

Creative Australia Style Guide 2024

Creating and editing content for Creative Australia

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Introduction

This style guide has been developed with input from across Creative Australia.

It will assist staff to draft internal and external communications, including:

- correspondence
- briefs
- research and evaluation reports and publications
- content for the intranet, website and social media
- annual report content
- other corporate communications.

It can be provided to consultants who are preparing or editing content for Creative Australia.

This style guide draws on Australian Writers' Centre *Professional Business Writing* (2022) and *Editing Essentials* (2015), the DFAT *Style Manual* (2024), GOV.AU *Content Guide* (2018) and the *Macquarie Dictionary* (2024).

Note: this style guide is to support the development of written documents. You can find brand guidelines on [SharePoint](#).

For terms not covered in this guide use the [Macquarie Dictionary](#).

To access Creative Australia's Macquarie Dictionary subscription use the:

■ [REDACTED]

[REDACTED]

This style guide is intended to be a living document that can be updated as new queries, terms and style conventions emerge.

For feedback or suggestions contact [REDACTED]

Last updated: December 2024

For easy navigation of this style guide in Adobe Acrobat Reader, select the

Bookmarks icon in the top left of the screen:



Guidance on sector language

Some language around 'the arts' is changing. As this language is still evolving, the following advice is offered as a guide rather than as style conventions or rules. In many cases, terminology choices will depend on the context.

- **the arts/arts and culture/arts and creativity** – research shows that Australians have a narrow view of 'the arts'. Try to use 'arts and culture' or 'arts and creativity' instead of 'the arts' where possible and appropriate. Do not use 'the arts and culture/the arts and creativity' (leave out 'the').

The term 'arts and culture' (or 'arts and cultural activities' or 'arts and cultural events') can be useful for describing activity by the sector or participants. 'Arts and creativity' can be useful for describing broader activity and impacts.

- **arts and cultural sector** – the terms 'arts and cultural sector', 'the sector', 'our sector', 'the industry' and 'our industry' can all be used. 'Industry' language and use of 'our' may be more appropriate for some audiences than for others. Do not use 'arts and cultural industries' as this is not a defined industry grouping. See below for more specific industry language that is in keeping with broader national industry definitions.
- **cultural and creative industries** – Creative Australia is moving towards use of the term 'cultural and creative industries', depending on the context. Consistently use this order (not 'creative and cultural industries'). Always refer to these industries in the plural. Note that this term encompasses a broader range of activity than 'the arts' or 'arts and cultural sector'. For example, in addition to arts activity, the cultural industries can include museums, libraries, teaching and national parks. In addition to arts, the creative industries can include software development and fashion. 'The cultural sector', 'the creative sector' and 'the creative economy' can also be used depending on the context. Note, the 'cultural and creative industries' are understood as 'the core of the creative economy' and 'the creative economy' can be used to describe both the monetary and non-monetary value of the cultural and creative industries.
- **artists and creative workers** – think about whether references to 'artists' can be broadened to 'artists and creative workers' or just 'creative workers' (depending on the context).
- **investment** – Creative Australia's preferred term is now 'investment' not 'funding'.
- **multi-year investment organisations** – rather than multi-year funded organisations.

Referring to Creative Australia

The following copy can be used if you need to profile Creative Australia in any formal communication.

Short copy

Creative Australia is the Australian Government's principal arts investment and advisory body.

Long copy

Creative Australia is the Australian Government's principal arts investment and advisory body.

With artists at the heart of what we do, we invest in creative talent and stimulate the market for Australian stories to be told on a national and international scale, sharing our rich culture with the world. We do this because art and creativity define us, recording what we have been and what we might yet become. As a nation, creativity connects us and benefits us all.

We are proud of the Australia Council's 50-year history of investing in First Nations arts and culture and supporting First Nations self-determination. Creative Australia will build on that legacy in 2024 when the inaugural First Nations Board will be appointed.

Creative Australia is for the artist.

Creative Australia is for us all.

Mentioning Creative Australia in text

For all mentions use: Creative Australia. Do not use CA. Do not use Creative Oz/Aus etc.

Use 'Creative Australia' to act as a modifier (adding information to another element), eg Creative Australia staff, Creative Australia investments, not 'Creative Australia's investments' etc.

Use singular verb: Creative Australia is (not are).

Use 'we' and 'our' to humanise the message and make the organisation more personal.

Referring to the Minister for the Arts and other government language

The following section outlines how best to refer to the Minister for the Arts and other written style when referring to governments.

The Minister's full title across all portfolios and parliamentary roles is:

The Hon Tony Burke MP, Minister for Home Affairs, Minister for Immigration and Multicultural Affairs, Minister for Cyber Security, Minister for the Arts, and Leader of the House.

Creative Australia refers to the Minister as **The Hon Tony Burke MP, Minister for the Arts** when referring to the Minister's responsibilities under the arts portfolio in all reporting and correspondence.

Other government terms

Australian Government – refer to the national government of Australia as the 'Australian Government'. Use an initial capital for both words only when they occur together. Use initial capital letters only for the formal names of government departments and agencies, do not capitalise 'g' in government for generic mentions, eg government programs, government investment, government's responsibility.

Commonwealth – 'The Commonwealth of Australia' is the name of Australia in the [Constitution](#). Use an initial capital for 'Commonwealth'. Do not use the phrase 'Commonwealth government' to mean 'Australian Government'.

Departments and agencies – use title case only for the formal names of government departments and agencies. Check the names of departments and agencies in the [government online directory](#). Don't use capital letters for generic mentions, eg 'the agency' instead of 'the Agency' and 'the department' instead of 'the Department'.

Use a shortened form of the name only if the department or agency uses it regularly in their own content. If you cite a source written by an organisation that has since changed its name, use the name published in the source. This might not be the organisation's current name.

Federal – use an initial capital letter for 'federal' when it forms part of a formal name. eg the 'Federal Court of Australia'. Do not capitalise it when it is used as an adjective, eg 'federal policy'.

States and territories – do not use capitals for 'states and territories', 'state and territory governments', etc. Use title case for the formal names of these governments, eg South Australian Government.

For more tips on government language see the [Australian Government's Style Manual](#).

Acknowledgements

Acknowledgement to include at the start of publications:

'Creative Australia proudly acknowledges all First Nations peoples and their rich culture of the country we now call Australia. We pay respect to Elders past and present. We acknowledge First Nations peoples as Australia's First Peoples and as the Traditional Custodians of the lands and waters on which we live.'

We recognise and value the ongoing contribution of First Nations peoples and communities to Australian life, and how this continuation of 75,000 years of unbroken storytelling enriches us. We embrace the spirit of reconciliation, working towards ensuring an equal voice and the equality of outcomes in all aspects of our society.'

In documents that use a mix of terms, include a note such as:

'In this document, the terms 'Aboriginal and Torres Strait Islander', 'First Nations' and 'Indigenous' are used interchangeably to refer with respect to Aboriginal and Torres Strait Islander peoples. We understand that some Aboriginal and Torres Strait Islander people are not comfortable with some of these words. Creative Australia means only respect when we use these words.'

In documents that contain/may contain names and images of First Nations people who have died, include a warning such as:

'Aboriginal and Torres Strait Islander readers are advised that this document/publication contains names and images of deceased persons/may contain names and images of deceased persons.' (Select the appropriate option).

Key style tips

- Write in **plain English**. This means using simple and direct language.
- Use **sentence case** for all headings, subheadings, subtitles and axis labels (only capitalise the first letter of the first word and proper nouns).
- Use **title case** (capitalising the first letter of all main words) for full proper titles of specific one-of-a-kind items such as people, organisations, publications, programs, events and artworks.
- Only capitalise descriptions of **Creative Australia's investment programs, strategic activity, projects and resources** if people can search and find information related to the same title (or will be able to in the future).
- Do not use capitals for **multi-year investment organisations**.
- Title case for **Four Year Investment for Organisations**, the short title **Four Year Investment**, and the official name of the cohort 2025–28, **Four Year Investment Organisations**. Can be abbreviated as FYIOs internally but not externally in formal documents or communications. If including the word 'program' do not capitalise it: Four Year Investment program. Note: up until 2025, this program is titled Four Year Funding for Organisations – do not continue to use this title unless when referring to previous programs.
- Do not capitalise '**states and territories**'.
- Only capitalise the 'g' in Government when referring to the **Australian Government** or as part of a specific government's title. The Australian Government is the preferred term for the national government of Australia (rather than Federal Government or Commonwealth Government).
- Always capitalise Board when referring to the **Australia Council Board**. (Note: the Australia Council Board is the Board of Creative Australia, see Australia Council Board for more details on how to use this language).
- Do not capitalise the word '**arts**' or the names of **art forms**, including community arts and cultural development and emerging and experimental arts (but capitalise their acronyms: CACD and EEA).
- Write 'art form' as two words, no hyphen, but write '**artwork**' as one word.
- Hyphen after multi- in '**multi-art form**', but not in '**multi arts**'.
- No hyphens for **small to medium arts organisations**.
- As there are conflicting conventions on **hyphen use**, it's often a matter of preference. **The house style A–Z in this style guide** provides guidance on Creative Australia's preferences.

