



AIR POWER DEVELOPMENT CENTRE

STYLE GUIDE

INTRODUCTION

1. The Air Power Development Centre (APDC) publishes an extensive range of documents with a very wide international distribution. The reputation of the APDC is highly dependent on the standard of these publications and it is of critical importance that all such documents are of the highest standard, not only in content but also in presentation. Publications that contain typographical errors, poor grammatical expression and spelling mistakes can severely damage the APDC's standing in Defence and, more importantly, the international community.

2. To ensure the quality of the finished product and to simplify the task of the editorial staff, these guidelines are provided for authors wishing to have their work published by the APDC. Please follow this style guide carefully and consult with APDC editorial staff if you have any queries. Work may be returned for the appropriate changes to be made if it is inconsistent with this guide.

3. **Submission of documents.** All documents are to be provided in electronic format readable by Microsoft Word. Documents may be submitted by email or on CD. A hard copy also should be provided. Any images for use as illustrations also should be provided as separate files, preferably in JPEG, TIFF or PDF format and at a minimum resolution of 300 dpi (600 dpi preferred).

4. **Legal permission.** Permission must be obtained from copyright holders to reproduce long quotations (over 400 words), illustrations, diagrams, tables and photographs. Written acknowledgement of such permission from copyright holders must be provided with the author's draft. The APDC is not responsible for seeking permission on the author's behalf. Acknowledgement of copyright also must be shown in the document, including the captions to illustrations and photographs.

5. **Disclaimer.** For publications that will be distributed to a wider audience outside Defence, including members of the public, a disclaimer should appear on the reverse title page. The Defence *Writing Manual* specifies that it should read as follows:

This publication is presented by the Department of Defence for the purpose of disseminating information for the benefit of the public. The Department of Defence does not guarantee, and accepts no legal liability whatsoever arising from or connected to, the accuracy, reliability, currency or completeness of any material contained in this publication.

The content and views expressed in this publication are the author's own, and are not in any way endorsed by or reflect the views of the Department of Defence. The Department of Defence recommends that you exercise your own skill and care with respect to the use of this publication and carefully evaluate the accuracy, currency, completeness and relevance of the content for your own purposes.

This publication is not a substitute for independent professional advice and you should obtain any appropriate professional advice relevant to your particular circumstances.

Guidelines

6. General guidelines applicable to all APDC documents are provided in the following paragraphs. Specific guidelines applicable to Defence documents are detailed at Annex A, and Annex B provides similar information for non-Defence documents such as published books. A spelling guide of Defence-specific words and phrases, and other words not listed in the *Macquarie Dictionary* is provided at Annex C.

7. The details provided herein may be changed for some major publications, such as Australian Air Publications (AAPs). Different layouts, font styles and sizes, and even colour may be used on some occasions for these publications. The APDC Publications Officer will make any determination in this regard.

APDC WRITING STANDARDS

8. Historically, the APDC has used two different writing standards depending on whether the material being prepared is an official Defence document or a non-Defence document such as a fellowship book or conference proceedings:

- **Defence documents.** For official Defence documents (minutes, letters, briefs, Defence Instructions, Australian Air Publications (AAPs) etc), the applicable conventions and standards for writing are detailed in the *Defence Writing Manual*.¹
- **Non-Defence documents.** For non-Defence documents (fellowship books/papers, conference proceedings etc), which are distributed outside the Department of Defence, the standards detailed in the *Style Manual for Authors, Editors and Printers* (hereinafter referred to as the *Style Manual*) are followed.²

9. The *Australian Defence Glossary* is the authoritative source of Defence-related terms, definitions and shortened forms (abbreviations and acronyms).

10. While the standards and conventions detailed in the *Writing Manual* and *Style Manual* are similar, there are some significant differences as shown in the following table:

	Defence Documents (<i>Writing Manual</i>)	Non-Defence Documents (<i>Style Manual</i>)
Page numbering	Except when security constraints demand otherwise, numbers (although allocated) normally do not appear on the title page; the verso title page; the first page of a chapter, annex or appendix; any blank pages; or on dividers separating chapters.	Page numbering is similar to Defence documents. However, in some published books, where the page number appears at the foot of the page, it may be shown on the first page of a chapter, annex or appendix, and on blank pages. Page numbering of annexes and appendices also may continue in sequence from the body of the document.

¹ Department of Defence, 2014, *Writing Manual*, Defence Publishing Service, Canberra. The *Writing Manual* replaced ADFP 102—*Defence Writing Standards* in February 2014.

² Snooks & Co (prepared for Department of Finance and Administration), 2002, *Style Manual for Authors, Editors and Printers*, Sixth Edition, John Wiley & Sons, Brisbane.

	Defence Documents (Writing Manual)	Non-Defence Documents (Style Manual)																								
Alignment	The text in all standard Defence documents is left aligned, not justified.	All text is normally justified.																								
Introductory quotations	Indented 15 mm from both left-hand and right-hand margins.	Indented 15 mm from both left-hand and right-hand margins.																								
Block quotations	Indented 15 mm from left-hand margin and 10 mm from right-hand margin.	Indented 15 mm from both left-hand and right-hand margins.																								
Abbreviations and shortened word forms	No abbreviations or shortened word forms have full stops. For example: <table style="margin-left: 40px; border: none;"> <tr> <td>cont</td> <td>eg</td> <td>etc</td> </tr> <tr> <td>fig</td> <td>ibid</td> <td>ie</td> </tr> <tr> <td>para</td> <td>p</td> <td>pp</td> </tr> <tr> <td>vol</td> <td></td> <td></td> </tr> </table>	cont	eg	etc	fig	ibid	ie	para	p	pp	vol			Full stops used in abbreviations and shortened word forms. For example: <table style="margin-left: 40px; border: none;"> <tr> <td>cont.</td> <td>e.g.</td> <td>etc.</td> </tr> <tr> <td>fig.</td> <td>ibid.</td> <td>i.e.</td> </tr> <tr> <td>para.</td> <td>p.</td> <td>pp.</td> </tr> <tr> <td>vol.</td> <td></td> <td></td> </tr> </table>	cont.	e.g.	etc.	fig.	ibid.	i.e.	para.	p.	pp.	vol.		
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vol.																										
Figures and tables	For figures, the identifier and caption/title is located centrally below the diagram. However, for tables, the identifier and caption/title is located centrally above the table .	For both figures and tables , the identifier and caption/title is located centrally below the diagram .																								
References and bibliographies	The author–date, or Harvard, system is used. Information is shown in following order: <ul style="list-style-type: none"> • author’s family name, <i>followed</i> by title/rank, initials or given name • year of publication • title of publication (in italics) • volume number, if applicable • edition, if applicable • publisher • place of publication • page number(s), if applicable <p><i>(Note: Footnotes 1 and 2 on page 2 are shown using this system.)</i></p>	The documentary-note (or modified Oxford) system is used. Information is shown in following order: <ul style="list-style-type: none"> • author’s title/rank, initials or given name <i>precede</i> family name in notes or text (but <i>follow</i> family name for first-cited author in bibliography) • title of publication (in italics) • volume number, if applicable • edition, if applicable • publisher • place of publication • year of publication • page number(s), if applicable 																								

Table 1: Differences between Defence documents and non-Defence documents

Acknowledgement

11. The information provided in this document has been sourced primarily from the two references detailed at paragraph 8—the Defence *Writing Manual* and the *Style Manual*. Indeed, in many instances, the guidelines contained herein are merely a restatement of details contained in the *Writing Manual* and the *Style Manual*. This guide is intended for internal APDC use only.

GENERAL GUIDELINES APPLICABLE TO ALL DOCUMENTS

Non-discriminatory language

12. Authors must ensure that non-discriminatory language is used in all documents. When referring to an individual, mention of a person's gender, religion, nationality, racial group, age or physical or mental characteristics should be made only if that information is relevant to the subject matter.

13. The word 'Indigenous' should always have an initial capital when it is used to refer to Australia's Aboriginal and Torres Strait Islander people.

14. **Gender-neutral language.** Reference should only be made to a person's gender, sexuality or marital status if that information is relevant to the subject. To meet gender-neutral language requirements, terms such as 'man' and 'mankind' to mean 'men' and 'women' should be avoided. Gender-neutral terms for employment/working roles also should be used to avoid occupational stereotyping. Gender-specific pronouns should not be used unless referring to a particular person. Options for avoiding gender-specific pronouns include recasting the sentence in the plural, leaving the pronoun out altogether, or recasting the sentence using the gender-neutral pronoun 'you'. Additional information on gender-neutral language is provided in the *Writing Manual* and the *Style Manual*.

Spelling

15. Australian English is to be used in all documents. Authors should ensure that 'English (Australia)' is enabled in their word processing program before typing a document, as 'English (U.S.)' is normally the default setting on most software programs. The *Macquarie Dictionary* is the standard reference for spelling—the first entry listed is to be used if alternative spellings are given. A spelling guide of Defence-specific words and phrases, and other words not listed in the *Macquarie Dictionary* is provided at Annex C.

16. The ending '-ise' is to be used in preference to '-ize' in words such as 'organise', 'rationalise' and 'recognise', except in proper names, titles and quotations where the original spelling is used. For example, when the word 'Organization' appears in an official name, the 'z' should not be changed to an 's'. Similarly, words ending in '-our' or '-or' should be spelt in exactly the same way as they appear in the recognised official name regardless of the preferred Australian spelling; for example: 'World Health Organization' and 'Australian Labor Party'.

