1. VALLEYVIEW HOUSE STYLE

All staff are requested to follow the house style outlined below when preparing any internal or external documentation.

1.1 SPELLING AND LANGUAGE

- Australian usage as given in the *Macquarie Dictionary*, for example use colour, organisation, grey, organise, dispatch, focused, program, coordinator.
- Use non-discriminatory language.
- Use active rather than passive voice.
- For numbers up to ten, use words and numerals thereafter.

2. PUNCTUATION

- Use a spaced en rule ( – ) for a dash.
- Capitalise the titles, Unit Head, Manager of Technology Resources.
- Use the following punctuation:
  
  e.g.
  
  i.e.
  
  GPO
  
  Km
  
  57 kg
  
  11 a.m.
  
  45 000
- Use italics for titles of books, journals, newspapers, videos, films.
- Use bullets for lists, except where numbers are more suitable. The preferred style for lists is to run straight on from leading sentence, with no punctuation in the list. For example:

  The reasons for doing this are:
  - efficiency
  - cost
  - savings in time
• to get a better result.

• When using headings, make sure logical sequence is followed and that the format reflects their importance. Only use a capital for the first letter and do not underline or use a full stop.