



**ABORIGINAL
STUDIES PRESS**

Aboriginal Studies Press
style guide for authors
and editors

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Aboriginal Studies Press is the publishing arm of the Australian Institute of Aboriginal and Torres Strait Islander Studies.

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Aboriginal Studies Press welcomes feedback and ideas from editors and authors for future editions.

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About Aboriginal Studies Press

Aboriginal Studies Press (ASP) is the publishing arm of the Australian Institute of Aboriginal and Torres Strait Islander Studies (AIATSIS). ASP develops and publishes works that tell the story of Aboriginal and Torres Strait Islander Australia; that create opportunities for people to encounter, engage with and be transformed by that story; and that support and facilitate Aboriginal and Torres Strait Islander cultural maintenance and resurgence.

Our goals are to encourage Aboriginal and Torres Strait Islander authors and to produce diverse lists of quality books. Our main lists are:

- trade titles (books with a general readership, published under the Aboriginal Studies Press imprint)
- children's titles (our emerging children's list with a general readership, published under the Aboriginal Studies Press imprint)
- academic or scholarly works (research books and publications with an academic or specialist readership).

We foster relationships with distributors, marketers, booksellers, media outlets, and festival and conference organisers. We constantly explore new ways to publish our titles, as print books, ebooks or other emerging digital technologies.

Using this style guide

Use this style guide for all ASP publications, which are published as books, ebooks or pdf documents.

This style guide should be used in conjunction with:

- ASP's *Guidelines for the ethical publishing of Aboriginal and Torres Strait Islander authors and research from those communities*, which provides advice on how to create new works in ways that are culturally respectful and appreciative of the diversity and richness of Australia's Aboriginal and Torres Strait Islander peoples, and their histories and cultures. The guidelines include information about editing and language, including how people prefer to be named.
- AIATSIS's [Code of ethics](#), which has information about ethical research, including how to communicate the results of research.

This style guide presents ASP's preferred styles but is not definitive. If you can't find the information you need in this guide, refer to the Australian Government's [Style manual](#), which is a free online resource and is continually updated. Although it is extensive and useful, it is intended specifically for government content (e.g. webpages, forms, policy documents etc.) and takes a 'digital first' approach, so some styles are less suitable for books, research reports and other publications such as those published by ASP. It replaces the sixth edition of the *Style manual for authors, editors and printers*, which remains useful and is particularly relevant for the types of books and documents that ASP publishes.

ASP prefers some specific differences to the online [Style manual](#):

- we spell out numbers one to ninety-nine in text for our trade books (general readership books) and one to nine in text for our academic titles
- we do not use commas in numbers 1000 to 9999 in text
- we use spaced em dashes for parenthetical dashes.

If you are unsure about specific styles, contact asp@aiatsis.gov.au for clarification.

We welcome feedback and suggestions from editors and authors for future editions of this style guide.

Information for authors

The ASP section of the AIATSIS website provides further information for authors such as:

- how to submit a manuscript or a proposal
- our assessment process
- information for Aboriginal and Torres Strait Islander authors
- information about reworking theses for book publication.

Defamation

For defamation to occur, one person has to communicate something to another person that lowers the reputation of a third person. For a claim to succeed, the third person has to be identifiable and the first person has to have no legal defence as defined under the laws of defamation (examples of legal defences are truth and justification, qualified privilege and honest opinion). Defamation laws protect the reputations of individuals and balance those against the right to speak freely.

Damages payouts can be very expensive, and both the publisher and the author can be sued.

Authors are contractually bound to bring to ASP's attention any section of the text written about someone who is alive (whether using their real name or not) or where there is a reasonable concern that what is written might be damaging.

ASP will decide whether to seek a legal reading of manuscripts. ASP carries insurance, through AIATSIS, but is required to take every step possible to avoid a claim being made against it. We need to be certain for the sake of our authors, as well as ASP, that we've done everything we can to avoid this.

Further information: [Arts Law Centre of Australia](#).

Permissions

ASP expects authors to correctly credit all copyright material, including:

- extracts of text, including poems
- graphs, diagrams, charts and tables
- music (scores and lyrics)
- illustrations, paintings, photographs and advertisements.

Authors must obtain permission to reproduce a 'substantial part' of any written work protected by copyright. This can mean 200 words from a medium-length book, part or whole of an article or essay, and even very short quotations from poems or songs. Permission should also be sought for a shorter extract that summarises the crux of the creator's argument or research. If in doubt, seek permission or discuss with ASP.

Gaining copyright permissions can take weeks or even months, especially from overseas publishers. If the person or organisation you're seeking permission from asks you to supply information you don't have — like format, page extent or retail price — contact ASP.

Ensure you gain permissions for text, photographs and images for both print and ebook editions simultaneously.

Further information: [Australian Copyright Council](#).

Cultural appropriateness and responsibilities

We take Aboriginal and Torres Strait Islander intellectual property and cultural rights seriously. Intellectual property here means copyright. Cultural rights means peoples' rights to their heritage. Heritage includes objects, sites and knowledge. Knowledge includes languages, spiritual knowledge, myths, legends or other similar material, illustrations, music, song, poetry and the like.

ASP contracts include a set of warranties or promises. One of these is that you have the right to tell a story (and that someone else doesn't have rights that prevent that) and that you have gained the express permission of any relevant owner or custodian of traditional material and that you will supply the permission prior to publication. This means you take responsibility for checking with relevant communities and individuals that you have permission to use the material from those who are entitled to give that permission. If your work derives from a PhD thesis for which you sought the appropriate cultural approvals, ASP will still require an up-to-date written document from the relevant people or communities, approving publication in book form.

The Aboriginal and Torres Strait Islander Arts Board of the Australia Council for the Arts has published [Protocols for using First Nations cultural and intellectual property in the arts](#), a booklet detailing protocols when dealing with cultural heritage, including writing and literature.

Further information: [Arts Law Centre of Australia](#), [Australian Copyright Council](#), [Australia Council for the Arts](#).

Referring to Aboriginal or Torres Strait Islander Australians

All ASP's publications respect Aboriginal and Torres Strait Islander peoples and the wide range of mainland and Torres Strait nations, languages and cultures.

When speaking generally, we use 'Aboriginal and Torres Strait Islander people' to refer to individuals, and 'Aboriginal and Torres Strait Islander peoples' when referring to a number of groups. If necessary, the word 'Indigenous' can be used when describing all Aboriginal and Torres Strait Islander peoples, but ASP preference is to use the full term. Some writers choose to use the term 'First Nations'. Be careful not to use 'Aboriginal' on its own if the intended meaning includes Torres Strait Islander people/s. When we work with specific communities or language groups, we seek guidance from those in authority about the respectful and appropriate language protocols.