17. **Spelling of 'fuze' v 'fuse'.** In Defence terminology, the word 'fuze' is spelt with a 'z' when it is used technically to describe ordnance (eg a bomb or warhead fuze or fuzing). However, when it is used in the sense of combining or bringing things together (ie a non-weapon sense), it is spelt with an 's' (fuse).

Acronyms and Abbreviations

18. Acronyms and abbreviations should be kept to a minimum. The normal military style of using a large number of acronyms and abbreviations is not helpful to many readers, particularly to those from outside Defence. If they are used at all, they **must be consistent throughout the whole document**, and an acronym and abbreviation list should be provided.

19. The *Australian Defence Glossary* is the authoritative source of Defence-related terms, definitions and shortened forms (abbreviations and acronyms).

20. The first time an acronym/abbreviation is used in any document it should be spelt out in full, followed by the acronym/abbreviation in parentheses; for example, ‘Air Power Development Centre (APDC)’. In large publications containing several chapters, acronyms/abbreviations should be **spelt out in full the first time they occur in each chapter, annex or appendix** to ensure that readers understand the context of the shortened form in case chapters are read in isolation—this is particularly important if the readership is expected to include people from outside Defence.

21. **Ranks.** While abbreviations for ranks may be appropriate in some Defence documents, caution should be exercised in using them in non-Defence documents. It is often preferable to spell ranks out in full in the text in such publications (eg Flight Lieutenant rather than FLTLT). The use of abbreviations can be confusing for a reader who is unfamiliar with Service ranks and can interrupt the flow of reading. Spelling ranks out in full also overcomes the perennial problem of whether to use current abbreviations or older (wartime) forms—for example, AIRCDRE v ACdre v Air/Cdr, SQNLDR v S/Ldr v S/L, PLTOFF v PltOffr v P/O, WOFF v W/O etc) in history genre publications, such as Heritage Award books.

Contractions

22. The use of contractions, such as ‘I’ll’, ‘can’t’, ‘isn’t’ and ‘don’t’, is not appropriate in Defence or other formal documents and is confined to informal writing.

Names

23. **Government.** The term ‘**Australian Government**’ has replaced the terms ‘Commonwealth Government’ and ‘Federal Government’, which should no longer be used. The Australian Government is a separate entity within the Commonwealth of Australia. The term ‘Commonwealth of Australia’ refers to the Australian and State and Territory governments.³

24. **Defence.** ‘Defence’ is the standard term to use when referring to both Service and civilian elements of the Defence portfolio. The term ‘Defence’, or ‘Department of Defence’, supersedes the terms ‘Australian Defence Organisation’ and ‘ADO’ that were abandoned in 2002.⁴ When writing for audiences external to Australia, use the term ‘Australian Department of Defence’. However, when the word ‘defence’ is used as a concept or in a generic sense, such as in ‘Australia’s defence industry base’, the initial letter is not capitalised.

25. **Australian Defence Force** refers to the Service element of the Defence portfolio only and is acceptable for both domestic and international use.

26. **Countries.** Defence uses the alpha-3 codes described in the International Standard ISO 3166 as the shortened forms for the names of countries. For example:

Australia – AUS

China – CHN

New Zealand – NZL

Japan – JPN

United States – USA

³ Department of Defence, 2010, *Ministerial and Executive Coordination and Communication Division: Defence Branding – Terminology*, Department of Defence, Canberra, viewed 20 March 2014, <<http://intranet.defence.gov.au/oscdfweb/sites/Branding/ComWeb.asp?page=36085#Section1>>.

⁴ *ibid.*

27. **Names of organisations and institutions.** The original spelling of the official name of an organisation or institution should be used, regardless of the preferred Australian spelling of any particular word. Examples of such entities are shown at Annex D. When cited in full, all components are given initial capitals, but any articles, prepositions or conjunctions are shown in lower case. Further information on the use of capitals in such names is provided in paragraphs 48 to 62 of this section and at Annexes A and B.

28. Close attention should be paid to the use (or non-use) of capitals, hyphens and apostrophes in official and commercial names. For example:

Attorney-General's Department	Department of Veterans' Affairs
Officers Mess / Sergeants Mess ⁵	

29. **Newspapers and other periodicals.** When *The* is shown on the masthead as part of the title of a newspaper or other periodical—*The Sydney Morning Herald*, for example—it should be italicised when it does not coincide with the ordinary use of the definite article:

It was reported in *The Sydney Morning Herald*.

but

... in the *Sydney Morning Herald* editorial.

30. **World Wars.** The World Wars normally are to be referred to as World War I and World War II, **not** First (or Second) World War, nor World War One (or Two). **Under no circumstances should they to be contracted to WWI or WW2.**

Numbers

31. When they appear in text, numbers one to nine should be expressed in words and numbers 10 and above written in numerals. Numbers of up to four digits are expressed without spaces (except in tables where consistent spacing is essential for clarity). Numbers in the ten thousands and above have separators that are represented by fixed spaces, **not** commas—a comma can be confusing as it is used as a decimal marker in Europe. In Microsoft Word, the fixed spaces should be inserted using 'Ctrl + Shift + Space Bar' so that the numerals are kept together and the space does not become elongated due to justification of the text:

10 / 100 / 1000 / 10 000 / 100 000 / 1 000 000

32. In tables, where consistent spacing is essential for clarity and for the purpose of totalling, the four-digit rule does not apply—for example:

3
22
345
6 500
10 000
234 567
1 123 456

⁵ The terms 'Officers Mess' and 'Sergeants Mess' do not have apostrophes. The plural nouns (Officers and Sergeants) are used in a descriptive sense, rather than possessive, so there is no requirement for an apostrophe.

33. Figures should not be used in text to start a sentence—words are preferred. If a number opening a sentence is accompanied by a symbol (eg a dollar sign) and therefore cannot be expressed in words, the sentence should be recast so that it does not start with the symbol.

34. Per cent (two words, **not** percent) should always be spelt out in text. However, the symbol ‘%’ can be used in figures, tables or graphs, where space may be limited.

35. When a fraction is expressed in words, a hyphen is used to link the two elements of the fraction; for example:

one-quarter / three-eighths / four and four-fifths

Currencies

36. For currencies, the appropriate letter(s) for the country or the appropriate international symbol or abbreviation is to be placed immediately **before** the sum of money. For example:

A\$5000 / NZ\$2500 / US\$10 000 / £300 / €25 000 / DM1000

37. As detailed above for numbers, monetary amounts of ten thousand and above have separators that are represented by fixed spaces, **not** commas—again, the fixed spaces should be inserted using ‘Ctrl’+‘Shift’+‘Space Bar’ so that the numerals are kept together and the space does not become elongated due to justification of the text.

38. In tables, columns of currencies should be aligned on the decimal point or right aligned, as shown below:

Amounts in dollars and cents	Amounts in exact dollars
\$	\$
1.23	12
3 456.00	2 468
10 000.00	25 678

Dates

39. Dates in text are to be written in full in the sequence of the day of the week (if required), day of the month, month and year. The abbreviated form (eg 25 Apr 14) is not normally used in text; however, it may be used in figures or tables to save space. For example:

Friday 25 April 2014 *or* Wed 25 Apr 14 (**not** 25th)

40. Two digits are used in Defence writing for the day of the month—01 to 31. However, the leading zero may be omitted in more informal documents.

41. Dates expressed entirely in numbers (eg 02/05/14, meaning 02 May 2014) are not to be used as they have the potential to create ambiguity, because different countries have different conventions.

42. Decades are written as:

1990s / 2000s / 2100s (**not** 1990's or '90s)

43. Centuries can be written either in words or in a mixture of words and numerals; however, the format used should be standard throughout the document:

the eighteenth century *or* the 18th century (**not** 18th and no capital 'C')

44. Shortened forms for eras—BC (before Christ), AD (anno Domini), CE (common or Christian era) and BP (before present)—are shown without full stops and with a space separating them from the year: for example:

1200 BC / 1788 AD / the third century BC / the fourth century CE

45. When writing, try to ensure that the entire date string is on one line and that the line does not start with the day of the month, which might be confused with a paragraph number. At the very least, the day of the month and the month **must** be kept together.

Times

46. The 24-hour clock system (eg 0800 hours, 2359 hours) normally is to be used. However, if the document is to be distributed to people likely to be unfamiliar with the 24-hour system, 'am' and 'pm' notations may be used.

47. When using 'am' and 'pm' notations, a full stop should be used to separate the hours from the minutes, **not** a colon. Two zeros may be used to indicate even hours but this is not essential (eg 10 am or 10.00 am), although the format should be kept consistent throughout the document. In addition, for consistency, the zeros should be included if other times that include minutes (9.30 am) are contained in the document. The notations 'am' and 'pm' are to be written in lower case, without full stops (eg 8.30 am), **not** as 'AM' or 'PM'. The space between the time and 'am' or 'pm' also should be inserted using 'Ctrl + Shift + Space Bar' so that the two elements are kept together and the space does not become elongated due to justification of the text.

