



## Quick writing style guide

Version control February 2018

This document (DOC/18/19059) has been developed in accordance with the Queensland Government, Department of the Premier and Cabinet (DPC) writing style guide for external publications, advice by the Department of Veterans' Affairs (DVA) and also reflects content used by the Australian War Memorial (AWM).

For further support or information in relation to the Anzac Centenary Coordination Unit Quick writing style guide, please contact: [anzac100@premiers.qld.gov.au](mailto:anzac100@premiers.qld.gov.au) or phone 07 3003 9170.

### Origins of the word Anzac

"Anzac" stands for Australian and New Zealand Army Corps. The soldiers in those forces quickly became known as Anzacs, and the pride they took in that name endures to this day.

The word "Anzac" has been a part of Australian thought, language, and life since 25 April 1915 and quickly became a word with many uses and meanings. "Anzac" is often used in different ways and applied to:

- military formations: there were Anzac corps in both world wars
- places: notably "Anzac area" on Gallipoli and "Anzac Cove" itself
- people: "Anzac" at first meant a man who had served on Gallipoli, and later acquired broader applications

The use of the word "Anzac" in Australia has been governed by federal legislation since 1920 under the Protection of Word "Anzac" Regulations. Further details regarding the application process to use the word "Anzac" can be found on the 'Seeking approval to use the word Anzac' page of the Department of Veterans' Affairs website at [www.dva.gov.au](http://www.dva.gov.au)

### ANZAC vs Anzac

It is generally advised that 'ANZAC' should be used when referring to the Australian and New Zealand Army Corps. For other, more modern usages of the word (eg Anzac Day, Anzac Spirit, Anzac Centenary etc.), the Department of Veterans' Affairs recommends 'Anzac' in title case. More information can be found online [www.dva.gov.au/commemorations-memorials-and-war-graves/protecting-word-anzac](http://www.dva.gov.au/commemorations-memorials-and-war-graves/protecting-word-anzac).

Whilst organisations may have their own preference for ANZAC vs Anzac, for publications by the Queensland Government, and in accordance to the Queensland Government, DPC writing style guide, it is recommended to use title case for 'Anzac' in all instances.

### Use of commemoration (not celebration)

The definition of "commemorate" is to recall and show respect for someone or something. The definition of "celebrate" is to publicly acknowledge a significant or happy day or event with a social gathering or enjoyable activity.

Events and projects held during the Anzac Centenary are commemorating loss, reflecting on the cost of conflict and how it shaped a nation. For this reason the use of "celebration" and any iterations of it, is not recommended for any Anzac Centenary communications or publications.

There may however be the occasional exception, such as in the context of the Anzac parade and celebrating the Anzac spirit.

# Queensland Anzac Centenary



## First World War vs World War One vs WW1

The use of “First World War” came about in 1939. Post 1914-1918 the war was referred to by media and communities as the Great War or the World War. However, with the outbreak of the Second World War in 1939, the reference was changed to First World War. Post 1945, First and Second World War was also shortened to WW1 and WW2.

While there is no right or wrong way of referring to the First World War, to align with Queensland Government DPC writing style guide, First World War is to be used in all instances. Please avoid using variations such as World War One, WW1 and World War 1 etc. The use of “World War One” is acceptable if contained within a person’s quote.

## Anzac Centenary grants program

The correct use is ‘grants program’ not ‘grant program’ in all communication collateral, to be presented:  
*...the Queensland Anzac Centenary grants program.*

## Capitalisation of Allied Forces or Allies

With the exception of the Second World War, when referring to military alliance between countries known as allied forces, the correct use is ‘allies’ or ‘allied forces’ (using lowercase).

During the Second World War, the allied countries officially adopted the ‘Allied’ nomenclature. Therefore, when referring to events of the Second World War, the correct use is ‘Allies’ or ‘Allied Forces’ (using Title Case). However ‘Allied troops’ has lowercase ‘t’ for troops.

## Commonly used words relating to the Anzac Centenary (spelling and capitalisation)

- cooperate
- coordinate
- decision making
- Director-General
- email
- machinery of government
- whole-of-government
- re-enactment
- shell-shocked
- award-winning
- best-known
- great-uncle
- nation-wide
- not-for-profit
- non-military
- ex-servicemen
- servicemen and women
- ...nine defence force personnel...
- program
- shortlisted
- South East Queensland
- frontline (one word)
- home front (two words)
- per cent (not %)
- honour
- honoured
- Navy, Army, Air Force  
(in this order)
- Vietnam War
- Vietnam veteran  
(lower case v for veteran)
- First World War (not WW1)
- Second World War
- honour
- Australian Light Horse
- Australian Light Horsemen
- The Great War
- Firsthand
- century of service (all lowercase)
- Anzac Square State War Memorial
- Eternal Flame
- Shrine of Remembrance
- ...the Battle of...
- ...the Indigenous men went...
- The Second Bullecourt and First  
Bullecourt... (title case)
- ...the infantry in the trenches...
- ...the **M**ounted Infantry still wear...
- ...9th and 10th **I**nfantry **B**attalions  
were in... (‘and’ not ‘&’)
- ...The 4th and 5th **D**ivisions then...
- ...the 2nd and 3rd **A**ustralian  
**D**ivisions captured...
- statewide (no hyphen)
- A state-based project to help...
- The state government is required...
- The State of Queensland will....
- The Queensland Government will...
- The government proposes to...
- Queensland’s local governments...
- The Australian and New Zealand  
governments will...