It is preferable to use the term Aboriginal and Torres Strait Islander peoples rather than Indigenous. If using the term 'Indigenous' or 'Aboriginal' ensure that it is only ever used as an adjective, not a noun (for example an Indigenous person or an Aboriginal woman). Aboriginal and Torres Strait Islander peoples can be used to encompass both Aboriginal people and Torres Strait Islander people, though not for one or the other when it is known which group is being spoken about. When used to refer to the peoples of Australia, 'Aboriginal', 'Torres Strait Islander' and 'Indigenous' should be capitalised, as would be the name of any other group of people. Use a capital 'I' for Indigenous when talking about Indigenous Australians but not for other indigenous peoples. Do **not** use the acronym ATSI or TSI.

When speaking about specific people or groups we try to use the name for the specific group or language group that that person identifies with or as; for example, Jane Smith is a Worimi woman; Uluru is on Pitjantjatjara land.

No definitive list exists for how to spell nations, languages or specific words. If authors are writing about their own communities, they may wish to use the community's preferred spellings. AIATSIS maintains the [Austlang languages database](#), a comprehensive database of languages across Australia, which may help. As well as locations, alternative spellings and linguistic information, it also lists published dictionaries and wordlists.

You might choose to capitalise 'Elder' when speaking about an individual to appropriately acknowledge their standing and their knowledge within their community, but use 'elders' when speaking more generically. The same goes for 'traditional owner'.

If necessary, include a note on terminology to explain the reasons for your choice of words or spellings, or your use of capitals or italics. This explanation could go in the preface or introduction, or you could add a note to specific words.

Refer to the 'Language' section of the [Guidelines for the ethical publishing of Aboriginal and Torres Strait Islander authors and research from those communities](#) for further information. The [Aboriginal and Torres Strait Islander peoples](#) page of the Australian Government's [Style manual](#) also provides useful information when writing about Aboriginal and Torres Strait Islander people.

Plain English

Plain English makes writing accessible to a wide audience. This doesn't mean dumbing-down the writing, making it spartan or inelegant, or that the writing won't have authority.

Using plain English means:

- applying a logical structure to the material
- using an active voice, and not a passive voice (e.g. passive voice, 'we participated in a meeting last Friday'; active voice, 'we met last Friday') (note: sometimes a passive voice may be more appropriate)
- being specific (e.g. 'in November 2020', not 'recently')
- avoiding wordiness (e.g. 'Figure 1 shows', not 'Figure 1 is a diagrammatic representation of'; 'because', not 'as a result of')
- choosing simple words (compare within/in, upon/on, amongst/among, utilised/used)
- avoiding clichés and jargon (e.g. moving forward, speak to, level playing field)
- using shorter rather than long sentences and paragraphs
- choosing the clearest language to carry your meaning.

Information for editors

Go straight to the [Quick style guide](#) for examples of common styles.

Types of editing

Usually, ASP undertakes two editorial checks on manuscripts:

- copyediting, which focuses on grammar, spelling and punctuation to produce text that is consistent in style and is free from errors and ready for the design process
- proofreading, to correct any typesetting errors and ensure the document is complete and ready for publication.

In some cases, ASP also undertakes a substantive edit, which looks at the content and structure of a document. If a substantive edit is required, ASP will discuss the work on a case-by-case basis.

Copyediting

If possible, an author's preference should be respected even if it is contrary to advice provided in this guide. If you or the author have a reason to use a different style, check first with ASP and be consistent.

Prepare a short report to send to ASP when you return the edited files. Include:

- your name and contact details
- title of manuscript/report etc. and author name/s
- file names for all files you are returning
- details about anything that is incomplete or still to come (e.g. dedication, foreword, acknowledgments etc.)
- any content or legal issues about which ASP needs to be aware
- any information about which the designer needs to be aware
- a list of running headers and footers
- any information about which the proofreader needs to be aware.

Proofreading

Proofreading is the process of checking the design and layout of a document to ensure that it is complete and free from errors. It does not provide an opportunity to make further changes to the content.

All ASP proofreading is marked up in pdfs. Ensure:

- all instructions are clear and concise
- instructions are differentiated from text that is to be inserted or changed (e.g. by enclosing instructions in square brackets).

Editing brief

ASP briefs copyeditors and proofreaders on the scope of work we'd like them to undertake.

The ASP editing brief will include information such as:

- whether the work will be published as a trade book or an academic title
- the extent of work required
- the format of the published work (page size and production quality, colour elements, print and/or ebook)
- the intended readership
- whether we require the editor to liaise with ASP or directly with an author
- the publishing schedule.

If anything is unclear, ask ASP. Let us know as soon as possible if you find any problems (e.g. incomplete material, legal issues etc.).

Some editing specifics

File names

When saving files, add your initials and date sent to the end of file name.

Using track changes

ASP uses Microsoft Word for all editing work.

Unless advised otherwise by ASP, use track changes for all edits except for basic edits such as changing:

- punctuation (e.g. double spaces to single spaces, double quotes to single quotes, hyphens to en dashes or em dashes)
- spelling corrections (for English words)
- presentation of citations
- paragraph spacing
- indents.

Using comments

Use Microsoft Word comments for author queries. Ensure all comments are clearly expressed.

Global changes

Be careful when using global changes. In particular, be careful not to change quotes, URLs etc.

Checking facts

Spot check samples of text and any other material that may contain errors, referring anything to the author that you cannot confirm, or any worrying pattern of inaccuracy or inconsistency. If an internet source is cited, determine whether the source is reputable.

Preparing files for typesetting

If preparing a file for the typesetter, the following is very helpful for ASP:

- create pages for any missing sections in the Word document (e.g. half title, reverse half-title, full title, imprint, contents, acknowledgments, etc.). If there is no content available for these pages, indicate the section with the title of the page in square brackets (e.g. [Half title])
- insert a section break at the end of the preliminary pages, between each chapter and before the end matter
- insert page breaks between title page, imprint page, contents page etc.
- use inbuilt Word paragraph styles as much as possible
- generate an automatic table of contents to check that headings are all styled correctly
- make sure any editorial remarks in the text are in square brackets and highlighted in yellow
- don't extract tables, figures or photos to separate files unless there are so many that it makes editing difficult
- convert all automatic numbering on headings and lists to text
- highlight any non-standard characters or digraphs
- at completion of the editing, as well as supplying the Word document, please send a pdf copy.

Formatting manuscripts for ASP

We prefer that our books adhere to the ASP style guide; however, occasionally, authors may have a specific reason for varying these styles, perhaps for cultural or other reasons. Please contact ASP as early as possible to discuss any exceptions before we brief our editors.