Use of Capitals

48. **Reference to Government.** When referring to a specific entity, the word 'Government' is shown with an initial capital. However, when it does not refer to a specific entity or is used as an adjective, the word 'government' should be written with an initial lower-case letter. Examples are as follows:

the Australian Government,
the Government,
reporting to Government

but regional government,
government policy,
systems of government,
whole-of-government approach

the Queensland Government,
the South Australian Government

the governments of Queensland and
South Australia,
the British and Australian
governments,
state and territory local governments,
state-territory responsibility

49. **Reference to Defence.** As stated previously, ‘Defence’ is the standard term to use when referring to both Service and civilian elements of the Defence portfolio. However, when the word ‘defence’ is used as a concept or in a generic sense, such as in ‘Australia’s defence industry base’, the initial letter is not capitalised.

50. **Reference to the Service(s).** The word Service(s) is shown with an initial capital if it refers to the Navy, Army and/or Air Force. The use of upper case or lower case for the initial ‘s’ in this word varies in other circumstances; for example, Public Service, Secret Service but social services.

51. **Reference to ranks.** Ranks should be given initial capitals when used as a title but, when referring to ranks in a generic sense, lower case should be used; for example:

The aircraft captain was Flight Lieutenant Jones.

but

Corporal Jones, the most senior corporal on the list, should be promoted to sergeant by the end of the year.

52. **Postnominals.** Postnominals are to be shown in capitals, without full stops. They are separated from the surname by a comma, and before abbreviations that indicate Service or regiment or unit. When several postnominals occur, commas are inserted between them; for example:

Air Chief Marshal Sir Frederick Scherger, KBE, CB, DSO, AFC

Air Vice-Marshal HN Wrigley, CBE, DFC, AFC

Air Vice-Marshal Edward Stringer, CBE, MA, BEng, RAF

53. **Signature Blocks.** The following information is contained in a document’s signature block:

- Documents other than minutes or faxes:
 - initials (or given name), family name, and postnominals, in bold font with only the first letters capitalised—if initials are used, these are written with no space between and no full stops
 - rank (if applicable), in full, using initial capitals only
 - appointment, in full, using initial capitals only.

For example:

P Wood
Group Captain
Director

Sandra Finney
Deputy Director - Strategy

KJ Brent
Wing Commander
Editor

- Minutes and faxes:
 - initials (or given name) and family name, in bold font with only the first letters capitalised—if initials are used, these are written with no space between and no full stops
 - abbreviated rank (if applicable), in upper case regular font
 - appointment, abbreviated and in regular font—if no accepted abbreviation for appointment, it is shown in full with initial capitals.

For example:

P Wood
GPCAPT
DAPDC

S Finney
DD-E

KJ Brent
WGCDR
Editor

54. **Names of organisations and institutions.** When cited in full, the official names of organisations and institutions are given initial capitals, but any articles, prepositions or conjunctions are shown in lower case. Examples of such entities are shown at Annex D. Further information on the use of capitals in such names is provided in the following paragraphs and at Annexes A and B.

55. When the names of organisations or institutions are abbreviated to the generic element for subsequent references, they normally do not take an initial capital:

the Ford Motor Company of Australia	the company
No 10 Squadron	the squadron
the Department of Defence	the department
the Chiefs of Service Committee	the committee

However, always use the full name if the generic name could lead to confusion with the names of similar bodies appearing in the text.

56. An exception to this general rule applies in the case of the Services:

the Royal Australian Navy	the Navy
the Australian Army	the Army
the Royal Australian Air Force	the Air Force

57. When the name of organisations or other body is abbreviated but retains some specific elements, the capitals are retained:

The Department of Foreign Affairs and Trade ... a matter for Foreign Affairs ... the department

The National Gallery of Australia ... the National Gallery ... the gallery

58. **Topographical features.** Initial capitals are given to the names of particular topographical features (mountains, rivers, valleys etc) when cited in full—the Hunter Valley, the Murray River, the Blue Mountains. However, when two or more names with the same

generic element are combined, use lower case for the pluralised word—the Murray and Darling rivers.

59. When a particular feature is referred to as topographical form, the generic name is not capitalised. However, when the generic element serves as the conventional abbreviation for the place and becomes a recognised name, the first letter remains capitalised:

the Murray River	the river	Norfolk Island	the island
<i>but</i>			
the Great Barrier Reef	the reef	the Persian Gulf	the Gulf

60. **Public buildings and places.** These names are treated in a similar manner to topographical features:

Sydney Town Hall	Empire State Building
<i>but</i>	
Sydney and Melbourne town halls	

61. When the full name of a building or place is not cited, capital letters should not be used:

The Sydney Building was damaged by fire in February 1914.

but

The building was damaged by fire in February 1914.

62. **Astronomical terms.** The words ‘earth’, ‘sun’ and ‘moon’ are given initial capitals only when they are referred to as names of specific planetary objects:

The Moon is closer to Earth.

but

The Earth has just one moon and one sun.

63. **Defence-specific uses of capitals.** Other Defence-specific uses of capitals are detailed at Annexes A and B.

Punctuation

64. Detailed guidelines on punctuation are provided in the *Writing Manual* and the *Style Manual*.

65. **Hyphens.** Hyphens are used within words as follows:

- To separate prefixes; for example:
 - anti-terrorism
 - re-establish
 - pre-2007 or post-1980
 - pre-existing
 - ex-Service

- To form adjective compounds; for example:

- one-star officer
- 21-gun salute
- air-to-air
- commander-in-chief

66. Do not use a hyphen in adjective compounds consisting of a past participle preceded by an adverb ending in ‘ly’:

a highly decorated officer a finely tuned machine

67. When the adjective compound consists of a participle preceded by an adverb not ending in ‘ly’, the compound is generally hyphenated when used attributively but unhyphenated when used predicatively:

a well-known person *but* the person was well known

If such an adjective compound is modified—by ‘very’, ‘extremely’ or ‘particularly’, for instance—a hyphen is not used:

a very well known person

68. ‘Hanging’ (or ‘floating’) hyphens are sometimes used to connect two words to a base word or number they share:

pre- or post-1945
full- and part-time positions

69. **Dashes.** There are four types of dashes that can be used in APDC publications:⁶

- the en rule (–)
- the spaced en rule (–)
- the em rule (—)
- the 2-em rule (——)

70. These dashes can be created under a Microsoft Windows® operating system by using the ‘Insert Symbol’ feature from the menu or by the following shortcuts:

- en rule – depress ‘Alt’ and key in 0150 on the numeric key pad
- em rule — depress ‘Alt’ and key in 0151 on the numeric key pad

⁶ Additional information on the use of hyphens, en rules and em rules is provided in the *Writing Manual* and the *Style Manual*.

71. **En rule.** An en rule should be used as follows:

- An unspaced en rule is used in spans of figures and in expressions relating to temperature, time or distance; for example:
 - 115–125
 - 25–30°C
 - March–April
 - 1995–99
 - 100–102 Smith Street
- An unspaced en rule should be used instead of a hyphen to show an association between words that retain their separate identities; for example:
 - Australia–England test series
 - Canberra–Sydney–Brisbane train
 - the Asia–Pacific region

When the en rule is used in this way, the things it links should be parallel in structure—that is, numbers with numbers, nouns with nouns, adjectives with adjectives etc:

- Australia–Japan defence ties *not* Australia–Japanese defence ties
- An unspaced en rule also should be used instead of a hyphen in expressions such as ‘pre–World War II aircraft’ or ‘post–Vietnam War period’. A hyphen cannot perform the function required; that is, to attach the prefix to the whole of the expression that follows.
- An en rule should be used in a line of even capitals instead of a hyphen. This practice applies particularly in primary titles, main headings and so on; for example:

EFFECTS–BASED OPERATIONS

- To avoid confusion, a spaced en rule (one that has a space on either side) should be used to link terms that have more than one element; for example:
 - 10 April – 1 June
 - Sections 4.8 – 4.15
 - the Alice Springs – Darwin railway project
- An en rule should never be used with the words ‘from’ and ‘between’; for example:
 - the war between 1939 and 1945 *not* the war between 1939–1945
 - prices ranged from \$100 to \$200 *not* prices ranged from \$100–\$200

72. **Em rule.** The em rule points ‘backwards’ in the text, reflecting or amplifying previous text. Em rules should be used sparingly. If used too often in a document, they can give readers the impression that there are too many qualifications, indicating a lack of structural clarity. The em rule is used:

- to indicate a break or abrupt change in a sentence
- to introduce an amplification or explanation
- to mark off a parenthetical element

73. A combination of en and em rules is also used in the titles of many ADDPs, ADFPs and AAPs. For example:

- Australian Defence Doctrine Publication–D—*Foundations of Australian Military Doctrine*
- Australian Defence Force Publication 06.1.1—*Discipline Law Manual: Volume 1 – Legislation, Forms and Instruments*
- Australian Air Publication 1000–D—*The Air Power Manual*
- Australian Air Publication 1002—*The Operational Air Doctrine Manual*

74. **The 2-em rule.** This rule has two main functions:

- It can be used to mark a sudden break in dialogue or reported speech, or to show where letters or words have been omitted:
 - I distinctly heard him say, ‘Go away or I’ll ——’.
 - It was alleged that D—— had been threatened with blackmail.