- The terms Aboriginal and Torres Strait Islander, Indigenous and First Nations are often used interchangeably. Creative Australia's preferred terms are **Aboriginal and Torres Strait Islander peoples** and **First Nations peoples** in recognition of their role as the original custodians of this country. For titles and headings in reports and publications, Creative Australia's preferred term is **First Nations**.
- '**Aboriginal and Torres Strait Islander**' must always be written in full – the abbreviation 'ATSI' is considered disrespectful. If you require a shorter description, use 'First Nations'. Do not abbreviate to 'FN'. If using '**Indigenous**' the letter 'I' must always be capitalised.
- **Financial years and spans of time** – if both years start with 20, do not repeat the 20: 2021–22 not 2021–2022. Best practice is to use en dash with no spaces rather than a forward slash or hyphen: 2014–15 not 2014/15 or 2014-15. **Create an en dash** by pressing Ctrl and the minus sign in the **numerical section of the keyboard**. If using a hyphen instead, be consistent within your document and no space on either side.
- Use **single 'quotation marks'** when quoting a person or a source (media releases are an exception). Only use double quotation marks for a quote within a quote.
- Use **italics** for full titles of reports, books, publications, artworks, songs, productions and legislation. Do not use italics for names of initiatives, programs, policies, or surveys.
- In **bullet lists**, if each point in the list is an incomplete sentence or phrase, the lead-in phrase is followed by a colon, and **each bullet point**:
 - starts with a lower case letter
 - has no punctuation at the end of each point
 - has a full stop at the end of the last point.
- If each point in the list is a complete sentence or paragraph, the lead-in phrase is followed by a colon. You must:
 - Start each new point with a capital letter.
 - Make sure each point is followed by a full stop.
- No space before or after a **forward slash (/)**: 'and/or' not 'and/ or', not 'and / or'.
- In formal reports, **spell out numbers zero and one**, except when decimal points or percentages are needed, and use numbers for 2 onwards. Do not spell out **numbers in web content**. Add a comma to **numbers 1,000** and above. Do not spell out **percentages**: 4% not four percent or four per cent.
- For **time**: 9.30am not 9:30 am. 2pm not 2 pm, 2 p.m. or 1400.
- For **dates**: 5 August 2016, not 5th of August 2016 or August 5 2016. Use this format in document titles. **Ensure the day is included** for event dates and grant application

deadlines: Saturday 12 April 2017 (no comma after the day, and the day is first).

Golden rules for business writing

Keep your sentences short. 15–20 words on average and not longer than 30. Use simple sentence construction. Get to the point quickly. Edit rigorously. Vary your sentence length to liven up your writing.

Keep your paragraphs short. Break down longer paragraphs into shorter paragraphs.

Adapt the tone to suit the audience. Engage with the reader by using personal pronouns such as 'I', 'we' and 'you' if appropriate. Calling the organisation 'we' humanises the message and makes it more personal. Do not assume knowledge – don't write 'as you know' or 'as you are aware'.

Use active voice: 'I raised the artist's concerns' not 'the artist's concerns were raised' and 'Creative Australia will send a delegation' not 'a delegation will be sent by Creative Australia'. Use active verbs. Say 'explain' rather than 'provide an explanation' and 'apply' rather than 'make an application'. Say 'I will' not 'I would like to'.

Be consistent. If you choose to hyphenate a word, always hyphenate it. Use tense consistently. Use consistent key terms. When compiling a document with contributions from other areas, make sure the tone, style and terminology are consistent and check that paragraphs flow logically.

Use plain inclusive language. Don't include unnecessary information – a person's gender, religion, race, nationality, age or physical or mental characteristics should only be mentioned if it's relevant to the topic of writing. Don't use bureaucratic phrases, jargon, sexist or racist language: 'humankind' not 'mankind', 'chair' not 'chairwoman/man'. Don't use words or phrases that perpetuate social barriers. Avoid or define jargon. Avoid clichés, trendy words and terminology, and acronyms not in common public use. Avoid using Latin and other foreign words.

Use main point summary sentences followed by specific information. When presenting complex information, start with the main point or conclusion before expanding on the background material. Give the reader a concise idea of what follows.

Use meaningful subheadings. Clearly indicate the information to follow so that the subheadings give the reader a quick overview of the document's topics.

Use your judgement. Rules for grammar, spelling and usage change. Sometimes they should be adapted to make a specific point, or to improve clarity or visual presentation. Use your judgement.

Use Arial 12 point or larger for all documents. This is in line with our access commitments. Set your emails and Word documents to 12 point Arial as a default.

[GOV.AU Content Guide](#) includes further guidance about writing plain English content and writing for the web.

This list was adapted from Australian Writers' Centre (2022) *Professional Business Writing*.

Capital letters

Sentence case means using an initial capital but then lower case for the other words except proper nouns.

Use sentence case for:

- headings and subheadings, eg in documents, web content and presentations
- subtitles
- chart headings
- axis labels (eg 'Visual arts and craft' not 'Visual Arts and Craft', 'Contemporary music' not 'Contemporary Music').

Title case means capitalising the first letter of the main words of the name or title (not prepositions such as 'in' or 'at', articles such as 'a' or 'to', or conjunctions such as 'and' or 'but' unless one of them is the first word).

Use title case for:

- names of people and organisations
- titles of artworks, exhibitions, stage productions, scripts, songs, albums, books, etc
- the **main title of reports, but sentence case for subtitles** (eg *Curating Third Space: The value of art-science collaboration*)
- formal position titles when used in full, but lower case for the short title after introducing the full title, or for the generic form:
 - the Executive Director of Development and Partnerships (full title)
 - the executive director approved... (short title after introducing the full title)
 - the executive directors agreed (generic form)
 - the Minister for the Arts (full title)
 - the minister approved... (short title after introducing the full title)
 - the arts and culture ministers attend (generic form)
- the full official titles of awards, award ceremonies, conferences, surveys, frameworks, grants, grant categories, programs, projects, policies, and strategies. But use lower case for the short title after introducing the full title, and for the generic form:
 - the Red Ochre Award ... the award ... one of the awards
 - the National Arts Participation Survey ... the survey ... arts participation surveys
 - the Corporate Plan 2017–21 ... the plan ... previous corporate plans...

- the National Cultural Policy ... the policy ...
- the names of Creative Australia's divisions, but not the word 'division'. Creative Australia's divisions are:
 - Development and Partnerships
 - Arts Investment
 - Corporate Resources
 - Office of the CEO.

Only capitalise descriptions of **Creative Australia's investment programs, strategic activity, projects and resources** if people can search and find information related to the same title (or will be able to in the future). Use these titles consistently.

Do not use capitals for:

- common nouns, eg arts, artist, performance, music, visual arts and craft
- community arts and cultural development or emerging and experimental arts (but capitalise their acronyms: CACD and EEA)
- names that deliberately use lower case
- 'states and territories', 'state and territory governments', etc
- the generic reference or short title of organisations, documents, programs, initiatives, grant programs, events, titles, etc:
 - the program exceeded its targets
 - Creative Australia's grants and initiatives
 - the strategy has been extended
- in-text references to tables, figures and appendixes.

Note on media releases: Media release headlines do not follow the usual rules of grammar or sentence/title case. Sometimes extra words are capitalised to be picked up in search engines.

Punctuation

A **hyphen** is a short dash: -

An **en dash** is a longer dash (the width of the letter n): –

An **em dash** is the longest dash (the width of the letter m): — it's not frequently used in Australia.

Generally we **use hyphens (-)** when two or more words are joined to form an adjective.

Some nouns are also hyphenated. As there are conflicting conventions on use of hyphens, it is often a matter of preference. The house style A–Z in this style guide provides guidance on Creative Australia's preferences.

If in doubt, refer to [Macquarie Dictionary](#)¹ and ensure consistency throughout the document.

Avoid hyphenated words straddling two lines.

It is best practice to use the en dash (–) with no spaces in financial years, and spans of time, distance or numbers (to stand for the word 'to'):

- 2021–22 (not 2021-22 or 2021/22 or 2021 – 22 or 2021–2022)
- 8–9pm, 10am–1pm, March–April, 2014–2019, 2020–2030
- pages 21–36
- employer–employee relations
- federal–state agreement.

If using a hyphen instead, do it consistently within your document and no space on either side.

Use the en dash (–) with a space on each side **to add a related idea to a sentence** without starting a new sentence: Arts and cultural experiences grow empathy and understanding – they have the power to inspire and unite.

Used in this way, the en dash gives much stronger emphasis than the comma, colon or semicolon it often replaces. Positioned around interrupting elements, en dashes have the opposite effect of brackets – en dashes emphasize; brackets minimize.

Create an en dash by pressing Ctrl and the minus sign in the numerical section of the keyboard.

Forward slash (/) – no space before or after: 'and/or' not 'and/ or', not 'and / or'. Don't use in financial years.