Structure of the document

The parts of the document, where included, should be in the order shown here.

Preliminary pages

(Usually numbered with Roman numerals in books.)

Half-title	Title of the book (subtitle is not included). Sometimes this first page of a book is used instead for endorsements.
Reverse half-title	Often blank but can contain a dedication or list of the author's other books.
Title page	Title, subtitle, author(s) and publisher's name and logo.
Reverse title-page/ Imprint page	This page lists copyright and bibliographic information and data. ASP has a standard format for the imprint page and we will insert this. However, do use this page to list funding partners who need to have logos inserted (and insert their logos), photo and/or image credits, cover image acknowledgments and any necessary captions for cover images. You will have an opportunity to check the final assembled page.
Foreword	Optional, and usually written by someone other than the author. The author may recommend to ASP a suitable person to write a foreword and ASP will then make a formal request.
Contents	<ul style="list-style-type: none">• Include preliminary material, chapter titles, subheadings if appropriate and end matter.• In multi-authored works, add the relevant author's name beside the chapter title.• If you can generate an automatic table of contents, it will make your job and ASP's job easier. You will need to apply Word's inbuilt 'Heading' paragraph styles to do this (see 'Typeface and text styles' under 'Format of the text').
Lists	Lists of illustrations, figures, diagrams, tables and maps, as needed and in this order.
Preface	Author/editor's rationale for undertaking the work. Acknowledgments can be included here, or under a separate heading. Permissions can be listed here, or on a separate page at the end of the manuscript.

Acknowledgments	This is the author's opportunity to acknowledge the help of any research or editorial assistance, help with funding (sometimes acknowledged on the imprint page), copyright organisations etc.
Contributors [in multi-authored works]	An alphabetical list of names, affiliations, previous major publications, current work being undertaken and relevant biographical information.
Shortened forms/ Abbreviations	If an abbreviations list is short and vital to an understanding of the work, include it here.
Introduction	Include the introduction as part of the preliminary pages only if it is not vital to an understanding of the text as a whole.

Text

(Usually numbered with Arabic numerals and starting at page 1.)

Introduction	This can be Chapter 1 (or can simply be called 'Introduction' and can be followed by Chapter 1).
Chapter 1, Chapter 2 etc.	You can gather chapters together into parts I, II, III or A, B, C etc. if helpful.

End matter

Appendix A, Appendix B etc.	Number each appendix separately and use a numbering system that differs from chapter numbers (i.e. not Chapter 1, Appendix 1; rather, Chapter 1, Appendix A).
Shortened forms/ Abbreviations	If an abbreviations list is too long to include in the preliminary pages, include it here.
Glossary	Alphabetical list of short definitions of terms used in the text. Alternatively, this could appear in the preliminary pages.
Notes	Use endnotes only for material that cannot be incorporated in the referencing system. Number notes within each chapter (that is, restart numbering at '1' for each new chapter). The usual style is for endnotes to be at the end of the book, but with multi-authored works they fall at the end of each chapter. Check with ASP for further information.
References/ Bibliography	A reference list includes only works cited in the text. A bibliography includes all cited texts plus other sources used in the writing of the book.
Credits/Sources	The acknowledgment of sources for illustrations, quoted material etc. (if not included in the preface). If this is not long, it can be included on the imprint page.
Index	This is compiled after the manuscript has been typeset and paged, and proofread.

Format of the text

<p>Typeface and text styles</p>	<ul style="list-style-type: none"> • Use an easy-to-read font, such as 12 point Times New Roman, for all text, including indented quotes, notes and references. (Note: change the 'Normal' style in Word's inbuilt paragraph styles to your preferred font.) • Use Word's inbuilt paragraph and character styles as much as possible. (Note: you can change the font, size etc. of these inbuilt styles by double-clicking on the style's name on the Styles Pane (found on the home menu bar). You can also create your own new styles. Label them clearly and logically, e.g. 'Normal-no indent'.) • Use Word's inbuilt heading paragraph styles (Heading 1, Heading 2 etc.) and you will be able to generate an automatic table of contents. (Note: any more than four or five heading levels can be hard to differentiate in a final typeset document and may be an indication that the text needs reorganising.)
<p>Bold and italics</p>	<p>Don't overuse bold and italic, and use them consistently.</p>
<p>Spacing of lines and paragraphs</p>	<ul style="list-style-type: none"> • Double-space everything, including quotations, notes and captions. • Delete spacing between paragraphs. Instead, indent paragraphs on each paragraph's first line, except after headings, subheadings and block quotes. (Note: change 'Normal' paragraph style to be indented, and create a new style with no indent based on 'Normal' and called 'Normal-no indent'.)
<p>Word and sentence spacing</p>	<p>Use only one space between words and after all punctuation, including full stops and colons.</p>
<p>Text alignment</p>	<p>Left align text and headings.</p>
<p>Hyphenation</p>	<p>Turn off the automatic hyphenation. You can do this by changing in the 'Normal' and other paragraph styles.</p>
<p>Global changes</p>	<p>Be careful not to change material unintentionally (e.g. spelling in direct quotes, 'Indigenous' with a capital where the correct usage is lower case).</p>
<p>Headings</p>	<ul style="list-style-type: none"> • So your headings are clear, consistent and easy to find, use Word's inbuilt styles: Heading 1, Heading 2, Heading 3 etc. You can change the font, size etc. of these styles by double-clicking on the style's name in the Styles Pane (found on the home menu bar). You can also create your own new styles. • Use minimal capitalisation for all headings. • Check with ASP before using numbered headings.
<p>Contents page</p>	<p>If you have used Word's inbuilt paragraph styles for your headings, you will be able to generate an automatic table of contents. Under 'References', go to 'Table of Contents' and use one of the built-in automatic styles to generate the TOC. (Note: the Classic inbuilt style is usually adequate.)</p>

Figures, tables and Illustrations (photographs, line drawings, graphs, maps etc.)

ASP works with the author, copyeditor and designer to choose which images will reproduce well. The editor and/or ASP is responsible for editing captions and ensuring that captions match the images.

Tables

- Number tables consecutively.
- Include tables created in Word in the document at the spot you would like them to fall. Include instructions about placement in square brackets. Note that they may not end up in that exact spot, but we will place them as closely as possible.
- If your table is a jpeg, pdf file etc., follow the instructions for figure placement.
- Include the table's title above the table in the Word document.

Figures, maps etc.

