



Southern Cross University Editorial Style Guide

2023 Edition

This guide provides a reference for Southern Cross University staff in the preparation and production of University publications. It aims to maintain consistency in language for non-academic communications. Produced by Southern Cross University.

(Version 11, updated April 2023). References: Macquarie Dictionary, Oxford Dictionary, Style Manual for Authors, Editors and Printers (Sixth edition).

E: content@scu.edu.au

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Southern Cross University General Usage

Southern Cross University should be written in full, wherever possible, and always in the first reference. SCU is the acceptable abbreviated form, only if necessary, but should be avoided in any online publications.

Campuses

Lismore campus

Coffs Harbour campus (not Coffs Harbour Education Campus).

Gold Coast campus

Use lower case 'c' for campus.

Use capital 'U' when referring to Southern Cross University, as in the University, e.g. The University has beautiful campuses.

Use lower case 'u' when referring to universities generally, e.g. Southern Cross University is one of a number of universities.

Other locations

Sydney branch campus

Melbourne branch campus

Perth branch campus

The Hotel School Sydney

The Hotel School Melbourne

The Hotel School Brisbane

The Hotel School Hayman Island

Faculties and degrees

Upper case for faculties

- Faculty of Business, Law and Arts
- Faculty of Education
- Faculty of Science and Engineering
- Faculty of Health
- Gnibi College of Indigenous Australian Peoples (*Gnibi is the Bundjalung word for black swan. It is also the name the Bundjalung people gave to the star system, or constellation, the Southern Cross. Gnibi is the preferred abbreviation for subsequent use.*)
- SCU College.

Use the word *degree* and avoid *program* e.g. Southern Cross University offers a range of degrees. (The term *course* is also acceptable.)

Upper case for name of degree e.g. Bachelor of Information Technology.

Upper case for the actual name of majors and units.

Lower case for discipline or subject areas if not proper nouns e.g. maths, science, history, politics.

Upper case for Bachelor degree (not for the word degree).

Upper case for Associate degree (not for the word degree).

Upper case for Diploma.

Upper case for Masters for example:

- Southern Cross University offers degrees at Masters level.
- She did her Masters degree in environmental science.
- He did a Masters by Research.

For a specific degree, it is Master of Business (not Masters of Business).

Note: there is no apostrophe in Masters as it is not a possessive. Masters modifies the noun 'degree' i.e. what type of degree? A Masters degree.

Welcome to Country

Acknowledging Traditional Custodians

Southern Cross University acknowledges the Traditional Custodians of the land upon which its campuses are located.

Southern Cross University acknowledges and pays respect to the ancestors, Elders and descendants of the Lands upon which we meet and study. We are mindful that these Lands always were and always will be Aboriginal Land.

We encourage our staff and students to acknowledge our Indigenous communities at the start of public events and events of significance.

You may wish to simply state that the gathering acknowledges the Traditional Custodians of the land, or you may wish to specifically acknowledge each Indigenous community. The following wording provides a guide.

Lismore event – I would like to acknowledge the Widjabul People of the Bundjalung Nation, Traditional Custodians of the land on which this event is taking place, and pay tribute to the unique role they play in the life of this region.

Byron Bay event – I would like to acknowledge the Arakwal People, Traditional Custodians of the land on which this event is taking place, and pay tribute to the unique role they play in the life of this region.

Coffs Harbour event – I would like to acknowledge the Gumbaynggirr People, Traditional Custodians of the land on which this event is taking place, and pay tribute to the unique role they play in the life of this region.

Gold Coast event – I would like to acknowledge the Traditional Custodians of the land on which our campus stands and pay tribute to Elders past and present, and acknowledge the unique role they play in the life of the region.

Titles

The Chancellor: Sandra McPhee AM

The Vice-Chancellor or Vice-Chancellor and President Professor Tyrone Carlin

Deputy Vice-Chancellor (Research and Academic Capability)

Vice-President (Finance)

Vice-President (Engagement)

Vice-President (Operations)

Vice-President (Strategy and Implementation)

Vice-President (Students) and Registrar

Pro Vice-Chancellor (Academic Innovation)

Pro Vice-Chancellor (Academic Quality)

Professor – the abbreviation Prof should not be used

Associate Professor – Associate Professor in first reference, then Professor

Executive Dean of Faculty

Or

Dean of [Faculty name]

Associate Dean (Education)

Associate Dean (Research)

Dr with no full stop, not Dr.