Use a **colon (:)** to introduce quotes, examples, bullet lists and lists in text if each separate point is short, eg she said: 'I will always love the arts.' We are considering: music events, cultural festivals, writing workshops, arts conferences and audience development initiatives.

Do not use a comma (commonly known as the '**the Oxford Comma**') before the 'and' or 'or' leading into the last item in lists in text, unless not using it introduces ambiguity about the items or their relationships.

Commas increase clarity because they bring in a natural pause. But too many commas are a sign a sentence should be shorter, or needs to be changed into a bullet list.

Longer phrases in lists, and phrases that include commas within one or more points, can follow a colon: with each point separated by a semi-colon; and the final point followed by a full stop. Consider using **bullets for lists** if it will help the reader.

¹ To access Creative Australia's subscription use the [shared URL](#). Select 'keep me signed in' and save it in your browser as a bookmark/favourite.

In **bullet lists**, if each point in the list is an incomplete sentence or phrase, the lead-in phrase is followed by a colon, and **each bullet point**:

- starts with a lower case letter
- has no punctuation at the end of each point
- has a full stop at the end of the last point.

If each point in the list is a complete sentence or paragraph, the lead-in phrase is followed by a colon. You must:

- Start each new point with a capital letter.
- Make sure each point is followed by a full stop.
- Be consistent.

Do not follow **full stops** with two spaces. Do not use full stops:

- in honorifics – no full stop after ‘Mr’, ‘Mrs’, ‘Ms’, ‘Dr’, ‘Prof’ etc
- in acronyms or abbreviations – WIPO, US, ABS
- between initials in names – RG Casey, BR Whiting Studio.

Use single **‘quotation marks’** when quoting a person or a source (media releases are an exception). Use double quotation marks for a quote within a quote.

Use **italics** for titles of reports, books, publications, artworks, songs, productions and legislation. Do not use italics for names of initiatives, programs, policies, events or surveys.

Use **apostrophes**:

- when denoting possession for nouns: ‘Mary’s book’, ‘the government’s agenda’
- when denoting a contraction: I’ve for ‘I have’, it’s for ‘it is’; avoid contractions in official writing (eg research reports, the annual report)
- ‘s after singular nouns ending with ‘s’ including names: Jones’s
- apostrophe and no ‘s’ after plural nouns ending in ‘s’: ‘All the horses’ riders wore blue’.

Do not use apostrophes for:

- numbers and dates, unless the century is omitted: the storm of ’86, the 1990s, in her 60s, she flew 747s, the mid-40s
- ‘its’ as possessive pronoun: presents its compliments
- plural expressions of time: two weeks time; three months wages; but retained for singular: the year’s end, in one week’s time
- sets of letters: CDs, URLs, MPs.

Avoid contractions (eg don't, won't, we'll, didn't) in formal documents like research reports and the annual report.

Use contractions when quoting direct speech or for speech notes. Think about using contractions to create a more casual tone if this is appropriate for the audience and context. Keep in mind that contractions are hard to read for people with English as a second language.

Numbers

In formal reports, **spell out numbers** up to and including one (zero and one), except when decimal points or percentages are needed. Use numbers for 2 onwards.

In formal reports, spell out **ordinal numbers** up to and including ten: second, tenth, 15th, 20th.

Avoid **starting a sentence** with a number, unless it's a year. If unavoidable, spell out the number in full.

Do not spell out percentages: 4% not four percent or four per cent.

Do not spell out numbers in web content or in **lists**: 'their ages are 5, 7 and 9'.

You may make different choices about spelling out numbers and percentages in different documents depending on how many numbers and percentages they contain – **be consistent** within your document.

Financial years and spans of time – if both years start with 20, do not repeat the 20: 2021–22 not 2021–2022.

It's best practice to use en dash with no spaces, rather than a forward slash or hyphen: 2014–15 not 2014/15 or 2014-15; 1999–2011; 1–3 January; March–April. **Create an en dash** by pressing Ctrl and the minus sign in the numerical section of the keyboard. If using a hyphen instead, be consistent within your document and no space on either side.

Fractions – spell out and do not use a hyphen: three quarters, one third, a third.

Money – \$5 million or \$5m – be consistent within your document, rounded where appropriate, eg: 'around \$200 million'/'around \$200m'. For thousands use 'k', eg \$500k – not \$500K.

Thousands – add a comma to numbers 1,000 and above, eg 60,000 – not 60000 or 60 000.

Decades – do not use an apostrophe to indicate plurals: 2000s not 2000's.

Decimals – 0.75 not .75.

Time – 9.30am not 9:30 am. 2pm not 2 pm, 2 p.m. or 1400. Write 12 noon and 12 midnight.

Dates – 5 August 2016, not 5th of August 2016 or 05 August 2016 or August 5 2016. Use this format in **document titles**. For event dates and grant application deadlines, **ensure the day is included**: **Saturday** 12 April 2017 (no comma after the day, and the day is first).

Creative Australia house style A–Z

This list is based on accepted usage, the [Macquarie Dictionary](#),² and style conventions specific to Creative Australia's organisational preferences. Please contact Zoe Willox, Writer – Development and Partnerships with queries, feedback or suggestions.

A

Aboriginal and Torres Strait Islander peoples –

The terms Aboriginal and Torres Strait Islander, Indigenous, First Peoples and First Nations are often used interchangeably.

Creative Australia's preferred terms are **Aboriginal and Torres Strait Islander peoples** and **First Nations peoples** in recognition of their role as the original custodians of this country. Creative Australia prefers these terms to be used interchangeably, and not only one or the other.

For titles and headings in reports and publications, Creative Australia's preferred term is **First Nations peoples**. The plural is not needed when referring to a group of individuals (eg six First Nations people participated/13% of organisations are led by First Nations people). No apostrophe after First Nations.

'Aboriginal and Torres Strait Islander' must always be written in full – the abbreviation 'ATSI' is considered disrespectful. The acronym 'ATSIA' should also be avoided. If you require a shorter description use 'First Nations'. Do not abbreviate to 'FN'.

Do not use 'Aboriginal and Torres Strait Islander Australians.'

If using 'Indigenous' the letter 'I' must always be capitalised.

See the 'acknowledgements' section at the front of this guide for acknowledgements to include in publications.

acknowledgement – not acknowledgment

acronyms –

Spell out in full in the first reference, with the acronym in brackets immediately afterwards. Use only the acronym for subsequent references.

Use all capitals with no full stops, even if the spelt-out term does not have capitals, eg request for tender (RFT).

You can start a sentence with an acronym after spelling it out first.

Let the spoken sound be your guide to decide whether to use 'a' or 'an' before an acronym.

Check the style of the organisation before using 'the' before its acronym (their website is a good start).

To make acronyms plural, add 's' without an apostrophe, eg FAQs.

² To access Creative Australia's subscription use the [shared URL](#). Select 'keep me signed in' and save it in your browser as a bookmark/favourite.

You don't need to spell out acronyms that are well known to Australian audiences, eg CEO, NSW, ACT, SA, WA, NT, ABC, SBS. Spell these out if your document is for an international audience.

The only acronyms which should be used in document titles are NSW, VIC, QLD, ACT, SA, WA, NT ABC, SBS *unless* using the full term will result in a file title longer than the Sharepoint limit of 256 characters. Where the file title length results in the use of an acronym being necessary in a file title, ensure that the term is spelt out in full early in the document and then followed immediately by the acronym in brackets.

Avoid external use of Creative Australia-specific acronyms such as HOPs, IDM, NAPS, FYFOs, MYFOs, RKM.

Acts of Parliament – full name in italics (eg the *Creative Australia Act 2023*), then referred to as 'the Act', no italics. Commonwealth legislation looks like this: *Creative Australia Act 2023* (Cth), state/territory looks like this: *Environmental Planning and Assessment Act 1979* (NSW)

admit, admitted, admitting – double 't'

acquit, acquitted, acquittal – double 't'

adviser – not advisor, but advisory: 'travel advisory'

affect – verb, eg 'to affect the outcome'/'the audience was affected by the art', versus 'effect' – noun, eg 'the effect on the outcome'/'the art had an effect on the audience'

aged care – no hyphen and ageing not aging

among – not amongst

& (ampersand) – use the ampersand (&) only where it is part of the name of an organisation and they always use the '&', eg Leigh Warren & Dancers. In all other cases, use 'and', not the ampersand

annual performance statements – do not capitalise, sentence case for headings

annual report – do not capitalise unless it is the first reference to a specific annual report, eg ... 'the Annual Report 2016–17. This annual report...'

arm's length – not arms length or arms-length

art form – two words – not artform or art-form (see [Macquarie Dictionary](#))

arts and craft – not arts and crafts ('craft' is already plural)

artists – do not capitalise

artists with disability – not Artists with Disability or artists with disabilities (see 'disability')

Anglo-Celtic – hyphenated

apostrophes – see the 'punctuation' section at the front of this guide

appendix – plural is appendixes

Arnhem Land

arts giving – no hyphen

arts worker – two words. Consider using creative worker (see 'Note on changing language' at the start of this guide)

art space – two words

artwork – one word – not art work or art-work (see [Macquarie Dictionary](#))

artwork titles, names of stage productions, albums, book titles – should appear in italics and title case

audiobooks – one word

Auslan – not AUSLAN or auslan (to refer to Australian Sign Language)

Australia Council for the Arts –

For the first mention in text in a formal document, use: ... the Australia Council for the Arts ... or ... the Australia Council ...

