

## UQ Style Quick Overview

### General overview

Minimal capitalisation and punctuation, plain English (e.g. use, not utilise), active voice where possible

### Abbreviations

AU\$, e.g. (no comma), i.e. (no comma), check [Courses and programs](#) for correct program abbreviations

### Acronyms

Avoid where possible but if used, spell out in first instance, e.g. Bachelor of Business Management (BBusMan)

### Ampersand (&)

Don't use unless part of official title or in a table

### Archaism

Among/while (not amongst/whilst)

### Bullet-point lists

Begin with colon from initial sentence, use lower-case for each new point (unless proper noun), no "and" or semi-colon at end of line, full-stop to finish, all points grammatically congruent

### Capitalisation

Always capitalise The University of Queensland (even in the middle of a sentence); don't capitalise faculty/school/university unless referring to specific one, e.g. faculty meeting/the Faculty of Science; university business/the University will...; semester/week generally not capitalised unless referring to specific event, e.g. Research Week

### Dashes

En-dash with space each side (not em-dash, no space)

### Dates

Monday, 25 May 2015 (not Monday, May 25, 2015), 25 – 30 June 2015

### Gender

Non-sexist (e.g. chair, not chairman); alumnus (singular)/ alumni (plural) – no need for alumna (singular feminine) or alumnae (plural feminine)

### Hyphens

World-class, 40-year-old male, no hyphen after adverbs ending in "ly" (e.g. fully grown)

### Italics

Book and journal titles

### Names

RD Milns Antiquities Museum (no full-stops or spaces between initials)

### Numbers

Spell out one to nine (but also for numbers that start a sentence); no comma until five numerals, e.g. 5924, 59,246; no decimal points for currency unless cents shown, e.g. \$75.50 but \$75 (not \$75.00)

### Postnominals

Professor James Todd AO CBE (no full-stops, commas or italics)

### Punctuation

Oxford comma good (if it enhances understanding); colon not needed for lists within a sentence

### Quotation marks

Double quote marks, single inside

### Spelling

Avoid Americanisations unless part of a name (e.g. specialise, not specialize), focused (not focussed), cooperate, coordinate (no hyphen), per cent (not percent or %), South-East Queensland, Indigenous, prerequisite, subtropical, *The Courier-Mail*

### Telephone numbers

+61 7 3346 7890 or (07) 3346 7890 but (07) 334 67890 for web

### Time

9am (not 9:00 a.m.), 9.30am, 9am – 10.30am

### Titles

Professor and Associate Professor in first mention, Professor for both in second, then Prof; Pro-Vice-Chancellor; Deputy Vice-Chancellor

### Vice-Chancellor

Professor Peter Høj, Vice-Chancellor and President (domestic audience), President and Vice-Chancellor (international audience)

### UQ terms

Courses (not subjects), programs (not degrees – but if used, a "bachelor degree" and a "masters degree"), UQ St Lucia or the St Lucia campus (not UQ St Lucia Campus), UQ's Long Pocket precinct

### Web addresses

uq.edu.au but http://xxx if not a www address