(In the first example, a space is used to separate the 2-em rule from the preceding word because a complete word is missing. If only part of a word is missing, there is no space, as shown in the second example.)
- The 2-em rule can also be used to avoid repetition in bibliographies when more than one work by an author or authoring body is listed:

Stephens, Alan, *Power Plus Attitude*, Australian Government Publishing Service, Canberra, 1992

———*Going Solo: The Royal Australian Air Force 1946–1971*, Australian Government Publishing Service, Canberra, 1995

———*The Australian Centenary History of Defence – Volume II – The Royal Australian Air Force*, Oxford University Press, South Melbourne, Vic, 2001

(Note: The APDC normally does not use the 2-em rule in such instances, preferring to repeat the author’s name for each entry.)

75. **Ellipsis points.** Ellipsis points, or suspension points, are used primarily to show the omission of a word or words from quoted material. They are preceded and followed by a space. Do not use punctuation marks other than quotation marks, question marks and exclamation marks to precede the first point of ellipsis or follow the last point, and do not add a full stop after using ellipsis points at the end of a sentence:

The Air Power Development Centre (APDC) publishes an extensive range of documents ... Publications that contain typographical errors, poor grammatical expression and spelling mistakes can severely damage the APDC’s standing in Defence ...

76. If a paragraph or more is omitted from a block quotation, the ellipsis points should be shown on a line of their own:

In the foreword to the 2013 Defence White Paper, the Minister for Defence stated:

One of the fundamental responsibilities of any Australian Government is to protect and defend our people and protect and enhance our national security interests.

...

Government must make judgements about Defence posture, operational capacity, capability, sustainment and Defence budgets and finances.

Quotations

77. Quotations of up to two lines should be shown as normal text with quotation marks. Single quotation marks are to be used, not double. Double quotation marks are used only when a quote is within another quote. Longer quotations (more than about 30 words) should be indented as a separate block quotation (see Annexes A and B) and, because they are differentiated from the text in this way, they do not need quotation marks.

78. Material quoted must be produced exactly as it appeared in the source document, spelling and grammatical errors included. Where there are errors or the spelling of a word in a quote is incorrect, they should be indicated by using [sic], to show that the writer is aware of the error. Any material added by the writer should be enclosed in square brackets [—], not parentheses. Ellipsis points (with a space before and after) are used to show the omission of a word or words from quoted material. These points are illustrated in the following examples:

‘It was obvious to Williams [the RAAF’s first Chief of the Air Staff] that there was no connexion [sic] between the two.’

‘We shall fight on the beaches ... we shall never surrender.’

Photographs and illustrations

79. Except for major publications, such as AAPs and some published books, most diagrams, figures and illustrations will be published in black and white. This means that some coloured figures or illustrations may become unclear, particularly complex graphs or maps with multiple boundaries or lines. For clarity, therefore, authors should develop diagrams, figures or illustrations in black and white, or greyscale with suitable resolution, using different thickness, dotted or dashed lines. Care also should be taken to avoid using too small a font size in any diagrams and illustrations.

80. Any images for use as illustrations also should be provided as separate files, preferably in JPEG, TIFF or PDF format and at a minimum resolution of 300 dpi (600 dpi preferred). Any photographs also must be scanned to these specifications, or the originals provided to the APDC Publications Officer—after scanning, these will be returned to the author.

81. PowerPoint slides are generally not acceptable for reproduction. If they are to be included, coloured or gradient backgrounds should not be employed, nor should complicated images or very small font sizes be used, as these will not reproduce clearly in printed format.

Annexes:

- A. APDC Style Guide – Defence Documents
- B. APDC Style Guide – Non-Defence Documents
- C. APDC Spelling Guide
- D. Names of Organisations and Institutions
- E. Description/Titles of Overseas Defence Formations and Units
- F. References to Defence Publications

APDC STYLE GUIDE DEFENCE DOCUMENTS

An introductory quotation is used to set the theme of a paper, essay or chapter of a publication. It appears immediately below the primary title or chapter heading and before any other text. A line space is left above and below the quote, and it is indented 15 mm from both margins. The quote is italicised with text one point smaller (ie 11 point) than the body text font, and it is not enclosed in quotation marks. The name of the author or source of the quote appears below, in regular font (11 point) aligned right.

Author's name / Source (if applicable)¹

INTRODUCTION

1. This section provides guidelines for the writing standards to be used for official Defence documents, including minutes, letters, briefs, Defence Instructions, Australian Air Publications (AAPs) etc.
2. The prime authority is the *Defence Writing Manual*, and the information provided in this section has been sourced mainly from this document.² The primary spelling reference is the *Macquarie Dictionary*. The *Australian Defence Glossary* is the authoritative source of Defence-related terms, definitions and shortened forms (abbreviations and acronyms).
3. The details provided herein may be changed for some major publications, such as Australian Air Publications (AAPs). Different layouts, font styles and sizes, and even colour may be used on some occasions for these publications. The APDC Publications Officer will make any determination in this regard.
4. **Doctrine writing.** Chapter 21 of the *Writing Manual* provides specific guidance on the requirements and conventions that apply to writing ADF doctrine, including information on the format and presentation.
5. **Disclaimer.** For publications that will be distributed to a wider audience outside Defence, including members of the public, a disclaimer should appear on the reverse title page. The *Defence Writing Manual* specifies that it should read as follows:

This publication is presented by the Department of Defence for the purpose of disseminating information for the benefit of the public. The Department of Defence does not guarantee, and accepts no legal liability whatsoever arising from or connected to, the accuracy, reliability, currency or completeness of any material contained in this publication.

1 Consideration should be given to using a footnote reference to provide more detailed information re the source of the quotation (eg full publication details).

2 Department of Defence, 2014, *Writing Manual*, Defence Publishing Service, Canberra. The *Writing Manual* replaced ADFP 102—*Defence Writing Standards* in February 2014.

The content and views expressed in this publication are the author's own, and are not in any way endorsed by or reflect the views of the Department of Defence. The Department of Defence recommends that you exercise your own skill and care with respect to the use of this publication and carefully evaluate the accuracy, currency, completeness and relevance of the content for your own purposes.

This publication is not a substitute for independent professional advice and you should obtain any appropriate professional advice relevant to your particular circumstances.

STRUCTURE

Page set-up

6. Paper size is to be A4 (portrait) with left and right margins set at 25 mm. Top and bottom margins are to be set at 20 mm and the gutter at 0 mm. Headers and footers normally are set at 10 mm. The body text in all standard Defence documents is to be left aligned, single line spacing. One space only is to be left after full stops.

7. The paragraphs of most Defence documents are indented for the first line to allow space for a numbering system to be used. The standard size of indent is 15 mm for first-level numbered paragraphs.

8. Subparagraphs use hanging indents. Second-level numbered paragraphs have a 15-mm hanging indent, and third-level numbered paragraphs have a 10-mm hanging indent. Dot-point paragraphs (dot, dash and asterisk) are indented 15, 10 and 10 millimetres respectively. Unnumbered paragraphs are not indented.

Font

9. The normal font for most Defence documents is 12-point Times New Roman. However, Arial is the preferred font for emails, facsimile transmissions and in tables. Arial (or a comparable sans serif font) also is often the preferred font for AAPs and other similar documents, which are normally published in B5 paper size, resulting in the typeface size being reduced accordingly; however, authors should discuss the matter with the APDC Publications Officer before using a font other than Times New Roman for such publications.

Non-discriminatory language

10. Authors must ensure that non-discriminatory language is used in all documents. When referring to an individual, mention of a person's gender, religion, nationality, racial group, age or physical or mental characteristics should be made only if that information is relevant to the subject matter.

11. The word 'Indigenous' should always have an initial capital when it is used to refer to Australia's Aboriginal and Torres Strait Islander people.

12. **Gender-neutral language.** Reference should only be made to a person's gender, sexuality or marital status if that information is relevant to the subject. To meet gender-neutral language requirements, terms such as 'man' and 'mankind' to mean 'men' and 'women' should be avoided. Gender-neutral terms for employment/working roles also should be used to avoid occupational stereotyping. Gender-specific pronouns should not be used unless referring to a particular person. Options for avoiding gender-specific pronouns include recasting the sentence in the plural, leaving the pronoun out altogether, or recasting the

sentence using the gender-neutral pronoun ‘you’. Additional information on gender-neutral language is provided in the *Writing Manual*.

Spelling

13. Australian English is to be used in all documents. Authors should ensure that ‘English (Australia)’ is enabled in their word processing program before typing a document, as ‘English (U.S.)’ is normally the default setting on most software programs. The *Macquarie Dictionary* is the standard reference for spelling—the first entry listed is to be used if alternative spellings are given. A spelling guide of Defence-specific words and phrases, and other words not listed in the *Macquarie Dictionary* is provided at Annex C.

14. The ending ‘-ise’ is to be used in preference to ‘-ize’ in words such as ‘organise’, ‘rationalise’ and ‘recognise’, except in proper names, titles and quotations where the original spelling is used. For example, when the word ‘Organization’ appears in an official name, the ‘z’ should not be changed to an ‘s’. Similarly, words ending in ‘-our’ or ‘-or’ should be spelt in exactly the same way as they appear in the recognised official name regardless of the preferred Australian spelling; for example: ‘World Health Organization’ and ‘Australian Labor Party’.