In general we do not capitalise titles such as director, lecturer, senior lecturer, associate lecturer, postdoctoral fellow, manager, executive officer, team leader etc.

General guidelines for writing

Abbreviations and contractions

Abbreviations should be kept simple, do not use full stops.

Dr not Dr.

PhD (PhD **candidate** NOT PhD student or PhD researcher)

Phone: or, short version if needed T:

Email: E:

Website: W:

Names of organisations should be spelt out in full in the first instance, followed by abbreviation e.g. Australian Research Council (ARC). In following text the abbreviation is acceptable.

Acronyms and initials

Acronyms are groups of letters representing a name in shortened form pronounced as a word. They are usually all upper case but some lower case in familiar usage e.g. TAFE, ATSIC, Qantas, Anzac.

Initialisms are groups of first letters of a name not pronounced as a word e.g. NSW, SBS, TV.

Ampersand (&)

Use the ampersand (&) in business names only if it is a company convention or registered name. Use of the ampersand is acceptable in document headings. In all other instances spell out the word 'and'.

Apostrophes

Take care with apostrophes; many people make the mistake of putting them in all over the place. When in doubt, use the full, unabbreviated form of the word.

General rules for apostrophes (also see preferred spelling list at end of this guide):

Apostrophes are used to show possession e.g. the student's book (one student); the students' timetable (more than one student), and to show omission e.g. it's raining (it is raining); it's happened again (it has happened again). Never use 'it's' in your writing unless you mean 'it is' or 'it has'.

When showing omission, the apostrophe is used to indicate that a letter or letters has/have been removed. If you follow this basic rule, then it will avoid confusion about where the apostrophe should be. For example:

- he has/he is = he's
- I am = I'm
- do not = don't
- they have = they've
- it is/it has = it's
- I would = I'd
- let us = let's
- she has/she is = she's
- who is = who's
- she'd = she would

Common nouns ending in 's': do not put an apostrophe on any word that ends in **s** unless it is to show possession e.g. work starts in two weeks' time; the class's results were excellent; a girls' school; the horses' stables.

Proper nouns ending in 's': the board dismissed Bridges' appeal; John Connors' assignment was the best in the class. Where you would naturally pronounce an extra **s** if you said the word out loud add 's (Charles's book; Thomas's brother).

Do not use an apostrophe for possessive pronouns (e.g. its, whose, his, hers, ours, yours, theirs) even though someone owns something (that book is yours; whose car is that?).

An apostrophe should not be used to form the plural of an abbreviation: please issue the DVDs to students (NOT DVD's); the era was the 1940s (NOT 1940's); old TVs are not popular (NOT TV's); local MPs are divided about the issue (NOT MP's).

There is no apostrophe in 'Masters' as it is not a possessive. Masters modifies the noun 'degree' i.e. what type of degree? A Masters degree. There is no apostrophe in Masters by Research or Masters by Thesis because the noun 'Masters' is modified by a prepositional phrase ('by Thesis', 'by Research').

If something belongs to, or is associated with, more than one person whose names are linked by 'and', the apostrophe ('s) is placed after the second name (Smith and Adamson's paper was well received).

Australian usage

Americanisms should be avoided unless in a direct quotation or the name of an organisation; 's' is preferred over 'z' as in: organisation, recognise, finalise.

Capitals

The use of capitals should be kept to a minimum – obvious exceptions are at the start of a sentence and for proper nouns such as names and places. Executive Dean is capitalised.

General rules for capitals:

- Institutional names should be capitalised when referring to specific centres e.g. Southern Cross GeoScience; Centre for Children and Young People.
- Proper nouns should be capitalised e.g. a person's name, a business name, an official title.
- Occupation titles should NOT be capitalised e.g. accountant, engineer, lecturer, student recruitment officer, lab technician.
- Don't capitalise common nouns.
- Federal government and state government are lower case.

Claims about courses

Avoid extravagant statements and descriptions.

In all publications and online, claims made about courses and/or awards must include a source.

Use superscript numerals following a numerical sequence throughout the publication. These should appear within the text and be linked at the foot of the page with details of the cited source. If quoting in more than one instance from the same source on the same page, use the full details of the source in the first instance followed by 'ibid' in subsequent instances.

E.g. People with an MBA or a postgraduate qualification earn on average significantly more than those who only have an undergraduate degree or similar qualification¹.

Footnote: ¹ Postgraduate Destinations 2015, Graduate Careers Australia.