After that, you can use the short title: ... the Council.

Always add 'the' before 'Council'/'Australia Council' within text (eg 'the Council invested'), except when the name is acting as a modifier (adding information to another element), eg Council staff, Council grants, Council policies.

Use the singular verb: ...the Australia Council was... (not were).

Do not use OzCo or AusCo.

Australia Council Board – the official title of the accountable authority of Creative Australia is 'the Australia Council Board'.

For the first mention in text in a formal document, use: ...the Australia Council Board of Creative Australia...

After that you can use the short title: ...the Board.

Always capitalise Board when referring to the Australia Council Board of Creative Australia.

When operating as the Australia Council up until 2013 the Council previously had seven art form boards: Aboriginal and Torres Strait Islander Arts Board, Dance Board, Literature Board, Music Board, Theatre Board and Visual Arts Board. Note: at that time the board/governing body of the Australia Council was previously referred to as the governing council, and also the Australia Council for the Arts Board.

Australian Cultural Fund – not ACF, unless in ACF Boost

Australian Performing Right Association – not rights

awards – for first mention of a specific Creative Australia award cite the full title using title case. For later mentions you can use the short title (the award) in lower case, eg Red Ochre Award ... this award ...

award ceremonies – for first mention of a specific Creative Australia award ceremony, cite the full title using title case. For later mentions you can use the short title (the awards ceremony) in lower case.

award-winning – hyphen (adj) but award winner – no hyphen (noun)

B

basket weaving, basket weavers, basket ware – two words, no hyphen

benefit, benefited, benefiting – single ‘t’ (see: ‘t’)

bestseller – one word

biennial – every two years

biannual – twice per year

bilingual – one word

Bitcoin – one word, capital B

blockchain – one word, lower case: blockchain technology, the blockchain. Title case for Bitcoin and platforms like Facebook, Google, Amazon and Netflix. Lower case for the internet

blue-collar – hyphen

bookseller – one word

brackets – use round brackets () in most situations. Use square brackets [] for explanatory words inserted in quotes, eg *‘It [the grant] came at a critical time.’* Don’t use brackets to indicate a singular or plural option, simply use the plural to cover both circumstances: ‘Check which documents you need’, not ‘check which document(s) you need’

boards – always capitalise Board when referring to the Australia Council Board of Creative Australia (or ‘the Board’, see ‘Australia Council Board; for more detail). For other boards, use lower case except when referring to the full name of a board using title case

book, publication and report titles – should appear in italics with the first letter of each word capitalised (title case). Secondary titles should appear in sentence case, eg *Curating Third Space: The value of art-science collaboration*

budget, budgeted, budgeting – single ‘t’ (see: ‘T’)

bullet lists – if each point in the list is an incomplete sentence or phrase, the lead-in phrase is followed by a colon, and each bullet point:

- starts with a lower case letter
- has no punctuation at the end of each point
- has a full stop at the end of the last point.

If each point in the list is a complete sentence or paragraph, the lead-in phrase is followed by a colon. You must:

- Make sure each point is followed by a full stop.
- Start each new point with a capital letter.
- Be consistent. See also ‘lists’

C

capacity building – only capitalise if it’s part of the official name of a team or position, eg the Capacity Building team delivers a suite of capacity building programs

capital letters – see the ‘punctuation’ section at the front of this guide

CD, CDs, CD-ROM, CD-ROMs – don’t need to spell out

Central Australia – capitals for proper noun (title case)

Central Desert – capitals for proper noun (title case)

century – lowercase (unless part of a proper name). Spell out numbers up to and including one, eg the first century, the 21st century

CEO – is an acronym well known to Australian audiences, so does not need to be spelled out in full

chair – not chairman, chairwoman or chairperson. Capitalise the Chair of the Australia Council Board. The accountable authority of Creative Australia is the Australia Council Board.

Chosen – the Chosen program, capital C only, not The Chosen or The Chosen Program or CHOSEN

co-create, co-creation – hyphen

co-funding – hyphen

committees – lower case except when referring to the proper names of specific committees, eg the Audit and Finance Committee ... the committee agreed ... (see the committees section of appendix A)

common/mutual – ‘common’ refers to what is shared with others, ‘mutual’ means reciprocal

Commonwealth – use an initial capital for ‘Commonwealth’, do not phrase ‘Commonwealth government’ to mean ‘Australian Government’, ‘The Commonwealth of Australia’ is the name of Australia in the constitution.

community arts and cultural development (CACD) – do not capitalise. Use sentence case in headings and charts

community-led, First Nations-led – hyphen (adj)

compliment/complement – compliment is an expression of praise; complement means that which completes something

conflicts of interest (COIs) – not Conflicts of Interest

Contemporary Music Touring Program – title case for official program name in full, can use ‘the program’ in lower case after first mention

contractions (eg don’t, won’t, we’ll, didn’t) – use contractions when quoting direct speech or for speech notes. Think about using contractions to create a more casual tone if this is appropriate for the audience and context. Keep in mind that contractions are hard to read for people with English as a second language. Avoid contractions in formal documents like research reports and the annual report

contractions of single words – use the first and last letters of a word at least, and do not use full stops, eg dept Mr Pty Ltd Qld Dr Mrs

contents – check that all items in the contents list are in sentence case (capital for the first letter of the item and for proper nouns only), see ‘capital letters’

consult – not consult with (eg consult the sector, not consult with the sector; consult the CEO, not consult with the CEO)

cooperate – one word, no hyphen

coordinate, coordinator – one word, no hyphen

corporate plan – do not capitalise unless it is the first reference to a specific corporate plan, eg ... Corporate Plan 2016–17. This corporate plan ...

craftsperson, craftspeople – one word, gender neutral

Creative Australia – Creative Australia. Do not use CA. Do not use Creative Oz/Aus etc.

Use ‘Creative Australia’ to act as a modifier (adding information to another element), eg Creative Australia staff, Creative Australia investments, not ‘Creative Australia’s investments’ etc.

Use singular verb: Creative Australia is (not are).

Use ‘we’ and ‘our’ to humanise the message and make the organisation more personal.

Creative Workplaces – not ‘Centre for Creative Workplaces’ and not ‘Centre for Arts and Entertainment Workplaces’

Creative Workplaces Council – not ‘Centre for Creative Workplaces Council’ not ‘Centre for Arts and Entertainment Workplaces Council’. The Creative Workplaces Council informs and supports the strategy of Creative Workplaces.

credits for images – these will vary depending on what is pictured, how much detail is needed and artist preferences but a general format is:

- Image: Who, what is happening in the image/name of artwork. Credit: courtesy of/photographer’s name/other photo credit.

If listing people featured use (l–r):

If the location or year is important, include these after what is happening/the name of the artwork. Eg: Rawcus Ensemble, *Song for a Weary Throat*, Theatre Works St Kilda 2017. Credit: Paul Dunn.

Some general formats and examples by art form:

- Performing artwork: Company/Artist Name, *Title*. Credit: courtesy of/photographer’s name/other photo credit. Eg: Dancenorth, *Attractor*. Credit: Gregory Lorenzutti.
- Musicians: Musician/Band Name performing at Name of Event, location year. Credit: courtesy of/photographer’s name/other photo credit. Eg: Lonely Boys performing at the Bush Bands Bash, Alice Springs 2017. Credit: John Solmundson.
- Book cover: Author, *Title*. Courtesy of publisher. Eg: Shaun Prescott, *The Town*. Courtesy of Brow Books.

- Visual artworks: Artist Name, *Title*, medium, size, year. Credit: courtesy of/photographer's name/other photo credit.
- Detail of an installation in an exhibition: Artist Name, *Title* (detail), Exhibition Name, gallery/location year. Credit: courtesy of/photographer's name/other photo credit. Eg: Bonita Ely, *Plastikus Progressus* (detail), documenta 14, Athens 2017. Credit: courtesy of artist.

criterion/criteria – 'criterion' is singular and 'criteria' is plural

cross-art form – hyphen between cross and art but not in art form

cross-cultural – hyphen

crowdfund, crowdfunding – one word

crowdsource – one word

crypto-currency – hyphen. Title case for currencies: Bitcoin, Ethereum, etc, lower case for blockchain

currency – see 'numbers'

cultural and creative industries – not creative and cultural industries

Cultural Engagement Framework (CEF) – for first mention of the framework use the full title in title case. For later mentions you can use 'the framework' in lower case

culturally and linguistically diverse – use the full title and try to avoid using the acronym CALD. Try to avoid general language that groups people together (eg CALD) and opt for specific language which respects people's unique identities. Note: CALD may be necessary for data collection, measurement and reporting.

culturally based programs – no hyphen when adverb ends in 'ly'

COVID-19 – capitalise and include '-19', eg 'post-COVID-19', not Covid-19, Covid or coronavirus

D

data – plural noun: new data are available, *not* new data *is* available

database – not data base or data-base

dates –

5 August 2016, not 5th of August 2016 or 05 August 2016 or August 5 2016

Saturday 12 April 2017 (no comma after the day)

For event dates and grant application deadlines, ensure the day is included: Saturday 12 April 2017 (no comma after the day, and the day is first).

d/Deaf –

Deaf (with a capital D) is used to describe those who use Auslan (Australian Sign Language) to communicate, and who identify as members of the signing Deaf community. People in this group may also identify themselves as 'culturally Deaf.' They are more likely to have been born deaf or become deaf early in life.

deaf (with a small d) is a more general term used to describe the physical condition of not hearing. It also describes people who are physically deaf but do not identify as members of the signing Deaf community.