15. **Spelling of ‘fuze’ v ‘fuse’.** In Defence terminology, the word ‘fuze’ is spelt with a ‘z’ when it is used technically to describe ordnance (eg a bomb or warhead fuze or fuzing). However, when it is used in the sense of combining or bringing things together (ie a non-weapon sense), it is spelt with an ‘s’ (fuse).

Acronyms and Abbreviations

16. Acronyms and abbreviations should be kept to a minimum. The normal military style of using a large number of acronyms and abbreviations is not helpful to many readers, particularly to those from outside Defence. If they are used at all, they **must be consistent throughout the whole document**, and an acronym and abbreviation list should be provided.

17. The *Australian Defence Glossary* is the authoritative source of Defence-related terms, definitions and shortened forms (abbreviations and acronyms).

18. The first time an acronym/abbreviation is used in any document it should be spelt out in full, followed by the acronym/abbreviation in parentheses; for example, ‘Air Power Development Centre (APDC)’. In large publications containing several chapters, acronyms/abbreviations should be **spelt out in full the first time they occur in each chapter, annex or appendix** to ensure that readers understand the context of the shortened form in case chapters are read in isolation—this is particularly important if the readership is expected to include people from outside Defence.

19. In Defence writing, **no** abbreviations or shortened word forms—whether written in lower-case letters only, having an initial capital or all capitals—have full stops.³ For example:

cont	eg	ie	etc	no (for number)
ibid	para	fig	Wed	p (for page)

³ However, in non-Defence documents, which follow the Style Manual, full stops are used in abbreviations and shortened word forms (refer Annex B).

20. **Ranks.** While abbreviations for ranks may be appropriate in some Defence documents, caution should be exercised in using them in published books. It is often preferable to spell ranks out in full in the text in such publications (eg Flight Lieutenant rather than FLTLT). The use of abbreviations can be confusing for a reader who is unfamiliar with Service ranks and can interrupt the flow of reading. Spelling ranks out in full also overcomes the perennial problem of whether to use current abbreviations or older (wartime) forms—for example, AIRCDRE v ACdre v Air/Cdr, SQNLDR v S/Ldr v S/L, PLTOFF v PltOffr v P/O, WOFF v W/O etc—in history genre publications.

Contractions

21. The use of contractions, such as ‘I’ll’, ‘can’t’, ‘isn’t’ and ‘don’t’, is not appropriate in Defence or other formal documents and is confined to informal writing.

Page numbering

22. Except when security constraints demand otherwise, page numbers (although allocated) normally do not appear on the title page; the verso title page; the first page of a chapter, annex or appendix; any blank pages; or on dividers separating chapters.⁴

23. Preliminary pages (if included) are numbered separately from the body text using lower case roman numerals (i, ii, iii, iv etc).

24. Simple documents are numbered in the same way as correspondence: consecutive Arabic numerals, starting at ‘2’ on the second page (page 1 is not numbered), and positioned top centre of the page. Publications that are more complex are subject to specific conventions for each class of document, and page numbers might appear at the foot or head of the page depending on the design used. In addition, page numbers for Defence Instructions and AAPs may consist of the chapter number, an en rule and the page number (eg 1–2, 1–3 etc).⁵

25. Each new chapter or section in major publications and books normally should begin on an odd-numbered (right-hand) page. This may require a blank page being inserted at the end of the previous chapter/section.

26. Supplementary documents should be numbered separately but linked to the parent document.⁶ For example:

- **Annexes.** The page numbers of Annex A are shown as A–1, A–2, A–3 etc, and the numbers of Annex B as B–1, B–2, B–3 etc. However, if the publication contains chapters, the page numbers of Annex 1A (ie Annex A to Chapter 1) would be shown as 1A–1, 1A–2, etc, and Annex 2B as 2B–1, 2B–2, etc.
- **Appendices.** The page numbers of Appendix A1 (ie Appendix 1 to Annex A) are shown as A1–1, A1–2, A1–3, etc, and the numbers of Appendix B2 as B2–1, B2–2, B2–3 etc. If the publication contains chapters, the page numbers of Appendix 2C4 (ie Appendix 4 to Annex 2C) would be shown as 2C4–1, 2C4–2, etc.

4 Refer the *Writing Manual* for more detail on page numbering.

5 *ibid.*

6 *ibid.*

- **Enclosures.** The page numbers of an enclosure or extract from another publication should remain exactly as they are in the original document.

Running heads

27. Running heads are normally used in major publications and books (Defence Instructions and AAPs) as follows:

- Odd-numbered pages (right-hand page) – Title of chapter (right aligned)
- Even-numbered pages (left-hand page) – Title of book (left aligned)

28. Authors will need to break the chapters as sections to allow the running heads to coincide with each chapter title. The running head is not shown on the first page of each new chapter or section.

Titles and headings

29. **Primary title.** The primary title of a document should reflect the content and enable the reader to determine what it is about. Primary titles should be centred, normally in bold upper-case letters, in a large font size to provide additional visual emphasis.

30. **Main heading.** Main headings describe the subject matter of the main elements of a document, such as parts, chapters and sections (eg ‘INTRODUCTION’ on page A-1). Main headings appear centred, in bold upper-case letters in the same font as the text, but in a larger type size to provide additional visual emphasis—normally 14 point. Do not use italics in main headings or on any occasion when only upper case is used. If the heading extends over two or more lines, use single spacing within the heading. A clear line is left above and below these headings; however, this space may be increased to provide additional visual emphasis if required.

31. **Group heading.** These headings (eg ‘Titles and headings’ above) are positioned at the left-hand margin, in bold type in the same font and size as the text. A group heading takes an initial capital for its first word and for any proper nouns or adjectives derived from proper nouns. It is not numbered, nor is it followed by a full stop. A clear line is left above and below these headings.

32. **Lower level heading.** Although not normally used in Defence writing, if a lower level heading below a group heading is required for a more complex paper or major publication, it should be positioned at the left-hand margin similar to a group heading but the font is italicised.

33. **Paragraph heading.** These are printed in bold type in the same font and size as the text. The paragraph heading always finishes with a full stop and the text commences one space after the full stop. An initial capital is used for its first word and for any proper nouns or adjectives derived from proper nouns.

34. Examples of the hierarchy of titles/headings are shown below:

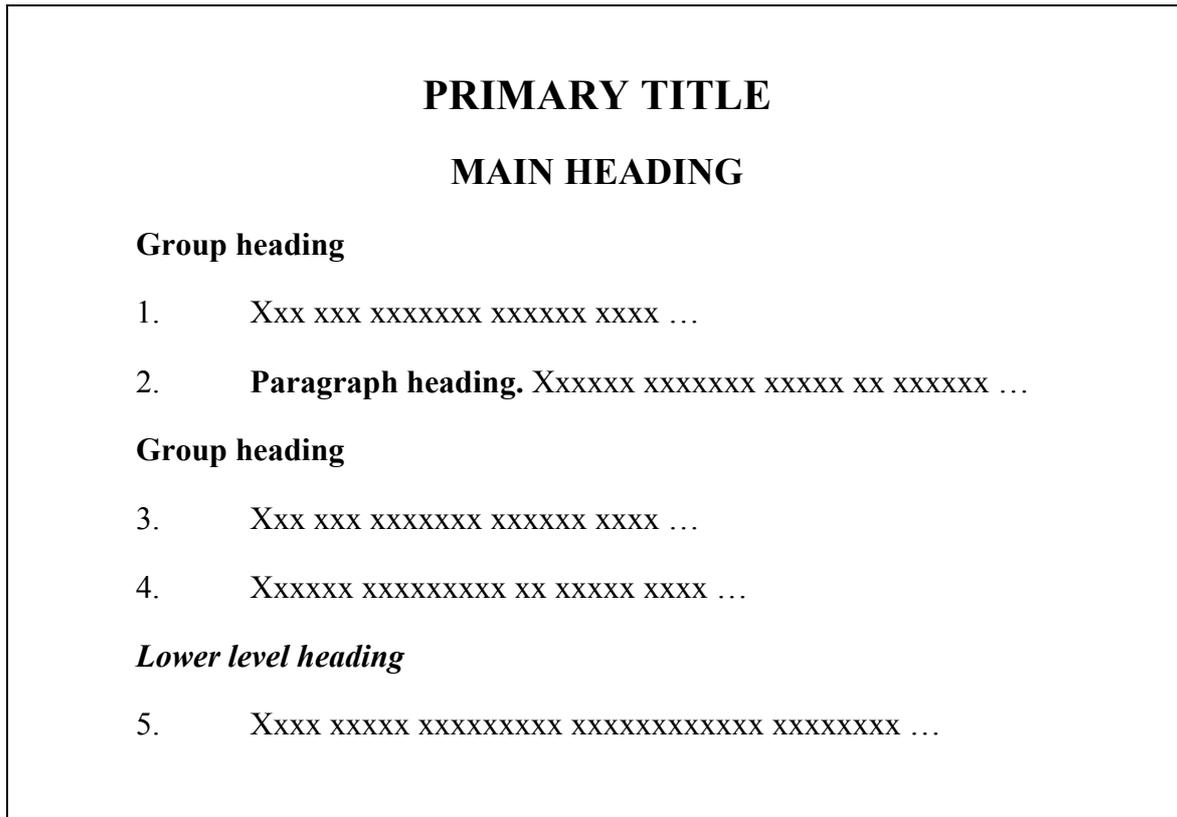


Figure 1: Hierarchy of Titles/Headings

Numbered paragraphs

35. **First-level paragraph.** Paragraphs forming the body of the document are numbered consecutively in Arabic numerals. The identifying number, followed by a full stop, begins on the left-hand margin. If the publication is divided into chapters, the paragraph number is preceded by the chapter number followed by a full stop (eg 1.1, 1.2, 2.1, 2.2 etc). The first letter of text starts at a tab point 15 mm from the margin. The second and subsequent lines of text start at the margin. All text in standard Defence documents is left aligned, not justified. If the document contains only a single paragraph, it is not numbered and the text is not indented.