Check with publications manager before using references from the Good Universities Guide.

CRICOS codes

All University publications must include the CRICOS provider number which should be displayed in the following format:

CRICOS Provider: 01241G

Dates and Times

10am, 10.30am

Noon or 12pm, not 12 noon

Monday 26 May 2017. The event will be held on Monday 26 May 2017 at the Lismore campus.

Dates and times should be separated with an en dash, not a hyphen (see page 10).

3 – 4 October 2017

9.30am – 4.45pm

Disclaimers

Disclaimers should be included where appropriate and must include the correct date of printing. For example:

The Information in this brochure was correct at the time of publishing (April 2021). All University courses may be subject to change by the University and the Information provided in this brochure should be used as a guide only. To the extent permitted at law, the University excludes all liability (including all losses, damages, costs and expenses of whatever nature) arising from the use of, or reliance on, any of the Information contained in this brochure.

Dashes and hyphens

It's important to distinguish between dashes and hyphens – they are not the same thing. Although they are both punctuation marks, they are not inter-changeable.

Dashes are longer lines (–); they are generally used to emphasise the conclusion of a sentence.

Dashes indicate that the reader should pay attention to the material after the dash, or between the dashes, and can be used for emphasis in several ways. Here are some examples:

- The students – all dressed in their graduation gear – lined up outside the Whitebrook Theatre.
- The field trip is being held at Mobbs Bay, Ballina, on Saturday at 1pm – please see the attached map for directions.
- The lectures are being held on Monday from 12pm – 2pm, in the following venues:

R1.06 – Lismore campus

B6.25 – Gold Coast campus

A.G.7 – Coffs Harbour campus.

General rules for hyphens

Hyphens are shorter lines (-); they are most often used to show connections between words that are working as a unit e.g. in compound adjectives like well-intentioned intervention; state-of-the-art facilities; five-day course.

Hyphens are also used in other instances such as:

- When the last vowel of the prefix is the same as the first letter of the root word e.g. anti-intellectual, pre-eminent (not for common words such as coordinate, cooperate)
- Doubling a vowel: usually a hyphen is used when a vowel is doubled as a result of adding a prefix e.g. re-apply, semi-invalid
- Adding a prefix plus a capital letter e.g. un-Australian, anti-French
- Adding a prefix plus a date e.g. post-2003, pre-2000, pre-July
- Where the compound adjective consists of an adverb plus adjective, hyphens are not used e.g. overanxious.

(See the *Style Manual for Authors, Editors and Printers* for more detailed explanation.)

The Macquarie Dictionary is the preferred authority on whether a term in noun or verb form is run together, hyphenated or made into two words.

The table below compares a hyphen with an en dash and shows how to obtain them from within Microsoft Word (if your keyboard has a numeric number pad).

Symbol	Name	Keys within MS Word (PC)
-	hyphen	Minus (-) or numeric minus (-)
–	en dash	Ctrl + minus (-)

Most word processing programs have an autocorrect function so that when you type a word, then a space, then a hyphen, then another space, then another word, the program will automatically correct the hyphen and turn it into an en dash.

Inclusive language

Language should be inclusive and representative regardless of gender, race, age, religion, disability or any other factor. Use person with disability rather than person with a disability; people with disability NOT the disabled e.g. students with disability will benefit... NOT disabled students will benefit. Always put the person first, not the condition.

Note: The former Student Equity and Disability Service is now called Equity and Inclusion.

Restructure sentences if necessary to avoid gender specific pronouns or use alternative pronouns. Replace he/she, his /her with gender-free pronouns such as you and they.

Lists and bullet points

Use a style from the bullet point library found in Microsoft Word (dots, arrows, numbers etc.). Do not start lists with a dash or a hyphen.

Lists can be tricky. The main thing to remember is to be consistent where possible.

Guideline 1: For a list where the dot point is a complete sentence, end the sentence (or paragraph) with a full stop. In general, start these list points with a capital letter. For example:

There are no extra tuition fees while you are enrolled during your exchange.

You are still eligible to receive Centrelink benefits while studying overseas.

Guideline 2: For lists that are not complete sentences (i.e. they are single words or fragments of a sentence), do NOT use a full stop at the end of each point. In general, you should use a full stop at the end of the LAST point in your list. Start these lists with either a lower case or capital letter. For example:

Majors available are:

- Accounting
- Finance
- Law.

