UQ Style Quick Overview

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

**Abbreviations**
AUS, 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 lowercase 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**

**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