# Queensland Anzac Centenary



## Commonly used acronyms and terms relating to the Anzac Centenary

- ACCU – Anzac Centenary Coordination Unit
- ACQGWG – Anzac Centenary Queensland Government Working Group
- ADCC – ANZAC Day Commemoration Committee
- ANZAC – Australian and New Zealand Army Corps
- DVA – Department of Veterans’ Affairs
- ESO – ex-service organisation
- QACCAC – Queensland Advisory Committee for the Commemoration of the Anzac Centenary
- QVAC – Queensland Veterans’ Advisory Council
- RSL – Returned and Services League
- STLG – State, Territory and Local Government group
- ADF – Australian Defence Force
- RAAF – Royal Australian Airforce
- RAN – Royal Australian Navy
- RAA – Royal Australian Army
- SLQ – State Library of Queensland
- QM – Queensland Museum
- BCC – Brisbane City Council
- QSA – Queensland State Archives

## Capitalisation

Use title case (first letter of each major word is capitalised) for full official names and nouns only.

Proper names of organisations:

*Anzac Centenary Coordination Unit*  
*Department of the Premier and Cabinet*  
*Australian Army*

Specific governments:

*Queensland Government*  
*The Australian Government*  
*Commonwealth of Australia*

Names of recognised geographical regions:

*Gallipoli*  
*The Western Front*  
*The Somme*  
*The State of Queensland (within a legal context/formal title)*

Historical events and periods:

*First World War*  
*The Great War*  
*Anzac Centenary*  
*Armistice*

Regular ceremonies:

*Anzac Day Dawn Service*

Official titles:

*Director-General Department of the Premier and Cabinet*  
*Lieutenant-General Mark Evans AO DSC (Retd)*

Honours, professional distinctions, academic degrees, awards and prizes:

*The Victoria Cross*  
*Order of Australia*

Use lower case when the proper name is not used.

*At the end of the war...*  
*The service will be held...*  
*The government proposes to...*  
*Queenslanders across the state are being...*  
*The army troops prepared themselves for .... (Compared to “The Australian Army troops were ...”)*

# Queensland Anzac Centenary



## Indigenous peoples

The Australian Government's Department of Families, Housing, Community Services and Indigenous Affairs recommends capitalising the term Indigenous when referring to peoples originating from Australia.

- *Indigenous Australians*
- *Indigenous peoples*
- *Indigenous communities*

Other suitable forms, which may be preferred by some groups, include:

- *Aboriginal and Torres Strait Islanders*
- *Australian Aboriginals*
- *Torres Strait Islanders*
- *Aboriginal peoples*

## Terms for personnel

- Navy – *sailors*
- Army – *soldiers* (infantry) or *troopers* (tank personnel)
- Australian Light Horse – *troops* or *troopers*
- Air Force – *airmen* (for both men and women)

## Headings

- Use sentence case for headings and titles. Do not capitalise each word.  
*Anzac Centenary project evaluation report*  
*Anzac Centenary grants program*

## Dates

- Always write the date in full. Do not include 'th' or 'of'.  
*25 April 2015*
- Punctuation is not necessary even when including the day.  
*Saturday 25 April 2015*

## Time

- Use a full stop between hours and minutes, and a space between the numeral and am/pm.  
*10.15 am*  
*9.30 pm*
- Do not put 00 if the time is on the hour.  
*11 am*  
*7 pm*

## Spans of figures and expressions of time

- Use an unspaced en dash for spans of years.  
*2014–2018*
- When there is more than one word being linked on either side, there should be a space on either side of the en dash.  
*9.30 am – 5.30 pm*

# Queensland Anzac Centenary



## Numbers

- Spell out one to nine; use numerals for 10 and above.  
*Five students were sponsored in 2013.*  
*There are 800 places available for Australian veterans.*
- If there is a mix of low and high numbers in a sentence, all numbers should take the numerical form.  
*There were 4 out of 20 committee members in attendance.*  
*Although the event was postponed for 2 hours, there were still 80 people present.*
- Spell out the number if you are referring to general amounts.  
*Thousands of people will commemorate the Anzac Centenary at Gallipoli.*
- Spell out numbers that start a sentence.  
*Twenty people will be recognised as part of the program.*
- Numbers with 5 digits or more need a comma. Four digit numbers do not require a comma.  
*The event was attended by 62,000 civilians and 5500 defence force personnel.*

## Units of measure

- When writing quantities, distances etc use the full name of the unit of measure rather than the symbol. Symbols may only be used in tables.  
*10 per cent (general text), 10% (table)*  
*\$10 million (general text), \$10M (table)*