- Number figures and maps separately and consecutively (i.e. Figure 1, Map 1).
- Place instructions for the typesetter about figure placement in square brackets near the spot you would like them to fall. Note that they may not end up in that exact spot, but we will place them as closely as possible.
- Include in the instructions the exact name of the actual file (i.e. jpg, tif, eps, pdf etc.) of the figure, as well as the figure number and highlight (e.g. [Figure 2 about here. File: *Figure 2-map.jpg*]).
- Include the figure's caption (with credits in brackets) under the above instruction clearly labelled as 'caption' and highlight (e.g. [Caption:] *Map of the Brewarrina area showing major rivers. (Map: Brenda Thornley)*).

Photos/images

- Don't number photographs unless you refer to them regularly in the text.
- Place instructions for the typesetter about photo placement in square brackets, using the actual name of the file and highlight (e.g. [Photo 12-Jane and family.tif about here]).
- Include any captions (with credits in brackets) under the above instructions clearly labelled as 'caption' and highlight (e.g. [Caption:] *Jane and family at Brewarrina, 1960. (Photo: Greg Smith, State Library NSW)*).

Hyperlinks

Leave any hyperlinks as 'live links' styled with Word's inbuilt hyperlink styles. Please check all hyperlinks just before submitting to ASP to check they all still work properly.

Copyediting styles

Spelling

Use Australian English. Refer to the [Macquarie dictionary](#) online for the correct spelling and presentation of English words and foreign words that have been adopted into Australian English.

Set your computer to Australian English.

Foreign words

Italicise foreign words, other than those in common use in Australian English (as per the [Macquarie dictionary](#)) but replace foreign words with English where appropriate.

Note: **Aboriginal and Torres Strait Islander words are Australian words, so do not italicise them,** unless as part of a dictionary or language learning materials where it is useful to differentiate words.

Italic and bold type

Use italics for emphasis but remember that italics often look lighter on the page than normal type, so are not always effective. Don't over-use italics.

Use bold only for headings.

Capitalisation

ASP follows the contemporary style of punctuation that uses minimal capital letters.

- Use lower case for generic uses of words:

Canberra University . . . the university [specific/generic]
In the book *Disciplining the savages: savaging the disciplines* . . .

Note that periodical titles retain maximal capitals.

Australian Aboriginal Studies
Rabbit-proof fence

Headings

Use minimal capitalisation for all headings:

Style guide: rules and conventions
How to make headings consistent

Check that headings relate to all the copy that follows them, not just to the first sentence or paragraph. Keep them short and informative. Avoid using humour or irony as readers may miss your point.

ASP prefers to avoid numbered headings. If you have a reason to number headings, check with us first.

Abbreviations, acronyms and initialisms

Spell out shortened forms at first use and include a list either in the preliminary pages or in the end matter. You may choose to spell out shortened forms at first use in each chapter.

In text, spell out names of states and territories throughout, unless used repeatedly. In tables and figures, abbreviations may be more appropriate.

Avoid abbreviating words in text. If you need to use abbreviations, ASP follows the [Style manual](#) recommendation to omit the full stop.

Mon, Tues, Wed, Thurs, Fri, Sat, Sun
ACT, NSW, NT, Qld, SA, Tas, WA, Vic
p 1, pp 1–5
no [number]
nd [no date: Smith nd, Clark nda, Clark ndb]
Dr, Mr, Cth

Latin abbreviations are the exception and retain full stops.

c., e.g., et al., etc., i.e.

Spell out Latin abbreviations in text, although you may choose to use them in brackets.

Variations of the term — for example, ‘native time’ — are common.
Variations of the term (e.g. ‘native time’) are common.

Block quotes

Use block quotes for quotes of 30 words or more.

Do not include the citation within the punctuation of a block quote. Place the citation after the final punctuation mark:

There is no incentive for public servants to take initiative because they are often protected in their inefficiency or otherwise by a vast overpowering bureaucracy. The system demands conformity and no ‘boat-rocking’. (Perkins 1975:157–60)

Do not insert a paragraph space above or below the block quote.

Quoted material

Reproduce copyright material exactly as in the original; do not change spelling or punctuation. If there’s a significant error in the original, insert [sic] immediately afterwards to alert readers.

Bullet lists

Ensure each bullet point is grammatically consistent with others in the list.

Where the bullet points do not form whole sentences, use the following punctuation:

Use a selection of the following:

- bulleted points
- short paragraphs
- simple sentences.

If any of the bullet points are full sentences, convert all bullet points to full sentences.

Tables and figures

Copyedit all tables and figures for consistency of style, and ensure information corresponds with the text.

Spot check numbers in tables for accuracy.

Number consecutively in chapter order.

Table 1.1, Table 1.2, Table 2.1, Table 2.2

Figure 1.1, Figure 1.2, Figure 2.1, Figure 2.2

Check that notes and sources are included, if appropriate.

Include lists of tables and figures in the preliminary pages, if appropriate.

Numbers

In books for a general readership (trade books), spell out numbers zero to ninety-nine and use digits for numbers 100 and above. Spell out zero to ninety-nine in text even when used with measurements (e.g. five kilometres)

In books for an academic or specialist readership, spell out numbers zero to nine and use digits for numbers 10 and above. Use digits in measurements (e.g. 5 kilometres).

In tables use abbreviated measurements (e.g. 5 km).

If a number is used to begin a sentence, spell it out (or recast the sentence).

Adjacent numbers	In 2002, twenty extra people will be required. [trade books] In 2002, 20 extra people will be required. / In 2002 the team will require an extra 20 people. [in academic titles, separate sets of numbers with a comma or rewrite]
Compounds	a fifty-four year old man; the man was fifty-four years old [trade books] a 54-year-old man; the man was 54 years old [academic titles]
Dates	20 June 2005 1990s [no apostrophe]

Large numbers	1000 [in text], 1,000 [in tables] 170,000 one million [spell out large round numbers in text]
Ordinals	fiftieth anniversary, twentieth century [trade books] 50th anniversary, 20th century [academic titles]
Percentages	10 per cent [in text], 10% [in tables]
Spans of figures	pp 101–4, 210–16, 321–39, 397–424 [note the treatment of numbers between 10 and 19 in each hundred]
Decimal points	0.1 or 0.10 [present consistently as appropriate for the text]
Equations	$1 + 1 = 2$ $2 - 1 = 1$ [Use a space either side of mathematical signs. Use a spaced en dash, not a hyphen, for the minus sign. If authors are unable to do this, the copyeditor will replace hyphens with en dashes at the editing stage]
Fractions	one-sixth, three-quarters
Negative numbers	–55 [use an unspaced en dash, not a hyphen]
Ratios	1:100 [no space either side of the colon]
Money	\$10.50, A\$10.50
Time	1.30 pm one-thirty, one o'clock [provides a more general sense]

Cross-references

All internal references to other sections in the document should be clearly described.