36. Lower-level paragraphs are formatted as follows:⁷

a. **Second-level paragraph.** The identifying lower-case letter (a, b, c etc), followed by a full stop, is positioned at the left-hand margin. The text then begins at a hanging indent of 15 mm. All text is left aligned. When referring to a second-level paragraph omit the full stop after the letter identifier—for example, ‘34a’, or ‘2.34a’ if chapter number is included.

(1) **Third-level paragraph.** The identifying number, in parentheses, is indented 15 mm from the left-hand margin. The text is then begins at a hanging indent of 10 mm (ie indented 25 mm from the margin). Again, all text is left aligned. If there is only one third-level paragraph, it is still numbered. When referring to

⁷ Although there is no limit to how many paragraph levels may be used in a document, clarity can suffer if too many are used. The *Writing Manual* suggests that two levels should normally be the maximum for Defence correspondence.

a third-level paragraph omit the full stop after the letter identifier—for example, ‘34a(1)’, or ‘2.34a(1)’ if chapter number is included.

- (a) **Fourth-level paragraph.** These subparagraphs are identified by lower-case letters in parentheses indented an additional 10 mm from that of the preceding level, and the text begins at a hanging indent of 10 mm. All text is left aligned.

37. **Punctuation in lower-level paragraphs.** When each element is a sentence, it starts with an initial capital, is punctuated and ends with a full stop, as shown above. When the elements are not sentences, such as a list, they begin with a lower-case letter (with the exception of proper nouns) and require no terminating punctuation, with the exception of a full stop after the final item or a colon to indicate a list or lower-order paragraph. **There is no requirement for either commas or semicolons at the end of each list item.** For example:

a. xxxx xxxxx xxxx

b. xxxx xxx xxxx:

 (1) xxxxxx:

 (a) xxx xxxx

 (b) xxxx

 (2) xxx xxxx

c. xxx xxxxx xxxxxx.

Dot-point paragraphs

38. The dot-point format can be used as an alternative to numbered subparagraphs. The hierarchy of dot-point paragraphs is a bullet (•), an en rule (–) and an asterisk(*). Formatting and indentation are similar to numbered paragraphs, and all text is left aligned:

- The bullet is set at the left-hand margin and the text is indented 15 mm.
- The en rule is indented 15 mm from the left-hand margin and the text is indented a further 10 mm (ie 25 mm from the margin).
- * The asterisk is indented 25 mm from the left-hand margin and the text is indented a further 10 mm (ie 35 mm from the margin).

39. **Punctuation in dot-point paragraphs.** Punctuation is similar to that used in lower-level numbered paragraphs (refer paragraph 37). When each element is a sentence, it starts with an initial capital, is punctuated and ends with a full stop. When the elements are not full sentences, they begin with a lower-case letter (with the exception of proper nouns) and require no terminating punctuation, with the exception of a full stop after the last one.

40. **Limitations on use of dot points.** Caution should be exercised in the use of dot-point paragraphs. While they may be suitable for briefs and the like, they are not to be used when detailed responses are being sought regarding the contents of a document or for reference-type publications, such as Defence Instructions and AAPs. It is much easier and

clearer to be able to refer to ‘paragraph 12b(3)’ than to ‘the third em rule under the second dot point on the fourth page’.

Consistency of subparagraph styles

41. The style of subparagraphs used should be consistent throughout the document. Numbered subparagraphs and dot points normally should **not** to be used interchangeably in a document.

Quotations

42. Quotations of up to two lines should be shown as normal text with quotation marks. Single quotation marks are used, **not** double. Double quotation marks are used **only** when a quote is within another quote. Longer quotations (more than about 30 words) should be indented as a separate block quotation (see paragraph 45) and, because they are differentiated from the text in this way, they do not need quotation marks.

43. Material quoted must be produced exactly as it appears in the source document, spelling and grammatical errors included. Where there are errors or the spelling of a word in a quote is incorrect, they should be indicated by using [sic], to show that the writer is aware of the error. Any material added by the writer should be enclosed in square brackets [—], not parentheses. Ellipsis points (with a space before and after) are used to show the omission of a word or words from quoted material. These points are illustrated in the following examples:

‘It was obvious to Williams [the RAAF’s first Chief of the Air Staff] that there was no connexion [sic] between the two.’

‘We shall fight on the beaches ... we shall never surrender.’

44. **Introductory quotation.** An introductory quotation sets the theme of a paper, essay or chapter of a publication. It appears immediately below the primary title or chapter heading and before any other text.

*An introductory quotation in a Defence document is indented 15 mm from both margins. It is italicised one point smaller (ie 11 point) than body text font, and it is **not** enclosed in quotation marks. The text is normally left aligned; however, it may be centred if the quotation is short. It appears as a block with a line space above and below. The name of the author or source of the quote appears below, in regular font (11 point) aligned right.*

Author’s name / Source (if applicable)⁸

45. **Block quotation.** Long quotations (more than about 30 words) are set out separately as ‘block quotations’:⁹

A block quotation in a Defence document is indented 15 mm from left-hand margin and 10 mm from the right-hand margin. It is in normal font (not italicised) one point

8 Consideration should be given to using a footnote reference to provide more detailed information re the source of the quote (eg full publication details).

9 The layout for a block quotation in a Defence document is slightly different to that for a non-Defence document. In a Defence document it is indented 15 mm from the left-hand margin and 10 mm from the right, but in a non-Defence document it is indented 15 mm from both the left-hand and right-hand margins.

smaller (ie 11 point) than body text, and it is **not** enclosed in quotation marks. It appears as a block with a line space above and below. If applicable, the name of the author or source of the quote appears below, aligned right.

Author's name / Source (if applicable)¹⁰

46. Quotation marks with other punctuation:

- If the punctuation mark is part of the quotation, it is kept inside the quotation mark; for example:

‘Will you be attending the briefing?’ the Director asked.
‘Once you have finished the final draft,’ his supervisor said, ‘I will review the paper’.
- If the punctuation mark is not part of the quotation, it is placed outside the quotation mark; for example:

‘It is a new publication’, said the officer, ‘that details the latest policy’.
- Terminating punctuation (eg full stop) is placed inside the closing quotation mark when there is no carrier expression, but outside the closing quotation mark whenever there is a carrier expression:

‘I will be attending the conference. I have already submitted my nomination.’
but
He replied, ‘I will be attending the conference. I have already submitted my nomination’.
- Question marks and exclamation marks are also placed inside the final quotation mark when they are part of the quotation but outside when they are part of the carrier statement.

Figures and tables

47. Figures and tables should be placed as close as possible to (and preferably after) the text to which they relate. Reference in the text to the figure/table should be made as follows:

Figure 2 demonstrates ...

As shown at Figure 2.1 ...

... (see Table 2).

48. **Figures.** Elements of an electronic diagram, figure or illustration, created using drawing tools in Word, normally are to be ‘grouped’ and formatted for ‘wrapping top and bottom’. This makes moving them around and resizing them in the document easier. These inclusions are to be described as figures. Ideally, figures should be of a standard format (and size where feasible) throughout the document. The figure identifier and caption/title is to be in 12-point font in bold type and located centrally below the diagram (with a 6-point line space between diagram and figure caption/title) as shown below. Apart from the first letter of the

¹⁰ Again, consideration should be given to using a footnote reference to provide more detailed information re the source of the quote.

first word, capitalise only proper nouns and adjectives derived from proper nouns. A full stop is not required at the end of the caption/title, even if it is punctuated.



Figure 1: Figure caption/title

49. If the document is divided into chapters, the chapter number is incorporated in the figure identifier (chapter number, a full stop and then sequential figure number) as shown:



Figure 1.2: Figure caption/title

50. If the figure extends over more than one page, consideration should be given to repeating any figure/column headings on the next page to make it easier for the reader to assimilate the information.

51. **Tables.** Tables are identified in a similar manner to figures (12-point font, in bold) but in Defence documents the figure identifier and caption/title is **located centrally above the table**, as shown below:

Table 2: Table caption/title

Heading 1	Heading 2	Heading 3

52. Again, if the document is divided into chapters, the chapter number is incorporated in the table identifier (chapter number, a full stop and then sequential number of table) as shown:

Table 2.1: Table caption/title

Heading 1	Heading 2	Heading 3

53. If the table extends over more than one page, consideration should be given to repeating the column headings on the next page to make it easier for the reader to assimilate the information.