To be inclusive of the diversity described above use 'd/Deaf'.

The term 'hearing impairment' is seen as an offensive term, and a more culturally inclusive phrase would be 'Deaf or hard of hearing'.

decision-making – decision-making with a hyphen in all circumstances

dept – contraction of 'department' (see contractions)

didjeridu – not didgeridoo

disability – people with disability or person with disability, not people with a disability/people with disabilities

Note: We recognise that there are varying views on language and terminology around disability in Australia and internationally. Language can be both a personal, and political choice. We use the person-first language of 'person with disability' to recognise that disability is just one aspect of a person's life and does not determine who they are.

There is increasing use of self-identifying terms such as 'disabled', including in advocacy for change. This is in keeping with the social model of disability which says people are disabled by barriers in society (such as buildings not having a ramp or accessible toilets), or people's attitudes (like assuming people with disability can't do certain things). Unlike the medical model of disability, the social model says people are not disabled by their impairments or differences.

disability-led – hyphen

disinterested/uninterested – 'disinterested' means unbiased or impartial, 'uninterested' means a lack of interest

divisions – title case for the names of divisions but not the word division, eg the Corporate Resources division

double bill – not double-bill

double negatives – avoid double negatives, eg 'not unlikely' and 'not inconsistent'

Down syndrome – capital D, lower case s

drop out – (noun) no hyphen, but drop-out (adj), eg drop-out rate

DVD, DVDs

E

eg ie – spell out in formal documents – eg: ‘for example’/‘such as’; ie: ‘that is’. Use eg and ie in tables, figures, graphs, illustrations, notes and captions, inserting a comma before and without full stops

equal, equalled, equalling – double ‘l’ (see ‘L’)

ebook – not e-book

ebusiness – not e-business

Elder – (as in First Nations Elder) capital E

ellipses ... – use ellipses when deliberately leaving something out, for example in the middle of a long quote. Use a space on either side of the ellipsis except when it’s followed by a question mark. Do not use brackets around ellipses in quotes [...]

email – not e-mail

emerging and experimental arts (EEA) – do not capitalise. Use sentence case in headings and charts

enquiry/inquiry – ‘enquiry’ is a request for information, ‘inquiry’ refers to an investigation, usually by an official body

etc – do not use ‘etc’ in text as it suggests imprecision or offhandedness

evidence base – (noun) no hyphen

evidence-based – (adj) hyphen

extn – contraction of ‘extension’ (see ‘contractions’)

ezone – one word, no hyphen

F

Facebook – capital F

far north Queensland – not Far North Queensland

federal – capitalised only when using as an alternative name for the Australian Government, do not capitalise when it is used as an adjective, eg the Federal Government, Australia has a federal system, it was the federal minister. The Australian Government is the preferred term for the national government of Australia

fellowships – lower case except when used as part of a specific program title, eg applications are open for the 2023 Creative Australia Fellowships ... the fellowships were awarded ... over the fellowship period ...

fewer and less – generally use ‘fewer’ for things which can be counted: ‘I have fewer than ten left’; use ‘less’ for non-countable things: ‘there is less air now’

figures or charts – label clearly using sentence case in titles and axis labels (capital letter for first word only with the exception of proper nouns). Include enough information in the title so the

reader can easily interpret the chart, including the time period, eg 'Australians' attitudes to the arts 2016' not 'Attitudes'

filmmaker – one word

financial statements – do not capitalise, use sentence case in headings

financial years and spans of time –

If both years start with 20, do not repeat the 20: 2021–22 not 2021–2022.

It's best practice to use en dash with no spaces, rather than a forward slash or hyphen: 2014–15 not 2014/15 or 2014-15. **Create an en dash** by pressing Ctrl and the minus sign in the numerical section of the keyboard.

If using a hyphen instead, be consistent within your document and no space on either side.

first aid – do not capitalise or hyphenate

First Nations – the term Creative Australia currently uses most commonly to refer to Aboriginal and Torres Strait Islander peoples, arts, cultures, artists, staff. See 'Aboriginal and Torres Strait Islander peoples'

First Nations-led – hyphen (adj)

First Nations Board – the official name for the First Nations Board to be established under *Revive* (See '[Revive](#)' for more detail)

focused, focusing – one 's'

follow up – when used as a verb: 'I will follow up'; but 'follow-up' when used as a noun: 'there was no follow-up'

font – use Arial 12 point or larger for all documents. This is in line with our access commitments. Set your emails and Word documents to 12 point Arial as a default

forums – not fora

forward slash (/) – no space before or after: 'and/or' not 'and/ or', not 'and / or'. Don't use in financial years

Four Year Investment for Organisations, capitals for official name of the program, and for the shorter version, Four Year Investment. The short title is **Four Year Investment**, and the official name of the cohort is **Four Year Investment Organisations**. If including the word 'program' do not capitalise it: Four Year Investment program. See 'capital letters' and appendix A for proper names of Creative Australia activity) Note, up until 2025, this program is titled Four Year Funding for Organisations – do not continue to use this title unless when referring to previous programs.

Four Year Investment Organisations – capitalised as the official name of the cohort, not Four Year Invested Organisations/Four Year Funded organisations/Four Year Funding Recipients. See 'capital letters'. Can be abbreviated as FYIOs internally but not externally in formal documents or communications

fractions – one third, two thirds (no hyphen)

freedom of information (FOI) – do not capitalise unless using the full title of the *Freedom of Information Act 1982*. Sentence case when using ‘Freedom of information’ as a heading

full stops – do not follow full stops with two spaces. In honorifics – no full stop after ‘Mr’, ‘Mrs’, ‘Ms’, ‘Dr’ etc. No full stops in acronyms or abbreviations – WIPO, US, ABS. No full stops or spaces between initials in names – RG Casey, BR Whiting Studio

full-time equivalent (FTE)

fundraising – one word

G

geography and regions – correct spelling of commonly misused examples: Indo-Pacific, Southeast Asia, North Asia, South Asia, West Asia, Middle East, Timor-Leste

Mumbai not Bombay; Chennai not Madras; Myanmar/Yangon not Burma/Rangoon; former Yugoslav Republic of Macedonia (FYROM), not Macedonia; Kyiv not Kiev

The United Kingdom includes England, Scotland, Wales and Northern Ireland. Great Britain includes England, Scotland and Wales (not Northern Ireland)

Google – capital G

government – only capitalise the ‘g’ in Government when referring to the Australian Government or as part of a formal or specific title, eg ‘The Australian Government is responsible for’, ‘the Victorian Government’, ‘the governments of South Australia and Tasmania’, ‘state and territory governments’. The Australian Government is the preferred term for the national government of Australia (rather than Federal Government or Commonwealth Government). Do not capitalise the ‘g’ in government if it is not part of a formal name, eg ‘local government responsibility’, ‘the governments of South Australia and Tasmania’

government initiatives – do not capitalise. Sentence case when used as a heading. But title case for full titles of specific government initiatives, eg the Visual Arts and Craft Strategy, Playing Australia, and the Contemporary Music Touring Program

grants program/grant programs/grants model – do not capitalise. For first mention of grant programs or categories, cite the full title using title case, eg awarded a number of Career Development Grants for Individuals ... the grant enabled her to ...

H

headings – use sentence case (capitalise first letter and proper nouns only)

Helsinki International Artist Programme (HIAP) – note European spelling of programme. HIAP residency, not HIAP Residency

highbrow – one word

hiphop – one word

honorifics – no full stop after ‘Mr’, ‘Mrs’, ‘Ms’, ‘Dr’, ‘Prof’ etc. Note, Creative Australia is moving towards no longer routinely giving people honorifics. It may still be appropriate to include an honorific in some cases such as where a title has been earned – eg Dr, Prof, Prime Minister – or in some cases for First Nations artists and elders, or in certain mediums such as a formal press release. Use discretion in each case.

