's Publishing.

Colin Hughes, 2001, 'Institutionalising electoral integrity', in Marian Sawer (ed.) *Elections: Full, Free & Fair*, Leichhardt, NSW, Federation Press, pp. 142–57.

RAW Rhodes, 2002, 'Putting People Back into Networks', *Australian Journal of Political Science* 37 (3): 399–416.

- If a subsequent footnote refers to the same source use abbreviated reference—
surname plus short form of article or book title:
Hughes, ‘Institutionalising electoral integrity’, p. 143.

Online publications

- When referring to online publications do not include information concerning date accessed but do check the address is still operational. Use the shortest possible URL by which the article can be located: e.g. use
<http://democratic.audit.anu.edu.au> rather than
http://democratic.audit.anu.edu.au/papers/20060424_gauja_enf_dem.pdf
- Only reference websites when the article is not available in another form.

If in doubt, please talk to a member of the Democratic Audit Team or refer to the Commonwealth of Australia *Style Manual for authors, editors and printers* (Sixth edition, 2002).