



# 2021 *Petticoat Research* *Bulletin* Style Guide

Updated September 2021

Use this style guide as a reference for writing convention used at the *Petticoat Research Bulletin*. If you have questions or require clarification, don't hesitate to contact your supervising editor.

- Contributors will refer to editors for spelling preferences.
- Americanised spelling will be modified to AUS convention in final format.
- Publications, including the *Petticoat Research Bulletin*, are italicised.
- Don't forget news values when writing news pieces.
- **Headlines** should be capitalised with the exception of particles (a, an, the, etc.), conjunctions, and prepositions.
- When writing a news piece, use **active** voice, e.g. "He said..." instead of "It was said by him..."
- Use simple, clean language when writing news and features. We want to communicate with as many people as possible, so use simple and contemporary language when appropriate.
- With very specific exceptions, the *Petticoat Research Bulletin* does not use the Oxford comma.
- When attributing a source, use only '**said**' or '**says**'.
- Use double quotation marks (") for direct speech. Use single quotation marks (') when quoting within a quote.
- **Names** must be referred to in full at first. Thereafter, the surname is used. The *Petticoat Research Bulletin* does not use honourifics (e.g. Mr, Ms.).
- **Numbers** zero to nine are written in full, and numbers 10 and above are written in figures (money, date, and time are exceptions). Decimalised numbers have a comma, e.g. 3,000 not 3000.
- **Money** is always given in figures: \$3 not "three dollars". If there is a need to differentiate between currencies, put the currency before the dollar sign, e.g. US\$10 million. Do not add zeroes or cents unless needed, i.e. use \$5 instead of \$5.00.
- Convention for **dates** is day, month, year, e.g. 9 July, 2015. Do not use an apostrophe when referring to **years**, e.g. 1950s, not 1950's.
- **Fractions** are preferred over **decimals** unless decimals are required: fractions or percentages ( $\frac{3}{4}$  or 75 per cent) are easier to read than decimals (0.75).
- For **percentages**, use *per cent*, not % or percent. Unless starting a sentence, percentages are always written in figures.
- When writing the **time**, o'clocks will not have decimal figures (e.g. 10am instead of 10.00am). Full stops will be used otherwise (e.g. 10.15am). "O'clock" is preferred to a.m./p.m.