Logo usage

Please refer to Southern Cross University Style Guidelines. All external logo use must be approved by the Senior Designer.

Members of Parliament

- lower case for federal government, state government
- federal Member for Page Kevin Hogan MP
- state Member for Coffs Harbour Andrew Fraser MP
- The Honourable – all ministers in Commonwealth and state governments and the government of the Northern Territory are entitled to The Honourable
- NSW Minister for Regional Development John Smith.

Please note: Any invitation to a politician needs to be made from the Vice Chancellor's office.

Numbers

When a sentence begins with a number, spell it out.

Zero to nine are spelt out in full e.g. six women, four cars. Numerals can be used for numbers 10 and above, as below. A comma is recommended in numerals with more than four digits (apart from in scientific and financial tables, where a thin space is preferred. The thin space can be found using the insert symbol, special characters tool for $\frac{1}{4}$ em).

- 10 to 999,999
- 10 million, one billion
- \$2 million
- 1,000, 10,000 and 100,000
- 10th century (lower case for century)
- Year 12
- Telephone numbers + 61 2 6620 3354 (when including the international code); +61 402 006 982; 02 6620 3109 or 1800 626 481 (no bracket around area code).

Ensure all phone numbers are kept on the one line (non-breaking spaces should be used to keep phone numbers on the same line).

Quotation marks

General rules of usage for quotation marks:

- Use double quotation marks for quotes (direct speech).
- When quotes run into two or more paragraphs, each new paragraph takes opening quotation marks, but only the final paragraph takes closing quotation marks.
- Use single quotation marks within quotes where necessary.
- Use single quotation marks when highlighting a phrase or word within a sentence.
- Where the quote is a full sentence the full stop goes inside the quotation marks.
- When referring to the title of something e.g. book, song, research paper, it is preferable to italicise the title, but it can also have single quote marks around it.

States and Territories

Spell out the whole name of a state in formal content and in proper nouns, e.g. Queensland Fire and Emergency Services; the University of New South Wales. You might need to use the abbreviated form where space is limited or if you are writing an address.

Acronyms, abbreviations and contractions:

ACT

NSW

NT

Qld, QLD (for addresses)

SA

Tas, TAS (for addresses)

Vic, VIC (for addresses)

WA

Writing concisely

Use a communication style that emphasises clarity, brevity and the avoidance of technical language to provide a clear and concise written message that is easily understood by the reader.

a. Don't use long words when short substitutes will do

Don't use	Use
accomplish	do
attempt	try
utilise	use
construct	build
deficiency	lack
infrequent	rare
occurrence	event
terminate	end
requisite	required

b. Don't use words with extra or 'padded' syllables

Don't use	Use
administrate	administer
discontentment	discontent
experimentalise	experiment
irregardless	regardless
orientated	oriented
preventative	preventive

c. Use compact substitutes for wordy phrases

Don't use	Use
by an order of magnitude	by about

in the nature of	like
in view of the fact that	since
give encouragement to	encourage
make an adjustment in	adjust
is equipped with	has
avail yourself	use
a majority of	most
take into consideration	consider
large number of	many

d. **Avoid tautology** (the use of words that duplicate the meaning of a word or words already used)

Don't use	Use
basic principles	principles
hollow tube	tube
mutual cooperation	cooperation
personal opinion	opinion
exactly equal	equal
consensus of opinion	consensus
past history	history
ask the question	ask
still continues	continues

(The above tables taken from Southern Cross University Professional Writing Skills.)

Writing for the web

Domain names and URLs

email – not e-mail

internet – not Internet

While the SCU-preferred style for URLs is to omit the www DO NOT omit the www from the URLs of external sites without first checking that they will work. Always test that your URLs work in your browser before putting them in any publication.

Punctuation for URLs and email addresses

When an email address or website address comes at the end of a sentence, consider whether your readers may mistakenly think that the period (full stop) at the end of the sentence is part of the address. If they add the '.' the URL or email will not work. It is preferred to use one of these approaches:

- Set off the address, like this, with no period (full stop):
Please visit: scu.edu.au/courses
- Restructure the sentence so that the URL is not at the end of the sentence e.g. At scu.edu.au/courses you will find more information about our degrees.

Try always to render a URL on the same line of text, not broken across two lines of text.

Document uploads

Documents uploaded to the website should adhere to the University's branding guidelines.

Ensure that non-html content e.g. PDF document properties include an appropriate title and metadata information.