HTML – capitalise

human resources – only capitalise if it’s part of the official name of a team or position, eg the Human Resources team

hyphens – generally we use hyphens when two or more words are joined to form an adjective. Some nouns are also hyphenated. As there are conflicting conventions on use of hyphens, it is often a matter of personal or corporate preference although the trend is to minimise their use. If in doubt, refer to *Macquarie Dictionary* and ensure consistency throughout the document

Avoid hyphenated words straddling two lines

Do not use a hyphen in financial years or spans of time, use the en dash: 2017–18 (type the Ctrl and minus keys to insert en dash)

See the ‘punctuation’ section at the front of this guide

I

ie – spell out within the main text of formal documents: ‘that is’

image credits – see ‘credits’

Indigenous – always with a capital ‘I’. Not a preferred term. See ‘Aboriginal and Torres Strait Islander peoples’

Indigenous Cultural and Intellectual Property (ICIP) – spell out in first instance and always use title case

initiatives and programs – only use capitals for words like ‘initiative’ and ‘program’ if they are part of the official title of a program or initiative and you are using that title in full. For first mention of initiatives and programs use the full title using title case. For later mentions you can use the short title (eg the initiative/the program) in lower case.

in person/in-person – two words as an adverb: ‘We attended the event in person’, but as an adjective is hyphenated: ‘in-person consultation’

In principle/in-principle – two words an adverb: ‘In principle I agree’, but as a noun or adjective is hyphenated: ‘There is in-principle agreement’

-ise not -ize: organise, specialise, realise

interdepartmental – one word, no hyphen

inter-agency – hyphen

intergenerational – not inter-generational

international projects – do not capitalise

international residencies – do not capitalise

italics – use italics for titles of published research reports, books, publications, artworks, songs, productions and legislation. Do not use italics for names of initiatives, programs, policies, events or surveys

interdisciplinary – one word

intercultural – one word

intergenerational – one word, no hyphen

internet – lower case

intrastate – one word

International Federation of Arts Councils and Culture Agencies (IFACCA)

it's – short for 'it is'

its – the possessive form of 'it'

J

jargon – avoid using specialised language or vocabulary, which can exclude or alienate non-experts. Define necessary specialised terms

judgement – not judgment

K

key organisations – lower case, no longer the official name of a program, cohort or division. Only use title case if referring to the former funding program. See 'capital letters'

key producers – lower case

L

-I/-II – use double 'I' in most cases: travelled/travelling; totalled/totalling; equalled/equalling

languages other than English (LOTE) – do not capitalise except English

last/past – last is correct to mean 'final': 'the last three weeks of the year'. For time just gone use past: 'the past three years'

leadership programs – do not capitalise unless using official titles of programs in full

legislation – should first appear in full, in italics: *Creative Australia Act 2023*, and can then be referred to as the Act (no italics)

Commonwealth legislation looks like this: *Creative Australia Act 2023* (Cth)

state/territory looks like this: *Environmental Planning and Assessment Act 1979* (NSW)

LGBTIQ+ people

licence/license – licence is a noun, license is a verb – His driver's **licence** was not suspended. He was not **licensed** to drive

like-minded – hyphen

lists in text –

If each separate point is short, they can follow a colon: then have a comma following each point, and a full stop after the final point. No comma before 'and' or 'or' leading into the last item (the 'Oxford comma'), unless it is required to reduce ambiguity.

Longer phrases in lists, and phrases that include commas within one or more points, can follow a colon: with each point separated by a semi-colon; and final point followed by a full stop. Consider using bullets for lists if it will assist the reader. See 'bullet lists'

long term – no hyphen as a noun: 'We will plan for the long term'; but hyphenate as an adjective: 'the long-term plan'

M

Major Performing Arts (MPA) companies – companies supported under the former Major Performing Arts Framework (which was replaced with the National Performing Arts Partnership Framework from October 2019)

market, marketed, marketing – use one 't' (see 'T')

market and audience development – do not capitalise

medium-to-long-term – (adj)

Meeting of Cultural Ministers (MCM)

meet the minister – not meet with the minister; meet the sector, not meet with the sector; meet the CEO, not meet with the CEO

micro-grants – hyphen

minister – title case for full position titles, eg Minister for the Arts. Do not capitalise the short title after introducing the full title: 'the minister approved' or the generic form: 'the arts and culture ministers attend' (see 'capital letters')

mixed-ability – hyphen (adj)

money – see the 'numbers' section in the front of this style guide

more than – not 'over' \$3 million ...

multi- – hyphen style retained unless one word in *Macquarie Dictionary*

multi-art form – hyphen between multi-art but not in art form

multi arts – no hyphen (noun)

multichannel – no hyphen

multicultural – no hyphen

multidisciplinary – no hyphen

multifaceted – no hyphen

multilingual – no hyphen

multimedia – no hyphen

multi-year investment/multi-year investment organisations – do not use capitals. Hyphen in multi-year (adj) but not before investment (noun)/investment organisations (noun)

Music Australia – capitalise. Not 'MA' or 'Music Oz/Aus'

Music Australia Council – The Music Australia Council informs and supports the strategy of Music Australia.

Museum of Contemporary Art Australia (the MCA) – note the full title includes 'Australia'

N

national regional touring programs – do not use capitals as this is not an official program title. Use sentence case when using as a heading

New Zealand – when used as a noun: 'We visited New Zealand'; NZ when used as an adjective: 'the NZ delegation'. Not N.Z.

numbers – see the 'numbers' section at the front of this guide

National Arts Participation Survey – title case when using the full title, not Arts Participation Survey. Do not italicise survey titles. Do not use the acronym NAPS externally

National Association for the Visual Arts (NAVA)

National Cultural Policy – title case when using the full title, not 'national cultural policy', eg The Australian Government's National Cultural Policy, *Revive: a place for every story, a story for every place...* (see *Revive* for more detail). For secondary mentions say 'the policy'

National Indigenous Art Triennial (NIAT)

National Performing Arts Partnership Framework – the Partnership Framework for short, invests in Partnership Organisations

non- – hyphen style retained

non-Anglo-Celtic – hyphens

non-attenders – hyphen

non-creators – hyphen

non-English speaking background (NESB) – only hyphenate non-English

non-English speaking countries – only hyphenate non-English

non-fiction – hyphen

non-government organisations – hyphen for non-government (adj) not organisations (noun)

non-Indigenous – hyphen

non-participants – hyphen

non-profit – hyphen

not-for-profit organisations – hyphen for not-for-profit (adj) not organisations (noun)

no-one – hyphen

O

older people or seniors – not pensioners, old age pensioners or the aged

organisation – not organization

ongoing – one word, no hyphen

over-represent/over-represented – hyphen

P

partnerships and initiatives – lower case

Partnership Organisations – organisations invested in under the National Performing Arts Partnership Framework

past – ‘gone by in time’, ‘just passed’ not equivalent to last

partnerships – do not capitalise unless used as a heading (sentence case) or part of a proper title (title case)

pavilion – title case for the Australian Pavilion when used in full, but lower case for the short title after introducing the full title (eg the pavilion opened on...), or for the generic form (eg, one of several pavilions at the Venice Biennale). See capital letters

pay TV – no capital for pay, capitals for TV

PDF – capitals

peer assessment/peer assessed/peer pool/peer assessment panels – no hyphen, lower case

percentages – don’t spell out, eg 4% not four percent or four per cent

personal pronouns – only use reflexive personal pronouns (myself, himself, herself etc) when the subject and the object of the sentence are the same: ‘he hurt himself’. Avoid using them simply for emphasis: ‘the CEO himself will attend’. Say ‘the CEO will attend’

photo credits – see ‘credits’

Playing Australia – title case for official name of a government initiative

playscript – one word

playwright – not playwrite

playwriting – not playwrighting

policies – title case (no italics) for official names of specific policies: National Cultural Policy (2009). Do not use capitals for generic references: Australia does not currently have an official national cultural policy, or short titles: the policy. See ‘capital letters’

portfolio budget statements – do not capitalise unless it is the first reference to specific portfolio budget statements, eg ... the Portfolio Budget Statements 2017–18. The portfolio budget statements include ...

post-nominals – no comma between a person’s name and their post-nominal letters, eg Adrian Collette AM, Sam Walsh AO, Tina Arena AM, Jacki Weaver AO

postwar – one word

practice/practise – practice is the noun, eg her arts practice/arts practice areas. Practise is the verb, eg she practises her art/is a practising professional artist

pre – hyphen style retained unless one word in *Macquarie Dictionary*

principle/principal – principle is a noun meaning an accepted rule of action: I agree in principle. Principal is an adjective meaning first, main or highest in rank: the Australian Government’s principal arts investment and development body

program – not programme

pre-application – hyphen

publication titles – use title case for the main titles of publications, eg *Macquarie Dictionary*, *Making Art Work*. Use sentence case for secondary titles, eg *Curating Third Space: The value of art-science collaboration*

public–private – en dash (–) not hyphen. Create an en dash by pressing Ctrl and the minus sign in the numerical section of the keyboard

Q

quotations – use single quotation marks when quoting a person or a source (media releases are an exception). Only use double quotation marks for a quote within a quote. Longer quotes can be indented and italicised, but still use single quote marks. Do not use brackets around ellipses in quotes [...]