See 'Fresh water' in Chapter 6

Keep the number of cross-references using page numbers to a minimum as these have to be updated and checked during the final proofing. If you do use them, type a searchable placeholder for the page number, for example:

See page [XXX].

Do not use cross-references such as 'below the figure' or 'above Table 1', as your figure may end up differently positioned to where it is in your manuscript.

Keep cross-references to a minimum.

Endnotes

Check that endnotes are numbered correctly within each chapter (not throughout the book as a whole) and that all necessary information is correctly supplied.

The usual style is for endnotes to be at the end of the book, but with multi-authored works they can be at the end of each relevant chapter. Check with ASP.

Ensure that any references in endnotes are presented correctly. Convert to author–date citations and move to the text if necessary.

Referring to web pages

Avoid referring only to URLs, since these can change. Provide enough information for readers to be able to find the intended page.

See the ‘Collection’ page of the AIATSIS website. [not, see <https://aiatsis.gov.au/collection>]

Court cases and other legal material

Ensure all legal material is cited accurately. If material is referred to often, you may choose to use a shortened form after the first use.

Native Title Act 1993 (Cth) (the Native Title Act) [or the NTA]

Mabo v Queensland [No. 2] (1992) 175 CLR 1 (Mabo) . . . in the Mabo decision . . .

After the first full mention of an act, it does not need to be italicised.

Follow the *Style manual* advice about referring to Acts, bills, court cases and so on.

The *Australian guide to legal citation* provides detailed information about how to refer to court cases (Chapter 2), legislation (Chapter 3) and other legal material.

Punctuation styles

ASP generally recommends minimal punctuation, as per the Australian Government’s online *Style manual*.

Refer to the online *Style manual* for detailed use of punctuation and for punctuation marks that are not discussed in this guide.

Full stops

Follow conventional use but:

- don’t use with abbreviations, other than Latin abbreviations
- don’t use with contractions (Dr, Prof) or acronyms (AIATSIS, UK)
- don’t use after people’s initials (JM Brown) or in organisations’ names.

Commas

Use to avoid ambiguity.

The student, said the teacher, was acting inappropriately. (teacher speaking)

The student said the teacher was acting inappropriately. (student speaking)

The student finalised his report before his computer crashed, and walked to the photocopier.
(student walked to the photocopier)

The student finalised his report before his computer crashed and walked to the photocopier.
(computer walked to the photocopier)

Use the serial, or Oxford, comma only to avoid misunderstanding.

There were many expeditions, including those of Sturt, Mitchell, Burke and Wills, and Darling.

Hyphens

Check the *Macquarie dictionary* for hyphenated words.

Use in adjectival compounds before a noun but not when the compound is modified.

a well-known university

high-quality research, very high quality research

Don't use in a compound modified by an adverb ending in 'ly'.

a highly regarded university

Dashes

Use en dashes:

- between spans of numbers and dates

3–6 pm (not 3-6 pm), 1970–72 (not 1970-72)

- for negative numbers (–5) and to show minus (5 – 5 = 0)

- in compounds where each word is in series or parallel: nouns with nouns, adjectives with adjectives

US–UK trade relations (not US-UK trade relations).

But note: United States – United Kingdom relations takes a spaced en dash as, when spelled out, one or more of the entities has two or more words.

Use em rules (with a space on either side) as parenthetical dashes.

Needless to say we were game — on that night, anyway — to stand up and take part.

Use an unspaced two-em rule (—) to indicate a repeated name in a reference list/bibliography.

Ellipses

Use a single space either side of an ellipsis.

e.g. Parliament . . . recognises Aboriginal peoples as traditional owners . . .

If authors have trouble doing this, type three full stops, with a space [#] before and after, and the editor will change them to ellipses.

word#...#word

e.g. Parliament . . . recognises Aboriginal peoples as traditional owners . . .

Quotation marks

ASP follows the *Style manual* recommendations in relation to punctuation and quote marks.

Some points on usage:

- use single quotation marks
- use to define a term the first time it is used (e.g. the term 'intergenerational equity' means . . .)
- use double quotation marks for a quote within a quote

In defending the accuracy of the song, Ms Doe allowed that 'McDonald's animals were not housed "in a farm" as such, but rather in a free range paddock'.

- if a whole sentence is a quotation, place the full stop inside the closing quote mark
He said, 'At the time there was little they could do to prevent the removal of Old McDonald's animals.'
- if any part of the sentence is not quoted matter, place the closing quote mark inside the full stop
He said that 'there was little they could do to prevent the removal'.
- where expressions such as 'she said' interrupt a quote, place the comma before the quote mark
'There was little they could do to prevent the removal,' he said.

Citations and references

ASP prefers numbered endnotes for our trade titles. For academic and specialist titles we prefer the author–date (Harvard) systems. Check with ASP before using a different system.

Citations

Present text citations in academic works as follows:

- one author: Haag (2009) reported . . . / as reported in the study (Haag 2009:10–11)
- two authors: Haag and Richards (2010) reported . . . / as reported in the study (Haag and Richards 2010)
- three or more authors: (Haag et al. 2010)
- multiple citations: (Haag 2010; Richards 1902, 1908; WHO 2019) [list alphabetically or as per author preference]
- multiple works by the same author: (Haag 2011a, 2011b but Haag 2011a–c)
- original publication date: (Lawrence 2018[1923]).

Check that all citations appear in the reference list.

The reference list

A reference list includes only works cited in the text. A bibliography includes all cited works, as well as works that are not cited. ASP prefers reference lists. Check with ASP before using a bibliography.

Names:

- for first author, place a comma after the author's surname
- for subsequent authors names, place the initials before the surname
- use an ampersand between author names.

Publication date:

- place a comma after the publication year
- do not enclose the publication year in brackets
- where required, enclose day and month in brackets.

Titles:

- use minimal capitalisation for titles other than periodical titles
- use single quote marks for chapter titles and titles of articles
- use italics for titles of books, periodicals etc.

Other publication details:

- for Australian placenames include the state or territory abbreviation unless the place of publication is a capital city
- for United States placenames include the state postal abbreviation
- use minimal page numbers and a space before the number (e.g. p 54).

Online access details:

- provide URLs rather than using hyperlinks
- place URLs at the end of the reference list entry and do not use a full stop.

Follow the examples presented here. For reference requirements not presented in these examples, refer to the [Style manual](#). Where no example is available, provide the minimum information required so that a reader can locate the publication (e.g. original held by the author).

Book

In the subtitle, note that the subtitle, following the colon, only takes an initial capital where a word would usually take a capital.

Bargallie, D 2020, *Unmasking the racial contract: Indigenous voices on racism in the Australian Public Service*, Aboriginal Studies Press, Canberra.