Headings

Organise your content structure by grouping information paragraphs under headings using the appropriate level tag. H1 tag is reserved for page title. Major headings on a page will be a H2, with H3 as sub headings. H4 can be used (or set up) if a third level is needed.

Make sure your headings are meaningful by pointing out paragraph content. Include keywords in the beginning of your headings.

Headings also need to be applied consistently throughout the web page, giving equal weighting to information of the same importance.

Content

Use keywords early in your page content. When users recognise keywords used in their search, they are more likely to stick around.

You may need to conduct some keyword research and compare with competition to select the right keywords to describe your subject.

Write concise, one-topic paragraphs with the most important information in the first sentence.

Highlight important information using lists.

Keep sentences brief – 20 words or less.

Try for somewhere between formal and informal, avoiding jargon, using active voice.

Refer to our organisation as 'we' and 'our' and users as 'you' and 'your'.

Metadata: Remember to include title, description and keyword metadata properties in your web page and non-html documents including PDF documents if you want people to find them.

Preferred spellings and general usage terms A-Z

Preferred spellings

The following is a list of preferred spellings, taking in capitalisation, hyphenation and plurals. Use Australian English spellings, not American, i.e. use 's' instead of 'z', 'our' instead of 'or' and 'll' instead of 'l'. For words that do not appear in this list, consult the Macquarie Dictionary or the Oxford Dictionary of English.

Government

Use initial capitals if referring to a specific government and using the full name e.g. the Australian Government has announced spending cuts; The Queensland Government has a new education minister.

'Commonwealth' is always capitalised when used in the following contexts: the Commonwealth of Australia; the Commonwealth Government; Defence is a Commonwealth issue. To avoid any ambiguity use 'Australian Government' rather than 'Commonwealth Government'.

Using 'federal'

The term 'federal government' is a broad descriptive title for the Australian Government so does not need capitals e.g. this is a federal government initiative. The federal Member for Page made a speech.

A-Z guide

A

abovementioned

accommodation

accreditation

accredited

acknowledgement

achievement

acquired

adaptation (not adaption)

addendum (plural addenda)

advice (noun)

advise (verb)

adviser (not advisor)

affect (mostly a verb meaning 'to influence'); effect (mostly a noun, meaning 'result').

Affect examples: being happy at work will affect a person's wellbeing; the rain affected the students' excursion; also – he affected an air of superiority. **Effect examples:** She is researching the effect that wellbeing and engagement has on nurses in Australia; the effect was immediate.

agenda (plural agendas)

air conditioning

a lot (two words)

alumni (for a group of both males and females)

alumnus (for a single male or a single female)

Alumnus of the Year Award

among (not amongst)

analysis (plural analyses)

anti-discrimination

any time (in general, use two words rather than anytime)

appal, appalled, appalling

appendix (plural appendices)

aquaculturist

Arakwal

artefact

arrange

arrangement

assessment

Asia-Pacific

Associate degree (capital A)

attorney-general (plural attorneys-general) Attorney-General's Department

audiovisual

Australian Labor Party

autofill

avant-garde

award-winning

B

Bachelor degree (capital B)

backup

barbecue

barristers' chambers

behaviour

behavioural

behaviours

believable

benefit, benefitted, benefitting

bilingual

biodiversity

budgeted

Bundjalung

Byron Writers Festival (not Byron Bay Writers Festival; and no apostrophe)

C

campuses

Gold Coast campus, Lismore campus, Coffs Harbour campus, The Hotel School
Sydney, The Hotel School Melbourne

cancelled

centre

centred

child care (but childcare centre, childcare worker)

children's

co-author

co-director

collectable

colour

combined degree (two degrees which result in the award of one testamur; also see *double degree*)

commonsense (adjective e.g. commonsense advice)

common sense (noun e.g. use your common sense)

comparative

complement/complementary (goes well with something); complementary medicine

compliment (praise)

complimentary (free)

comprise (avoid 'comprised of' use 'composed of')

computer-aided

computer-based

convener

Co-op bookshop (lower case **b** as bookshop is not part of the proper noun/name)

cooperate, cooperative

coordinate, coordinator

corequisite

counsel, counselling, counselled

coursework

cover sheet

criterion (plural criteria)

cross-cultural

cross-disciplinary

cross-institutional

cross-reference

cross-section

curriculum (plural curriculums)

curriculum vitae (plural curricula vitae)