Queensland Art Gallery | Gallery of Modern Art (QAGOMA) – use the full title first and QAGOMA for all following mentions

R

recontact – one word

reimagine – one word

referencing – Creative Australia’s referencing style is based on [APA Referencing](#) with less detail and punctuation (do not use full stops or commas in author names, or brackets around the year). A general format is:

- Author year, *Title: Subtitle*.

- eg: Australia Council 2020, *Towards Equity: A research overview of diversity in Australia's arts and cultural sector*.

For more information see 'Creative Australia house style for referencing'.

Regional Arts Australia (RAA)

regret, regretted, regretting – use double 't' (see: 'T')

reprint – no hyphen

research – only capitalise if used as a heading or part of a proper title, eg Research and Knowledge Management, Research Associate, the research team, research and evaluation

residency – do not capitalise unless it is part of the full title of a residency program and you are using the title in full, eg the Nashville Songwriters Residency ... the residency

Revive – shorthand title of the Australian Government's National Cultural Policy, *Revive: a place for every story, a story for every place*. For first mention use *Revive: a place for every story, a story for every place*, then 'Revive' or 'the policy' for all other mentions

risk-taking – hyphen

roundtable – one word

S

scholarships – do not capitalise unless used as a heading (sentence case) or part of a proper title (title case)

self-employed – hyphen

self-determination – hyphen

self-publish – hyphen

senior management/senior managers – do not capitalise

setback – one word

short term – no hyphen as a noun: 'We will plan for the short term'; but hyphenate as an adjective: 'the short-term plan'

[sic] – use to show an error in a quote

singular nouns – organisations and countries are always singular impersonal nouns: 'Creative Australia is attending' not 'Creative Australia are attending'; 'NAVA has agreed', 'Australia expressed its dissent'

small to medium arts organisations – not small-to-medium (Creative Australia style preference)

small to medium multi-year – do not use capitals

Southeast Asia – not South-East Asia. See 'geography and regions'

spelling – use British English spelling, unless as spelled by the organisation itself: World Health Organization; US Department of Defense; but program not programme, except when spelt by the organisation itself: Helsinki International Artist Programme

split infinitives – can be used if it assists clarity or improves readability. A split infinitive is when you put an adverb between ‘to’ and a verb. Avoiding split infinitives can sound clumsy or change the meaning. For example: ‘He failed completely to follow the instructions’ (not splitting the infinitive) has a different meaning to ‘He failed to completely follow the instructions’ (where ‘to’ is split from ‘follow’). Compare ‘He really wanted to talk to her’ with the clumsier ‘He wanted really to talk to her’. Generally choose the construction which avoids awkward wording, preserves the rhythm and achieves the intended emphasis and meaning

states and territories – lower case for ‘states and territories’, ‘state and territory governments’, ‘state and territory funding’ etc. Make sure you refer to ‘states and territories’ (not just ‘states’) if you are referring to all Australian jurisdictions. You can abbreviate the names of states and territories to save space and lengthy repetition:

ACT Australian Capital Territory

NSW New South Wales

NT Northern Territory

Qld Queensland

SA South Australia

Tas Tasmania

Vic Victoria

WA Western Australia

statewide – one word

Statistics Working Group (SWG) – a working group of the former Meeting of Cultural Ministers (MCM)

stay-at-home – hyphenate (adj), eg ‘stay-at-home father’

Stolen Generations – plural and capitals

storyteller, storytelling – one word

strategic initiatives – do not capitalise

strategic plan – do not capitalise unless it is the first reference to a specific strategic plan, eg ... the Strategic Plan 2014–2019, *A Culturally Ambitious Nation*. The strategic plan ...

strategic priority(ies) – do not capitalise

sub-group – hyphen

subreddits – one word

sub-site – hyphen

subscription video on demand (SVOD) – no hyphens, lower case

Sydney Arts Management Advisory Group (SAMAG)

T

t/-tt – use single ‘t’ for budgeted/budgeting; targeted/targeting; benefited/benefiting; marketed/marketing. Use double ‘t’ for words with the stress on the last syllable: admitted, regretted

Taiwan – if including within a list of countries refer to the list as countries/regions

target, targeted, targeting – single ‘t’ (see: ‘t/-tt’)

tautology – avoid two synonymous terms: ‘pre-planning’, ‘advance warning’, ‘mutual cooperation’

territory, territories – lower case, but Northern Territory

text message – not SMS

that – the word ‘that’ is frequently overused. Edit rigorously

time – 9.30am not 9:30 am. 2pm not 2 pm, 2 p.m. or 1400. Write 12 noon and 12 midnight to avoid confusion

For spans of time – use en dash with no space: 10am–2pm, 6–8pm, March–April, 2018–19

Create an en dash by pressing Ctrl and the minus sign in the numerical section of the keyboard

timeline – one word

titles and names – double check every title and name, use title case

titles – use title case and italics for full titles of books, publications, artworks and reports

toolkit – one word, no hyphen

total, totalled, totalling – use double ‘l’ (see: ‘L’)

toward – not towards

Traditional Custodians – title case

Traditional Owners – title case

travel, travelled, travelling – use double ‘l’ (see: ‘L’)

triple bill – not triple-bill

U

under-represent/under-represented – hyphen, not underrepresented

underlining – avoid underlining text as this is usually understood to be a hyperlink

United States or United States of America when used as a noun: ‘Visit the United States’; US when used as an adjective: ‘the US delegation’. This rule also applies to UK, NZ etc. US not U.S.; UK not U.K.; NZ not N.Z.

units of measurement – shortened forms of units of measurement never take an ‘s’ because they are symbols, eg 5kg 20mm

URL – capitalise

V

video on demand – not video-on-demand. Acronym is VOD

vice-president – hyphen

videotape – one word

visual arts and craft – not crafts

Visual Arts and Craft Strategy (VACS) – title case as official name of a strategy. For first mention of the strategy use the full title in title case. For later mentions you can use ‘the strategy’ in lower case. From 2025 the program’s official title is Visual Art, Craft and Design Framework 2025–28.

W

we/our – calling the organisation ‘we’ humanises the message and makes it more personal.

web – not the Web or World Wide Web. Or say **world wide web** not World Wide Web

web page – two words

website – one word

wellbeing – one word

western Sydney – not Western Sydney

which/that – there is no absolute ruling on when to use ‘that’ or ‘which’. But generally use ‘that’ with a restrictive element determining another part of a sentence: ‘Any organisation **that does not comply with these conditions** will be in breach of the acquittal.’

If the restrictive element is taken out of the sentence, it no longer makes sense: ‘Any organisation will be in breach of the acquittal.’

Use ‘which’ when you are adding an extra piece of information that can be taken out of the sentence: ‘The company, **which is based in the ACT**, earned \$35 million last year.’

while – not whilst

who/that – ‘who’ refers to people: ‘staff **who** submit incomplete forms must redo them.’ ‘That’ refers to entities: ‘companies **that** submit incomplete forms must redo them.’

whole-of-government – hyphenate and lower case: ‘whole-of-government’

wide-ranging – hyphen (adj)

widows and orphans (page layout) – avoid splitting words over two lines including names, titles, dates, numbers or hyphenated words; except for legislation, the title of an agreement or publication, or a URL. Avoid hyphenated words straddling two lines

wi-fi – not wifi, WiFi or Wi-Fi

worldwide – one word except in world wide web

Writing Australia – not ‘Writers Australia’, ‘Writing OZ/Aus’, or ‘WA’

X

XML – capitalise

Y

YouTube

year – ‘the past year’ not ‘the last year’, unless it was the final year: ‘the last year of the war’
2017–18 not 2017/18 or 2017-18 (en dash with no spaces); 1999–2011

young people – not youth or juveniles

Z

Creative Australia house style for referencing

Creative Australia's referencing style is based on [APA Referencing](#) with less detail and punctuation (do not use full stops or commas in author names, or brackets around the year). You may wish to add more detail depending on the document or audience (eg, place of publication, publisher, embedded web link). Be consistent in your document.

A general format is:

- Author year, *Title: Subtitle*.
 - eg: Australia Council 2020, *Towards Equity: A research overview of diversity in Australia's arts and cultural sector*.

Specific examples of Creative Australia preferred style are:

Reports:

- Author year, *Title: Subtitle*.
 - eg: Australia Council 2020, *Towards Equity: A research overview of diversity in Australia's arts and cultural sector*.
- Author year, *Title: Subtitle*, Publisher.
 - eg: Throsby D and Petetskaya K 2017, *Making Art Work: An economic study of professional artists in Australia*, Australia Council.

Books:

- Author year, *Title: Subtitle*.
 - eg: Dudgeon P et al 2020, *Wellbeing and Healing Through Connection and Culture*.

Chapters in books:

- Author year, 'Chapter Title', *Book Title*.
 - eg: Chandler M 2018, 'Cultural Wounds Demand Cultural Medicines', *Determinants of Indigenous People's Health in Canada: Beyond the social*.