Perkins, C 1975, *A bastard like me*, Ure Smith, Sydney.

Denzin, NK, YS Lincoln & L Tuhiwai Smith (eds) 2008, *Handbook of critical and Indigenous methodologies*, Sage Publications Inc., Thousand Oakes, CA.

Smith, LT 1999, *Decolonizing methodologies: research and Indigenous peoples*, Zed Books, London and New York, and University of Otago Press, Dunedin.

Book chapter

Include page numbers for book chapters.

Payne, A-M 2019, 'For all of us — for none of you? Practical reconciliation' in A Thomas, A Jakubowicz & H Norman (eds), *Does the media fail Aboriginal political aspirations? 45 years of news media reporting of key political moments*, Aboriginal Studies Press, Canberra, pp 138–55.

Journal article

Note that there is no punctuation after the journal title and no spaces between volume, issue and page numbers.

McCarthy, FD 1962, 'The rock engravings of Depuch Island, north-west Australia', *Records of the Australian Museum* 2(5):121–48.

Carter, R 2007, 'Racism and psychological and emotional injury: recognizing and assessing race-based traumatic stress', *The Counseling Psychologist* 35(1):13–105.

Journal article with doi

Note that an access date is not needed if a digital object identifier (doi) is provided. Do not use a full stop after the doi.

Bergman, K, P Sarkar, V Glover & TG O'Connor 2010, 'Maternal prenatal cortisol and infant cognitive development: moderation by infant–mother attachment', *Biological Psychiatry* 67:1026–32, doi:10.1016/j.biopsych.2010.01.002

Publication with an organisation as the author

Order alphabetically as per the abbreviation used in the citation.

ACAD (Australian Centre for Ancient DNA) 2020, 'About', accessed 17 October 2020, www.adelaide.edu.au/acad/about

APA (American Psychiatric Association) 2013, *Diagnostic and statistical manual of mental disorders* (5th edn), APA, Arlington, VA.

ATSIC (Aboriginal and Torres Strait Islander Commission) 1992, *ATSIC annual report 1990–1991*, ATSIC, Canberra.

Two or more works by the same author

Order works chronologically, with the earliest work first. For second and subsequent works, replace the author's name with two em dashes (em rules).

Moreton-Robinson, A 1992, 'Masking gender and exalting race: Commonwealth Government employment policies', *Australian Feminist Studies* 7(15):5–10.

——— 2000, *Talkin' up to the white woman: Indigenous women and feminism*, University of Queensland Press, St Lucia, Qld.

——— P Anderson, L Blue, L Nguyen & T Pham 2020, *Report on Indigenous success in higher degree by research: prepared for Australian Government Department of Education and Training*, Indigenous Research and Engagement Unit, Queensland University of Technology, Brisbane, accessed 24 November 2020, <https://eprints.qut.edu.au/199805/1/49092585.pdf>

More than six authors

Use your judgment about whether to include all author names. Where a reference list contains multiple works with more than six authors, it is usually best to provide only the first six names, followed by et al.

Gray, L-A, HA D'Antoine, SYC Tong, M McKinnon, D Bessarab, N Brown et al. 2017, 'Genome-wide analysis of genetic risk factors for rheumatic heart disease in Aboriginal Australians provides support for pathogenic molecular mimicry', *Journal of Infectious Diseases* 216(11):1460–70, <https://doi.org/10.1093/infdis/jix497>

Edition no.

Smith, LT 2012, *Decolonizing methodologies: research and Indigenous peoples* (2nd edn), Zed Books, London and New York.

No publication date

Deadly Questions nd, 'Explore', accessed 21 January 2019, <https://deadlyquestions.vic.gov.au/explore>

Original date of publication

Fanon, F 1986[1952], *Black skins, white masks*, translated by Charles L Markmann, Pluto Press, London.

Lawrence, DH 2018[1923], *Kangaroo* (Text Classics edn), introduced by Nicolas Rothwell, Text Publishing, Melbourne.

Conference paper

Gondarra, D 2006, 'The thin black line: living apartheid on Groote Eylandt', paper presented at The Border Politics of Whiteness Conference, Critical and Cultural Studies, Macquarie University, Sydney, 11–13 December.

Discussion paper

Altman, J 2001, *Sustainable development options on Aboriginal land: the hybrid economy in the twenty-first century*, discussion paper 226, Centre for Aboriginal Economic Policy Research, Australian National University, Canberra.

Newspaper article

Note the inclusion of the day and month in brackets after the year, and the inclusion of the place of publication if the newspaper cannot be expected to be widely known.

Bourchier, D 2010 (28 February), 'It's raining fish . . . no really', *Northern Territory News*, accessed 25 May 2011, www.ntnews.com.au/article/2010/02/28/127891_ntnews.html

Dungey, J 2000 (22 January), 'Dismissing Eddie Gilbert', *Sydney Morning Herald Good Weekend Magazine*, pp 10–15.

Venosta, J 2017 (19 July), 'Former Canadian Regional Park given Aboriginal name', *The Courier* (Ballarat), accessed 24 November 2020, www.thecourier.com.au/story/4800678/regional-park-returns-to-indigenous-roots-photos/

Where the author of a newspaper article is unknown, an in-text reference is often sufficient:

. . . as reported in the *Referee* (30 January 1855, p 8) / (*Argus*, 'Vice on the riverbank Shepparton', 17 November 1955, p 9).

Theses and other unpublished works

Do not italicise titles of unpublished works. Do not place quote marks around thesis titles.

Smith, CE 1989, *Designed society and the Dreaming: assessing the relationship between style, social structure and environment in Aboriginal Australia*, unpublished BA (Honours) thesis, University of New England, Armidale, NSW.

Web page

Where a web page is part of a larger publication, treat it like a book chapter. If a web address starts with <https://www>, shorten it to www.

ABS (Australian Bureau of Statistics) 2014, 'Chronic kidney disease' in 4727.0.55.003 — *Australian Aboriginal and Torres Strait Islander health survey: biomedical results, 2012–13*, ABS, accessed 17 April 2020, www.abs.gov.au/ausstats/abs@.nsf/Lookup/by%20Subject/4727.0.55.003~2012-13~Main%20Features~Chronic%20Kidney%20Disease~113

Churchill, B 2020 (23 November), 'No one escaped COVID's impacts, but big fall in tertiary enrolments was 80% women. Why?', *The Conversation*, accessed 23 November 2020, <https://theconversation.com/no-one-escaped-covids-impacts-but-big-fall-in-tertiary-enrolments-was-80-women-why-149994>

Parliament of Australia 2008, 'Apology to Australia's Indigenous peoples', accessed 2 July 2020, www.aph.gov.au/Visit_Parliament/Whats_On/Exhibitions/Custom_Media/Apology_to_Australias_Indigenous_Peoples

Web pdf

Where practical, follow the [Style manual](#) recommendation to link to a landing page rather than directly to a pdf.