cutting-edge research); but the research is cutting edge

cybersecurity

cyberspace

D

database

daytime

debatable

decision-making

defence

dependant (noun)

dependent (adjective)

desktop publishing

dial, dialled, dialling

diarrhoea

dietitian

Diploma (upper case D)

disability (children with disability, not children with disabilities)

disc (compact disc); disk (computer disk, hard disk)

discernible

disenfranchise

double degree (two degrees which result in the awarding of two testamurs)

dotcom

E

eBook, eBusiness, eCard, eJournal, eLearning, ePortfolio, eReading

Earth (noun)

eco-friendly

ecosystems

effect (mostly a noun, meaning 'result'); affect (mostly a verb, meaning 'to influence').

Effect examples: she is researching the effect that wellbeing and engagement has on nurses in Australia; the effect was immediate. **Affect examples:** being happy at work will affect a person's wellbeing; the rain affected the students' excursion; also – he affected an air of superiority.

e.g. (not eg)

Elder (capital E)

elective

email

embarrass, embarrassment

enable (don't use 'allow' when you mean 'enable')

enclose

encyclopaedia

endeavour

enforce, enforceable

enquiry (asking a question)

enrol, enrolled, enrolling

enrolment

entitled

entitlement

environmental

F

face-to-face

Far North Coast

fast-track

favourable

favoured

favourite

fax (not facsimile)

federal government (lower case but NSW Government, Australian Government)

fieldwork

filmmaker, filmmaking

finalise, finalised, finalising

first aid

first-hand

flow chart

flyer (not flier)

focus, focused, focusing

foreword (of a book)

formula (plural formulas, but formulae in scientific contexts)

framework

fulfil, fulfils, fulfilled, fulfilling

fulfilment

full-fee-paying

full-length

full-time

fundraising

G

globalisation

government (Australian Government, federal government, NSW Government, QLD Government)

graduand (a student about to graduate)

graduate (a student who has graduated i.e. received their award)

grievous

groundwater

Gumbaynggirr

gynaecological

H

handbook

handout

harass, harassment

hard copy

health care (but healthcare organisation)

help desk

high school (and high school students)

HSC – Higher School Certificate (NSW has the HSC; QLD has the QCE – QLD Certificate of Education). When referring to final year studies across NSW and QLD, it should be referred to as senior studies.

homepage

honour

Honours

Honourable (abbreviation is The Hon (no full stop))

humour, humourist, humorous

I

i.e. (not ie)

implementation

in-depth (adjective)

index (plural indexes, but indices in economic and scientific contexts)

Indigenous (initial capital in all SCU publications)

indispensable

in-house

inquiry (formal investigation)

install, installation, instalment

instil, instilled, instilling

integration

intercultural

interdisciplinary

interface

intergovernmental

internet (lower case)

interpersonal

interprofessional

interrelated, interrelationships

intersex

interstate

into

intranet

its (possessive pronoun)

it's (contraction of 'it is')

J

JavaScript

jail (not goal)

judgement (judgment without the 'e' may be used in a legal context)

judge's associate

justifiability

K

kilometre

know-how

knowledge, knowledgeable

L

labelling

language

leading-edge

learn, learnt, learning

learned (meaning 'scholarly')

Learning Centre (at Lismore campus – houses the library)

liaise, liaison

licence (noun)

license (verb)

licensed software

licensing

life cycle

life span

lifelong

likeable

literacies (e.g. new literacies generally are new forms of literacy made possible by digital technology developments)

liveable

local government (lower case)

lodgement

long-term (adjective)

loophole

M

macroeconomics

management

manoeuvre

marketplace

mark-up

massive open online courses (MOOC)

Masters degree (capital M no apostrophe), Masters by Research, Masters by Thesis

mature-age student

memorandum (plural memorandums)

metre (a measurement of length)

microeconomics

midday

Mid North Coast

mid-week

mid-year

millennium (plural millennia)

minimum

Minjungbal

mistakable

misuse, misusing, misused

model, modelled, modelling

modernism

modernist

money (plural 'moneys')

moneyed

more than (not 'over')

multicultural

multidisciplinary

multifaceted

multifaith

multijurisdictional

multilingual

multimedia

multimillion

multi-modal and multi-modality

multinational

multiskilled

multistorey

multitasking

N

National Marine Science Centre (Southern Cross University's National Marine Science Centre, located in Coffs Harbour)

nationwide

Nganduwal

non-award

non-English-speaking

NSW (only New South Wales when a proper noun)