Journal articles:

- Author year, 'Article Title', *Journal Title* volume:issue.
 - eg: Cohen GD et al 2006, 'The Impact of Professionally Conducted Cultural Programs on the Physical Health, Mental Health, and Social Functioning of Older Adults', *Gerontologist* 46:6.

Newspaper articles:

- Author year, 'Article Title', *Newspaper Title*, day month. Website address
 - eg: Lei C 2022, 'Audience Hesitancy is Omicron's New Curse', *ArtsHub*, 20 January. <https://www.artshub.com.au/news/news/audience-hesitancy-is-omicrons-new-curse-2525315/>

Media releases:

- Author year, *Media Release Title* [Media release], day month. Website address
 - eg: Paul Fletcher MP 2020, *RISE Fund and Sustainability Fund Guidelines Released* [Media release], 11 August. <https://www.paulfletcher.com.au/media-releases/media-release-rise-fund-and-sustainability-fund-guidelines-released>

Websites:

- Publisher year, *Title*. Website address
 - eg: Victorian Government 2021, *Understanding Intersectionality*. <https://www.vic.gov.au/understanding-intersectionality>

Websites (if website page contents are continuously updated and not archived):

- Publisher, *Title*. Website address viewed date.
 - Eg: Australia Council, *First Nations Arts and Culture*. <https://www.australiacouncil.gov.au/research/topic/first-nations/> viewed 1 September 2021.

A few guiding principles for the Council's referencing style are:

- Authors:
 - Write last name and initials for all authors, eg Throsby D and Petetskaya K.
 - If an author has two first names, include two first initials without punctuation, eg Boydell KM.
 - Do not use full stops or commas in author names. However, if a reference has multiple authors (up to four), use a comma to separate the authors names, eg Baird A, Garrido S and Tamplin J.
 - If a reference has four or more authors, include the first author only followed by et al (et al means 'and others'), eg Norton A et al.
- Titles:
 - Titles for books, chapters, journal articles and websites always follow the rule Title Case: Sentence case, eg Rusak H et al 2021, *Breathing Through the Pandemic*:

Performing arts challenges and responses to the mental health implications of COVID-19, WAAPA.

- The major piece of work – book title or journal title – is always *italicised*, eg Chandler M 2018, 'Cultural Wounds Demand Cultural Medicines', *Determinants of Indigenous People's Health in Canada: Beyond the social*.
- Chapters and journal articles:
 - Titles for chapters in a book or articles in a journal are always in 'single quotation marks', eg Cohen GD et al 2006, 'The Impact of Professionally Conducted Cultural Programs on the Physical Health, Mental Health, and Social Functioning of Older Adults', *Gerontologist* 46:6.
- Publisher:
 - Do not include the publisher except if appropriate, eg if your reference has an author and a corporate publisher or in an academic paper. Be consistent,
- Weblinks:
 - If the published date is unavailable, leave blank. Do not write nd (no date).
- Embedding weblinks:
 - Each written document requires its own consideration regarding embedding weblinks. In some instances it might be appropriate to link to all published reports and nothing else. In others it might make sense to link to a website where a digital artwork is located. Consider:
 - your audience and the context
 - whether your document is likely to be shared electronically or published digitally
 - whether your document is closer to a conventional, printed report.
 - Be consistent in your document.
- Multiple references under one footnote:
 - Use a full stop in between each reference. For example:
 - Burns DS 2001, 'The Effect of the Bonny Method of Guided Imagery and Music on the Mood and Quality of Life of Cancer Patients', *Journal of Music Therapy* 38. Elimimian EB et al 2020, 'A Pilot Study of Improved Psychological Distress with Art Therapy in Patients with Cancer Undergoing Chemotherapy', *BMC Cancer* 20. Norton A et al 2009, *Musical Training Shapes Structural Brain Development*.

Appendix A: Examples of proper names of Creative Australia activity

The following grants, fellowships, residencies, initiatives and programs should be written in title case when referred to by their proper title.

Do not capitalise short versions of titles, eg the initiative, the grant, the program, the fellowship; or descriptions that aren't official program names, eg the grants program, capacity building programs and initiatives.

Note that not all of this activity is current or ongoing (but may still need to be referred to). **This is not an exhaustive list.**

Creative Australia bodies

- Creative Australia
- First Nations Board
- Music Australia
- Writing Australia
- Creative Workplaces

Grants and fellowships

- Arts and Disability Initiative
- Core grants
 - Arts Projects for Individuals and Groups
 - Arts Projects for Organisations
 - Career Development Grants for Individuals and Groups
- Creative Australia Fellowships

Multi-year investment

- Four Year Investment for Organisations/Four Year Investment Organisations/Four Year Investment. Note, do not say 'Funding' as was previously known unless when referring to the Four Year Funding program 2020–24.

- National Performing Arts Partnership Framework/Partnership Framework/Partnership Organisations

Awards

Creative Australia Awards

- Ros Bower Award for Community Arts and Cultural Development
- Kirk Robson Award for Community Arts and Cultural Development
- Creative Australia Award for Emerging and Experimental Arts
- Creative Australia Don Banks Music Award
- Creative Australia Award for Dance
- Creative Australia Award for Theatre
- Creative Australia Visual Arts Award
- Creative Australia Award for Lifetime Achievement in Literature

First Nations Arts and Culture Awards

- Red Ochre Award
- Dreaming Award
- First Nations Emerging Career Development Award
- First Nations Fellowship

National Arts and Disability Awards

- National Arts and Disability Award (Established)
- National Arts and Disability Award (Early Career)

Other awards:

- Creative Australia Partnership Awards
- Prime Minister's Literary Awards
- Asia Pacific Arts Awards

First Nations arts and culture

- Flourish III: First Nations Textile Design & Fashion Innovation Fund
- Auckland Writers Festival: First Nations Exchange
- Space to Create III: Music Residency
- First Nations Board
- Purrumpa, First Nations Arts and Culture Gathering 2022
- Protocols for using First Nations Cultural and Intellectual Property in the Arts, then 'the Cultural Protocols'
- First Nations Arts and Culture Awards (see above)
- Reconciliation Action Plan (RAP) (2018–21) – first mention full title in title case, onwards use 'RAP', ie, 'our RAP', 'the RAP'.

Government initiatives (directed funding)

- Major Festivals Initiative (MFI)
- Visual Arts and Craft Strategy (VACS)
 - VACS national leadership organisations (multi-year operational funding for orgs) – do not capitalise this funding category
 - VACS national initiatives (multi-year operational funding for orgs) – do not capitalise this funding category
 - VACS funding for individual artists (do not capitalise. Funded through grants program)
 - Contemporary Touring Initiative
 - Visual Arts, Crafts and Design Framework 2025–28 (VACDF)
- National regional touring programs – not an official title, do not capitalise
 - Playing Australia: Regional Performing Arts Touring Fund
 - Contemporary Music Touring Program

Capacity building programs

- Creative Leadership Program (note, Arts Leaders and Future Leaders have been retired)
- Leadership Program Alumni Engagement

- SEC Newgate Mentoring Program
- Governance Program

Digital Culture Strategy programs

- Digital Specialist-in-Residence
- Digital Fellowship Program
- Createch Digital Enterprise Program
- Download Digital ICIP Workshops
- Think Digital

Private investment

- Australian Cultural Fund (ACF)
- Amplify
- ACF Boost
- MATCH Lab
- Plus1
- Indigenous Art Centre Fundraising Mentorships
- Biennial International Masterclass
- Sponsorship Accelerator Program
- APIEF Fundraising Residential
- Fundamentals of Arts Fundraising
- Knowledge Series
- The Artist as Fundraiser

Sector development

- Digital Culture Strategy 2021–24

International development

- International Engagement Strategy 2021–25
- International Arts Strategy Outcomes Fund
- Visiting International Publishers (VIPs) program
- Performing Arts Market in Seoul (PAMS)
- First Nations Curators Exchange (formerly the Tri-Nations Curators Exchange)
- La Biennale di Venezia (Venice Biennale)
 - Professional Development Program
 - Emerging Arts Professionals Program (formerly the Emerging Curators Program)
 - Exhibition Team Leaders
 - Volunteer Exhibition Attendants
 - Venice Biennale internships
 - Australian Pavilion
- International and local residencies (lower case for residencies/residency/residency program when it is not part of an official title)
- Outbound delegations (do not use title case)
- Exchange projects (do not use title case)
- In-market representation (do not use title case)

Committees and panels

- Audit and Risk Committee
- Nominations and Appointments Committee
- Decisions Review Committee
- Rescission of Decisions Committee
- Appeals Committee
- Peer Assessment Panels

- First Nations Arts and Culture Strategy Panel – title case as official name of a strategy panel. For first mention of the strategy use the full title in title case. For later mentions you can use 'the Strategy Panel' in sentence case
- Multi-Year Investment Finance and Governance Advisory Panel

Staff committees

- Workplace Health and Safety (WHS) Committee
- Workplace Consultative Committee (WCC)
- Workplace Forum