Anderson, P & R Wild 2007, *Ampe Akelyernemane Meke Mekarle, 'Little children are sacred': report of the Northern Territory Board of Inquiry into the Protection of Aboriginal Children from Sexual Abuse*, Department of the Chief Minister, Northern Territory Government, Darwin, accessed 5 March 2020, [www.humanrights.gov.au/sites/default/files/57.4%20%20Little%20Children%20are%20Sacred"%20report.pdf](http://www.humanrights.gov.au/sites/default/files/57.4%20%20Little%20Children%20are%20Sacred)

Department of the Prime Minister and Cabinet 2020, *Closing the Gap report 2020*, Commonwealth of Australia, Canberra, accessed 23 November 2020, <https://ctgreport.niaa.gov.au/> [Closing the Gap is a policy title, hence the capital G]

Film

Noyce, P 2002, *Rabbit-proof fence*, Hanway and Australian Film Finance Corporation, Australia.

TV show

Bare, I (director) 2014, 'Episode 6: Adam Goodes', *Who do you think you are?*, Series 6, television program, SBS Television, Sydney.

Online video

Ungunmerr, M-R 2017 (28 November), *Dadirri*, YouTube video, accessed 20 July 2018, www.youtube.com/watch?v=tow2tR_ezL8

Social media

See the [Style manual](#) for more information on referencing social media.

#SOSblakaustralia nd, 'Stop the forced closure of Aboriginal communities in Australia', Facebook, accessed 14 March 2016, https://m.facebook.com/sosblakaustralia/about?expand_all=1

Bond, C 2019 (30 April), 'Also please stop weaponising . . . ', Twitter post, accessed 1 April 2020, <https://twitter.com/drcbond?lang=en>

Gilchrist, S 2016 (21 September), 'Everywhen: the eternal present in Indigenous art from Australia', Yale Books Unbound, blog post, accessed 20 November 2017, <http://blog.yalebooks.com/2016/09/21/everywhen-the-eternal-present-in-australian-indigenous-art/>

Heiss, A 2008 (12 February), 'Rallying the troops — to get out of the NT', blog post, accessed 15 March 2016, <http://anitaheissblog.blogspot.com.au/2008/02/rallying-troops-to-get-out-of-nt.html>

Quick style guide

This is a quick reference for common style questions. For further information, see pp [15–27].

Topic	Examples
Aboriginal or Torres Strait Islander words	balanda, milil (a vine), yidaki (didjeridu) [not italic]
Aboriginal or Torres Strait Islander people	Many of Australia's Aboriginal and Torres Strait Islander people prefer to be called by their specific groups or language groups. 'Torres Strait Islander people' refers specifically to First Nations people who have historic and cultural links to the Torres Strait Islands. All other First Nations people of Australia are Aboriginal people. The terms 'Indigenous' and 'First Nations people' refer to all of Australia's Indigenous people.
Abbreviations	Mon, Tues, Wed, Thurs, Fri, Sat, Sun ACT, NSW, NT, Qld, SA, Tas, WA, Vic p 1, pp 1–5
Latin abbreviations	e.g., et al., etc., i.e.
Acts	<i>Aboriginal Land Rights (Northern Territory) Act 1976 (Cth)</i> <i>Native Title Act 1993 (Cth)</i> <i>Northern Territory National Emergency Response Act 2007 (Cth)</i> (the Intervention) <i>Racial Discrimination Act 1975 (Cth)</i>
Book titles	<i>Unmasking the racial contract: Indigenous voices on racism in the Australian Public Service</i>
Block quotes	30 words or more
Bullet lists	Use a selection of the following: <ul style="list-style-type: none">• bulleted points• short paragraphs• simple sentences.
Captions: how to insert in a manuscript	[Caption:] Figure 1.1: John Smith, Adelaide, 1901 (photograph courtesy of Sam Smith) [Caption:] Figure 1.1: John Smith (photograph: Sam Smith) [Caption:] Figure 1.1: Donny Woolagoodja, <i>Namarali at rest</i> , 2004. Acrylic on canvas, 1802 x 881 cm. Photograph from Blundell and Woolagoodja (2005:192) reproduced with permission of Donny Woolagoodja.

Topic	Examples
Citations	Haag (2009) reported . . . (Haag 2009:10–11) Haag and Richards (2010) reported . . . (Haag and Richards 2010) (Haag et al. 2010) [for three or more authors] (Haag 2010; Richards 1902, 1908) (Haag 2011a, 2011b but Haag 2011a–c) (Lawrence 2018[1923])
Court cases	<i>Mabo v Queensland [No. 1]</i> (1988) 166 CLR 186 <i>Mabo v Queensland [No. 2]</i> (1992) 175 CLR 1
Dashes: closed en dashes	US–UK trade relations (but United States – United Kingdom relations) –5 3–6 pm 1918–89
Spaced em dashes	We were game — on that night, anyway — to stand up and take part.
Dates	20 June 2005 1990s [no apostrophe] 1918–89 [but use full years in obituaries]
Dictionary	<i>Macquarie dictionary</i> [online]
Ellipses	Parliament . . . recognises Aboriginal peoples as traditional owners . . .
Emphasis	the term ‘intergenerational equity’ is used . . .
Figure and table placement	[Figure 2 about here. File: <i>Figure 2-map.jpg</i>]
Foreign words	<i>keris</i> (daggers)
Headings	A note on terminology Terminology: using Aboriginal and Torres Strait Islander words
Initials	GA Robinson, TGH Strehlow
Language names	Ngarluma, English, Murrinh-Patha [not italic]

Topic	Examples
Numbers	<p>zero to ninety-nine, 100, 101,102 etc. [in text, trade books]</p> <p>zero to nine, 10, 11,12 etc. [in text, academic titles]</p> <p>1000 [in text], 1,000 [in tables]</p> <p>170,000</p> <p>one million [spell out large round numbers in text]</p> <p>first to ninety-ninth, twentieth century [trade books]</p> <p>first to ninth, 10th etc., 20th century [academic titles]</p> <p>46–7, 10–16, 110–16, 402–5, 523–6 [minimal page numbers]</p> <p>5 per cent [in text], 5% [in tables and figures]</p>
Personal communication	<p>(Grace Evans, personal communication, 1 May 2020)</p> <p>(Grace Evans, pers. comm., 1 May 2020) [for frequent use]</p> <p>Grace Evans (pers. comm., 1 May 2020) said . . .</p>
Place names	Uluru, Gariwerd, Titjikala [not italics]
Possessives	Smith's paper, Hughes' paper
Quote marks	<p>He said, 'I understood it was important.'</p> <p>'I understood it was important,' he said.</p> <p>He said that he 'understood it was important'.</p>
Subheadings	<p>A note on terminology</p> <p>Terminology: using Aboriginal and Torres Strait Islander words</p>
URLs	<p>The <i>Australian guide to legal citation</i> . . . [in text]</p> <p><i>Australian guide to legal citation</i> . . . https://law.unimelb.edu.au/mulr/aglc/about [in reference list]</p>