non-profit

noon or 12pm (not 12 noon)

no one

North Coast

northern NSW

Northern Rivers

not-for-profit

notebook

noteworthy

noticeboard

O

occur, occurred, occurring

off-campus (adjective)

offline

offshore

Olympic

off-campus (off-campus activities)

off campus (students live off campus)

on-campus (on-campus study)

on campus (students live on campus)

one-to-one

ongoing

online

onshore

onto

organisation

organise

oriented (not orientated)

overdue

override

overuse

P

parallel, paralleled, paralleling, unparallelled

Parliament of Australia (Parliament of the Commonwealth, or simply Parliament)

part-time

passers-by

password

payday

payroll

per cent (not % unless in financial tables)

percentage

permit, permitted, permitting

phenomenon (plural phenomena)

point of view

policymaker

postcode

postdoctoral

postdoctoral fellow

postgraduate

post-secondary

PowerPoint

practical classes (or practicals)

practice (noun e.g. medical practice)

practice-oriented

practise (verb e.g. practise playing the guitar)

pre-eminent

pre-empt

preliminary

pre-production

prerequisite

preschool

proactive

problem-solving

profitmaking

pro bono

pro rata

program (not programme)

programming

queue, queued, queueing

Q

QCE – QLD Certificate of Education (NSW has the HSC – Higher School Certificate).
When referring to final year studies across NSW and QLD, it should be referred to as senior studies.

QLD (in general, only Queensland when a proper noun)

quantitative

Queensland Tertiary Admissions Centre (QTAC)

questionnaire

R

radioactive

rationalise

realise, realised, realising, realisation

real-time

receive

recordkeeping

redefining

referendum (plural referendums)

reinstate

relevant

replace, replaced, replacing, replaceable

repossession

reshape, reshaped, reshaping

residential workshops (rather than residential)

resolution

rethink

review

rollover

S

school leaver

schools of thought

school teacher

screenwriting

Senate (Senate committee)

shortlist

signal, signaled, signalling

skilful

skilfully

skill, skilled

sociocultural

socioeconomic

sociopolitical

soundtrack

south-east

south-east Queensland

Southeast Asia

southern Gold Coast

south-west

specialty (not speciality)

specialisation, specialised

spreadsheet

stand-alone

standby

startup

state government (lower case)

stationary (meaning 'not moving')

stationery (meaning 'writing materials'; think envelope – starts with e)

Stolen Generations

storytelling

straightforward

subcommittee

subcontinent

subculture

subdivision

subtotal

sulfate

sulfide

sulfur (not sulphur)

supersede

superseded

syllabus (plural syllabuses)

T

takeover

target, targetted, targetting

taskforce

teaching session (not semester)

teammate

textbook

The Honourable (abbreviation is The Hon (no full stop))

their (e.g. their books)

there (go over there)

they're (contraction of they are)

think tank

three-dimensional or 3D

threshold

timeline

timetable

to be advised

total, totalled, totalling

trademark

Traditional Owners

transdisciplinary

travel, travelled, travelling

trial and error

trial, trialled, trialling

turnout

U

ultraviolet

uncooperative

undergraduate

under way

unforeseen

uni

Universities Admissions Centre (UAC)

University Centre for Rural Health North Coast (UCRHNC) – established in 2011 as a department of the School of Public Health, Faculty of Medicine, University of Sydney and run in collaboration with Southern Cross University.

University library (lower case 'l')

University-wide (e.g. University-wide majors)

unlike, unlikelihood, unlikely

unmistakable

upfront

upmarket

up-to-date (adjective)

usage

usable, usability

use, used, using

user-friendly

user-generated

username

V

verandah

viable

VIC (only Victoria when a proper noun)

Vice-Chancellor (Pro Vice-Chancellor)

vice versa

viewpoint

W

wastewater

web

web page

website

weekday

wellbeing

well equipped

Widjabul (Widjabal by exception; at request of Elders)

WiFi (or wireless)

wilfully

while (not whilst)

who's (contraction of 'who is')

whose (possessive adjective – interrogative)

withheld

withhold

work-based learning

work-integrated learning

work experience

workforce

workload

workplace

workshop, workshopped, workshopping

workstation

world-class

worldwide

World Wide Web

X

X-ray

W

withdrawal

wilful

Y

Year 11 (capital Y)

Year 12 (capital Y)

your (possessive adjective)

you're (contraction of 'you are')