Photographs and illustrations

54. Except for major publications, such as AAPs, most Defence documents will be published in black and white. This means that some coloured figures and illustrations may become unclear, particularly complex graphs or maps with multiple boundaries or lines. For clarity, therefore, authors should develop diagrams, figures or illustrations in black and white, or greyscale with suitable resolution, using different thickness, dotted or dashed lines. Care also should be taken to avoid using too small a font size in any diagrams and illustrations.

55. Any images for use as illustrations also should be provided as separate files, preferably in JPEG, TIFF or PDF format and at a minimum resolution of 300 dpi (600 dpi preferred). Any photographs also must be scanned to these specifications, or the originals provided to the APDC Publications Officer—after scanning, these will be returned to the author.

56. PowerPoint slides are generally not acceptable for reproduction. If they are to be included, coloured or gradient backgrounds should not be employed, nor should complicated images or very small font sizes be used, as these will not reproduce clearly in printed format.

OTHER GUIDELINES

Names

57. **Government.** The term ‘**Australian Government**’ has replaced the terms ‘Commonwealth Government’ and ‘Federal Government’, which should no longer be used. The Australian Government is a separate entity within the Commonwealth of Australia. The term ‘Commonwealth of Australia’ refers to the Australian and State and Territory governments.¹¹

58. **Defence.** ‘Defence’ is the standard term to use when referring to both Service and civilian elements of the Defence portfolio. The term ‘Defence’, or ‘Department of Defence’,

11 Department of Defence, 2010, *Ministerial and Executive Coordination and Communication Division: Defence Branding – Terminology*, Department of Defence, Canberra, viewed 20 March 2014, <<http://intranet.defence.gov.au/oscdfweb/sites/Branding/ComWeb.asp?page=36085#Section1>>.

supersedes the terms ‘Australian Defence Organisation’ and ‘ADO’ that were abandoned in 2002.¹² When writing for audiences external to Australia, use the term ‘Australian Department of Defence’.

59. **Australian Defence Force** refers to the Service element of the Defence portfolio only and is acceptable for both domestic and international use.

60. **Newspapers and other periodicals.** When *The* is shown on the masthead as part of the title of a newspaper or other periodical—*The Sydney Morning Herald*, for example—it should be italicised when it does not coincide with the ordinary use of the definite article:

It was reported in *The Sydney Morning Herald*.

but

... in the *Sydney Morning Herald* editorial.

61. **World Wars.** The World Wars normally are to be referred to as World War I and World War II, **not** First (or Second) World War, or World War One (or Two). **Under no circumstances should they to be contracted to WWI or WW2.**

Numbers

62. When they appear in text, numbers one to nine should be expressed in words and numbers 10 and above written in numerals. Numbers of up to four digits are expressed without spaces (except in tables where consistent spacing is essential for clarity). Numbers in the ten thousands and above have separators that are represented by fixed spaces, **not** commas—a comma can be confusing as it is used as a decimal marker in Europe. In Microsoft Word, the fixed spaces should be inserted using ‘Ctrl + Shift + Space Bar’ so that the numerals are kept together and the space does not become elongated due to justification of the text:

10 / 100 / 1000 / 10 000 / 100 000 / 1 000 000

63. In tables, where consistent spacing is essential for clarity and for the purpose of totalling, the four-digit rule does not apply—for example:

3
22
345
6 500
10 000
234 567
1 123 456

64. To avoid ambiguity, an unspaced en rule (**not** a hyphen) is used in spans of figures and in expressions relating to temperature, time or distance; for example:

115–125 / 25–30°C / 1995–99 / 100–102 Smith Street

12 *ibid.*

65. Figures are to be used when numbers are separated by a multiplication sign; for example:

12 × 8-tonne trucks / 24 × 2000-pound bombs

Note: The spaces before and after the multiplication sign should be inserted as fixed spaces using ‘Ctrl’+‘Shift’+‘Space Bar’ so that the elements are kept together and the spaces do not become elongated due to justification of the text.

66. Figures should not be used in text to start a sentence—words are preferred. If a number opening a sentence is accompanied by a symbol (eg a dollar sign) and therefore cannot be expressed in words, the sentence should be recast so that it does not start with the symbol.

67. Per cent (two words, **not** percent) should always be spelt out in text. However, the symbol ‘%’ can be used in figures, tables or graphs, where space may be limited.

68. When a fraction is expressed in words, a hyphen is used to link the two elements of the fraction; for example:

one-quarter / three-eighths / four and four-fifths

Currencies

69. For currencies, the appropriate letter(s) for the country or the appropriate international symbol or abbreviation is to be placed immediately **before** the sum of money. For example:

A\$5000 / NZ\$2500 / US\$10 000 / £300 / €25 000 / DM1000

70. As detailed above for numbers, monetary amounts of ten thousand and above have separators that are represented by fixed spaces, **not** commas—again, the fixed spaces should be inserted using ‘Ctrl’+‘Shift’+‘Space Bar’ so that the numerals are kept together and the space does not become elongated due to justification of the text.

71. In tables, columns of currencies should be aligned on the decimal point or right aligned, as shown below:

Amounts in dollars and cents	Amounts in exact dollars
\$	\$
1.23	12
3 456.00	2 468
10 000.00	25 678

Dates

72. Dates in text are to be written in full in the sequence of the day of the week (if required), day of the month, month and year. The abbreviated form (eg 25 Apr 14) is not normally used in text; however, it may be used in figures or tables to save space. For example:

Friday 25 April 2014 *or* Wed 25 Apr 14 (**not** 25th)

73. Two digits are used in Defence writing for the day of the month—01 to 31. However, the leading zero may be omitted in more informal documents.

74. Dates expressed entirely in numbers (eg 02/05/14, meaning 02 May 2014) are not to be used as they have the potential to create ambiguity, because different countries have different conventions.

75. Decades are written as:

1990s / 2000s / 2100s (**not** 1990's or '90s)

76. Centuries can be written either in words or in a mixture of words and numerals; however, the format used should be standard throughout the document:

the eighteenth century *or* the 18th century (**not** 18th and no capital 'C')

77. Shortened forms for eras—BC (before Christ), AD (anno Domini), CE (common or Christian era) and BP (before present)—are shown without full stops and with a space separating them from the year: for example:

1200 BC / 1788 AD / the third century BC / the fourth century CE

78. When writing, try to ensure that the entire date string is on one line and that the line does not start with the day of the month, which might be confused with a paragraph number. At the very least, the day of the month and the month **must** be kept together.

Times

79. The 24-hour clock system (eg 0800 hours, 2359 hours) normally is to be used. However, if the document is to be distributed to people likely to be unfamiliar with the 24-hour system, 'am' and 'pm' notations may be used.

80. When using 'am' and 'pm' notations, a full stop should be used to separate the hours from the minutes, **not** a colon. Two zeros may be used to indicate even hours but this is not essential (eg 10 am or 10.00 am), although the format should be kept consistent throughout the document. In addition, for consistency, the zeros should be included if other times that include minutes (9.30 am) are contained in the document. The notations 'am' and 'pm' are to be written in lower case, without full stops (eg 8.30 am), **not** as 'AM' or 'PM'. The space between the time and 'am' or 'pm' also should be inserted using 'Ctrl + Shift + Space Bar' so that the two elements are kept together and the space does not become elongated due to justification of the text.

Use of capitals

81. **Reference to Government.** When referring to a specific entity, the word ‘Government’ is shown with an initial capital. However, when it does not refer to a specific entity or is used as an adjective, the word ‘government’ should be written with an initial lower-case letter. Examples are as follows:

the Australian Government, the Government, reporting to Government	<i>but</i>	regional government, government policy, systems of government, whole-of-government approach
the Queensland Government, the South Australian Government		the governments of Queensland and South Australia, the British and Australian governments, state and territory local governments, state–territory responsibility

82. **Reference to Defence.** As stated previously, ‘Defence’ is the standard term to use when referring to both Service and civilian elements of the Defence portfolio. However, when the word ‘defence’ is used as a concept or in a generic sense, such as in ‘Australia’s defence industry base’, the initial letter is not capitalised.

83. **Reference to the Service(s).** The word Service(s) is shown with an initial capital if it refers to the Navy, Army and/or Air Force. The use of upper case or lower case for the initial ‘s’ in this word varies in other circumstances; for example, Public Service, Secret Service but social services.

84. **Reference to ranks.** Ranks should be given initial capitals when used as a title but, when referring to ranks in a generic sense, lower case should be used; for example:

The aircraft captain was Flight Lieutenant Jones.

but

Corporal Jones, the most senior corporal on the list, should be promoted to sergeant by the end of the year.

85. **Postnominals.** Postnominals are to be shown in capitals, without full stops. They are separated from the surname by a comma, and before abbreviations that indicate Service or regiment or unit. When several postnominals occur, commas are inserted between them; for example:

Air Chief Marshal Sir Frederick Scherger, KBE, CB, DSO, AFC

Air Vice-Marshal HN Wrigley, CBE, DFC, AFC

Air Vice-Marshal Edward Stringer, CBE, MA, BEng, RAF

86. **Signature Blocks.** The following information is contained in a document's signature block:

- Documents other than minutes or faxes:
 - initials (or given name), family name, and postnominals, in bold font with only the first letters capitalised—if initials are used, these are written with no space between and no full stops
 - rank (if applicable), in full, using initial capitals only
 - appointment, in full, using initial capitals only.