Commonly used words

1967 Referendum, the

A

Aboriginal Aboriginal land councils but Northern Land Council, Central Land Council etc.
Aborigines Protection Board (also the Board)

acknowledgment

adviser

affectionately (not affectionally)

am (not a.m.)

among [not amongst]

Anangu

Anangu Pitjantjatjara Yankunytjatjara Lands,
or APY Lands

Aotearoa New Zealand

Apology, the

APY Lands, or Anangu Pitjantjatjara
Yankunytjatjara Lands

audiovisual

Australian Constitution, the Constitution

Australian Government [not Commonwealth
Government]

Australian Institute of Aboriginal and Torres
Strait Islander Studies (in the first instance
and AIATSIS or the Institute thereafter)

B

*Bringing them home: report of the national
inquiry into the separation of Aboriginal
and Torres Strait Islander children from their
families* (or the Bringing them home report)

Budget [cap when referring to a government
Budget]

C

Cabinet [cap when referring to a government
Cabinet]

CDRom capitalise not capitalize (and the same
for other words ending in ise/ize)

Central Australia

centre not center (and the same for other words
ending in re/er)

Close the Gap campaign/ Closing the Gap policy
coexist

Collection, the

Commonwealth of Australia, but
Commonwealth government

Constitution (Australian), the (but constitutional)

cooperation

co-worker

cooperate

coordinate

coronavirus

country [l.c. for general use, but cap for specific
use, e.g. Bawaka Country]

COVID / COVID-19

cross-cultural

Crown and Crown land c. 1890 [in refs, figures
etc.; in text, use circa or about]

D

decision making but decision-making process

Dreaming, the [not Dreamtime]

E

Ebook

Ecommerce

e.g. (not eg)

elders (or Elder if referring to an individual)

email

F

Federal Court / Federal Court of Australia
/ the court (when used both generically
and specifically)

federal government

Federation

First Nations [Australia]

First Nations [Canada: indigenous people who
are not Inuit or Métis. The collective term
for Indians, Inuit and Métis is 'indigenous
peoples' not 'First Nations']

First World War rather than World War I
(do not abbreviate to WWI)

firsthand

Freedom Ride

front line (n)/front-line (adj.)

H

health care [two words]

I

i.e (not ie)

indigeneity

Indigenous when referring to Aboriginal
and Torres Strait Islander people

indigenous [lower case when referring
generically to indigenous peoples around
the world]

inquiry

intercultural

Inuit [plural: *Inuit* means 'the people' so do not
add 'the' or 'people']

Inuk [singular of Inuit]

Inuktitut [language]

K

kilometres (spell out in main text)

Koori (NSW) and Koorie (Victoria)

L

Land Council

licence (noun), license (verb), licensed (adjective)

M

Mabo and others v. Queensland (No. 2)
(or the Mabo case)

Māori

Métis

N

National Apology, the (or the Apology)

National Aborigines and Islanders Day
Observance Committee (or NAIDOC)

native title

National Native Title Tribunal

Night-time

non-Indigenous

no one

north-east New South Wales

north-east / north-west

Northern Australia

NSW in official titles but New South Wales
when referring to the state/place; also,
New South Wales Government (formal
title) but the state government when
used generically

Northern Territory Emergency Response
(NTER, the Intervention)

O

ongoing

P

Parliament of Australia / the parliament

People, not persons

per cent [two words, but use % in tables
and in statistical reports]

pm (not p.m. when referring to the afternoon
or evening)

policymaker

policymaking

postcolonial

postdoctoral

postgraduate

postwar

practice (n), practise (v)

Prime Minister, the (when referring to the
current prime minister; lower case when
referring to former prime ministers)

program

R

Racial Discrimination Act 1975 (in the first
instance and the Act thereafter)

reconciliation [general]

Reconciliation Action Plans

Reconciliation, the

S

saltwater

Second World War rather than World War II
(do not abbreviate to WWII)

secret–sacred (en dash not hyphen) section (s)
/ sections (ss)

self-management

settler colonial/settler colonialism

short-lived

skilful

sociocultural

socioeconomic

songlines

south-east/ern

south-west but South West
(of Western Australia)

South-East Asia

south-eastern

state (both for state and territory and for the
body politic when used in its generic form)

state government [l.c.]

stockwork/ers

Stolen Generations [not Generation]

T

terra nullius [roman]

Third World

Thursday Island, or T.I.

Top End

traditional owners

W

Wave Hill walk-off (or the Gurindji strike)

website

Welcome to Country

wellbeing

Western

Western society

while [not whilst]

White Australia

whitefella

Worldview

Y

years not years' when used in the possessive
(for example, '45 years experience)

Yolŋu [not Yolngu]

References

- Aboriginal Studies Press 2015, *Guidelines for the ethical publishing of Aboriginal and Torres Strait Islander authors and research from those communities*, AIATSIS, Canberra, accessed 8 May 2021, <https://aiatsis.gov.au/sites/default/files/2020-09/ethical-publishing-guidelines.pdf>
- Australia Council for the Arts 2019, *Protocols for using First Nations cultural and intellectual property in the arts* (revised edn), Australia Council for the Arts, Pyrmont, NSW, accessed 8 May 2021, www.australiacouncil.gov.au/programs-and-resources/Protocols-for-using-First-Nations-Cultural-and-Intellectual-Property-in-the-Arts/
- Australian Institute of Aboriginal and Torres Strait Islander Studies 2020, *AIATSIS code of ethics for Aboriginal and Torres Strait Islander research*, AIATSIS, Canberra, accessed 8 May 2021, <https://aiatsis.gov.au/research/ethical-research/code-ethics>
- Melbourne University Law Review Association Inc & Melbourne Journal of International Law Inc. 2018, *Australian guide to legal citation* (4th edn), Melbourne University Law Review Association Inc., accessed 10 May 2021, <https://law.unimelb.edu.au/mulr/aglc/about>
- Snooks & Co. 2002, *Style manual for authors, editors and printers*, John Wiley and Sons, Milton, Qld.



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