Style Guide

The Purpose of the Style Guide

The style guide aims to assist users and database editors to write in a clear and concise manner to achieve consistency throughout all editing.

This guide is based on the *Commonwealth Government Style Manual.*

Generalisations

Use full-forms of words to avoid inconsistencies in punctuation.

However, addresses and days of the week are exceptions to the rule.

Shortened Forms

Addresses

Original	Shortened
Avenue	Ave
Boulevard	Blvd
Building	Bldg
Close	Cl
Corner	Cnr
Court	Crt
Crescent	Cres
Drive	Dr
Grove	Gve
Highway	Hwy
Parade	Pde
Place	Pl
Road	Rd
Square	Sq
Street	St
Terrace	Tce

States

Original	Shortened
Australian Capital Territory	ACT
New South Wales	NSW
Northern Territories	NT
Queensland	Qld
South Australia	SA
Tasmania	Tas
Victoria	Vic
Western Australia	WA

Days of the week

Original	Shortened
Monday	Mon
Tuesday	Tue
Wednesday	Wed
Thursday	Thu
Friday	Fri
Saturday	Sat
Sunday	Sun

Full stops are not used after these abbreviations

Months of the year are written in full form: January, February, March, April, May, June, July, August, September, October, November, December

Capitalisations

Capitalise agency names and proper nouns.
For example, University of Adelaide
Exceptions - 'small words' such as 'the', 'of', 'for'
Street and suburb names for example Smith St, Glenelg

Use of Ampersand '&' Dashes '-' 'The'

Use '**&**' to replace 'and' in names and proper nouns. Do not use 'The' at start
For example, Women's & Children's Hospital in *Organisation Name* field
In *Also Known As* field add 'and', Women's and Children's Hospital
Add dash for branches: Friends of the Women's & Children's Hospital **-** Berri

Dates and Meetings

Use the following style - Day Month Year for a specific date
For example, 24 December 2020 and use the full form of the month.
I*nformation Source* 2020-12-24 John Jones, Secretary, email john@gmail.com
For *Meetings* use Monthly, 3rd Sun 9am, Scout Hall, 4 Smith St, Kilkenny

South Australia(n) and SA

Used at the start of the name	South Australian Dental Service
Used at the end of the name	Conservation Centre for SA

 Exceptions - University of South Australia

Numbers

Always use numerals instead of spelling the number out in full.

For example, 'This service has 65 units across the state.'
Exceptions - If the number is at the beginning of the sentence.
For example, 'Four units are mobilised across the state.
Exceptions - In comment field, write out first, second, instead of 1st, 2nd, 3rd.

Street Addresses & Postal Addresses

Street Address is the actual or physical street address where the main activity takes place
Postal Address is the point of contact to issue notices and correspondence
Postal Address Field 1 can include C/O over C/- (Care Of) with GPO Box, PO Box, RMD
 (Roadside Mail Box), RSD (Roadside Delivery) and should **not** contain 'corner of' or 'as above

Telephone Numbers

Please follow the style below for different types of telephone numbers (Note the spaces in between the numbers).

08 8232 0123	Landline
0410 224 897	Mobile Phone Numbers
1800 180 000	Free Call Numbers
13 1611	Local Call Fee Numbers

Telephone numbers should be entered in the *Phone number* fields. Use ＋ to add fields
Telephone Comments field should refer to Office, Service, Club or roles/positions such as President, Secretary, Treasurer, Coordinator
Contact field contains: role, name ie Secretary, Susan Smith; President, John Jones

Time

There are no spaces in between the time and am/pm.
Use a full stop if minutes are shown.
For example, 9.45am - 6.15pm
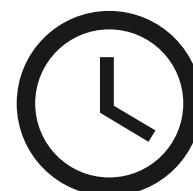
Use 'noon' if it is 12pm as well as a space in between noon and the number.
For example, 9am - 12noon

Postal Codes

Metropolitan areas have a postal code between 5000 to 5199.
Country areas have a postal code greater than 5199.
For example, Adelaide City is SA 5000 whereas Mount Barker is SA 5251

Full Stops

Only use full stops in: Tel. or tel. and Inc.
Do **not** use full stops in: PO, GPO, no, nos, eg, ie or
Abbreviated days of the week: Mon, Wed, Fri or
After contractions: St, Mr, Bldg, Tce or
In acronyms: TAFE ; At the end of fields ; After a persons initials: Mr TR Ash
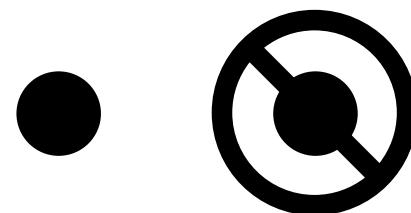
Social Networking

Select type of social network and whole IM Screen Name URL or web address
For example, Facebook https://www.facebook.com/angastonheritage