For example:

P Wood
Group Captain
Director

Sandra Finney
Deputy Director - Strategy

KJ Brent
Wing Commander
Editor

- Minutes and faxes:
 - initials (or given name) and family name, in bold font with only the first letters capitalised—if initials are used, these are written with no space between and no full stops
 - abbreviated rank (if applicable), in upper case regular font
 - appointment, abbreviated and in regular font—if no accepted abbreviation for appointment, it is shown in full with initial capitals.

For example:

P Wood
GPCAPT
DAPDC

S Finney
DD-E

KJ Brent
WGCDR
Editor

87. **Names of organisations and institutions.** When cited in full, the official names of organisations and institutions are given initial capitals, but any articles, prepositions or conjunctions are shown in lower case. Examples of such entities are shown at Annex D. Further information on the use of capitals in such names is provided in the following paragraphs.

88. When the names of organisations or institutions are abbreviated to the generic element for subsequent references, they normally do not take an initial capital:

the Ford Motor Company of Australia	the company
No 10 Squadron	the squadron
the Department of Defence	the department
the Chiefs of Service Committee	the committee

However, always use the full name if the generic name could lead to confusion with the names of similar bodies appearing in the text.

89. An exception to this general rule applies in the case of the Services:

the Royal Australian Navy	the Navy
the Australian Army	the Army
the Royal Australian Air Force	the Air Force

90. When the name of organisations or other body is abbreviated but retains some specific elements, the capitals are retained:

The Department of Foreign Affairs and Trade ... a matter for Foreign Affairs ... the department

The National Gallery of Australia ... the National Gallery ... the gallery

91. **Topographical features.** Initial capitals are given to the names of particular topographical features (mountains, rivers, valleys etc) when cited in full—the Hunter Valley, the Murray River, the Blue Mountains. However, when two or more names with the same generic element are combined, use lower case for the pluralised word—the Murray and Darling rivers.

92. When a particular feature is referred to as topographical form, the generic name is not capitalised. However, when the generic element serves as the conventional abbreviation for the place and becomes a recognised name, the first letter remains capitalised:

the Murray River	the river	Norfolk Island	the island
<i>but</i>			
the Great Barrier Reef	the Reef	the Persian Gulf	the Gulf

93. **Public buildings and places.** These names are treated in a similar manner to topographical features:

Sydney Town Hall	Empire State Building
<i>but</i>	

Sydney and Melbourne town halls

94. When the full name of a building or place is not cited, capital letters should not be used:

The Sydney Building was damaged by fire in February 1914.

but

The building was damaged by fire in February 1914.

95. **Astronomical terms.** The words ‘earth’, ‘sun’ and ‘moon’ are given initial capitals only when they are referred to as names of specific planetary objects:

The Moon is closer to Earth.

but

The Earth has just one moon and one sun.

- **Australian Army:**
 - 6th Division (**not** Sixth or 6th) 6 Div
 - 3rd Brigade (**not** 3rd) 3 Bde
 - 6th Battalion, The Royal Australian Regiment 6 RAR
 - 1st Armoured Regiment (**not** 1st) 1 Armd Regt
- **RAAF:**¹⁴
 - Air Combat Group ACG
 - Headquarters Air Lift Group HQALG (**not** HQ ALG)
 - No 92 Wing 92WG (**not** 92 WG)
 - No 10 Squadron 10SQN (**not** 10 SQN)
 - No 1 Flying Training School 1FTS (**not** 1 FTS)
 - No 2 Operational Conversion Unit 2OCU (**not** 2 OCU)

(When referring to more than one wing/squadron/unit, the correct terminology is Nos 1 and 2 Squadrons (**not** No 1 and 2 Squadrons **nor** Nos 1 and 2 Squadron)

Note: Strictly speaking, it is not correct in a formal Defence document to refer to a unit as just ‘75 Squadron’ (ie to delete ‘No’); however, such a contraction may be used in a publication written in a more conversational style. A mix of the full title and abbreviation should never be used (ie **not** ‘No 75 SQN’).

98. Examples of the correct forms for describing overseas defence formations and units are detailed at Annex E.

REFERENCES

Footnotes

99. Authors need to acknowledge all sources to avoid giving the impression that another author’s work is their own. Failure to provide clear and appropriate acknowledgment of sources may result in the work not being published.

100. Footnotes are normally preferred to endnotes unless there are multiple and lengthy footnotes that could distract the reader and make the page appear ‘bottom heavy’. The footnote identifier number is to be inserted in superscript (two sizes smaller than the regular text, ie 10-point font) in the same font type as the text. It should be placed at the end of a sentence or clause (rather than immediately after the word(s) to which it relates) and before all punctuation marks, **except** the end-of-sentence ones, and, wherever possible, immediately after direct quotations. The footnote reference number at the bottom of the page is positioned at the left margin with the text indented 15 mm. The footnote number and text is two sizes

14 Although in the war years (and through to about the 1950s), the abbreviation ‘No’ was followed by a full stop (ie ‘No.’), this is not current practice (nor has it been for many years). Also, in the abbreviated titles of RAAF units, there is no space between the number and the abbreviation of the unit designator—ie it is shown as ‘92WG’ or ‘10SQN’, **not** ‘92 WG’ or ‘10 SQN’.

smaller (ie 10-point) and in the same font type as the body text. In Defence documents, a clear line is left between footnote entries.¹⁵

101. Defence uses the author–date (or Harvard) system for referencing. The details required for published works are, in order:¹⁶

- author’s (or editor’s) family name, followed by title/rank, initials or given name, and ‘(ed)’ or ‘(eds)’ if applicable¹⁷—the names should be separated by an ampersand (&) if there are two, and by commas and an ampersand before the name of the final author if there are more than two
- year of publication
- title of publication and any subtitle (italicised)
- series title and/or volume number, if applicable
- edition (if other than first), if applicable
- publisher
- place of publication
- page number(s), if applicable.

102. Full reference details should be given the first time a work is cited. In large publications containing several chapters, references should be **cited in full the first time they occur in each chapter** to make it easier for readers who may read chapters in isolation.

References to published books

103. **First reference.** Each entry should give applicable details listed above: author’s (or editor’s) family name, followed by title/rank, initials or given name; year of publication; full title of the book (in italics); volume and/or edition number if applicable; publisher; place of publication; and page number(s). For example:

- | | |
|---|--|
| 1 | Stephens, Alan, 1995, <i>Going Solo: The Royal Australian Air Force, 1946–1971</i> , Australian Government Publishing Service, Canberra, p 1. |
| 2 | Brent, Wing Commander Keith (ed), 2005, <i>Masters of Air Power: The Proceedings of the 2005 RAAF History Conference held in Canberra on 12 August 2005</i> , Air Power Development Centre, Canberra, pp vii–ix. |

15 The layout of footnote text is different in a Defence document to that for a non-Defence document. In a Defence document, the footnote reference number at the bottom of the page is in normal font, but in a non-Defence document it is in superscript. In addition, in Defence documents, a clear line is left between entries, while in non-Defence documents there is no space between entries.

16 Refer the *Writing Manual* for more detail on references. The order of information for references in Defence documents is slightly different to that for non-Defence documents, which follow the guidelines set out in the *Style Manual* (see Annex B).

17 The author’s/editor’s name details should be given as they are shown on the title page of the reference publication—that is, if the author uses rank and given name(s), then they should be included, not just initials. If initials are used, these are written with no space between and no full stops.

104. **Later references.** Later references to a book already cited (in the same chapter) should give author's family name, shortened title (in italics) and page number(s):

| 4 Stephens, *Going Solo*, p 10.

105. **References to articles/chapters in published books.** The first reference should give full details: author's (or editor's) family name, followed by title/rank, initials or given name; year of publication; title of article/chapter (normal font in single quotation marks, with minimal capitalisation¹⁸); details of author/editor of book; full title of the book (in italics); volume and/or edition number if applicable; publisher; place of publication; and page number(s). For example:

| 6 Hallion, Dr Richard P, 2009, 'Expeditionary air power in the first Gulf War', Brent, Wing Commander Keith (ed), *Air Expeditionary Operations from World War II until Today: Proceedings of the 2008 RAAF History Conference*, Air Power Development Centre, Canberra, p 79.

106. **Later references to articles/chapters in published books.** Later references to an article/chapter already cited should give author's family name, shortened title of article/chapter (normal font in single quotation marks, minimal capitalisation), and page number(s):

| 8 Hallion, 'Expeditionary air power in the first Gulf War', p 83.

References to Defence/government publications

107. **First reference.** Each entry should give the department/sponsoring agency as the author, year of publication, full title of the document (in italics), volume and/or edition number if applicable, publisher, place of publication, and page number(s).

108. The following examples of citations for Defence and government publications are provided as a guide—a more comprehensive listing is provided at Annex F. Where applicable, the abbreviated title also is shown, in square brackets:

10	Australian Defence Headquarters, 2012, Australian Defence Doctrine Publication–D— <i>Foundations of Australian Military Doctrine</i> , Third Edition, Defence Publishing Service, Canberra, p 3–5. [ADDP–D— <i>Foundations of Australian Military Doctrine</i>]
12	Royal Australian Air Force, 2013, Australian Air Publication 1000–D— <i>The Air Power Manual</i> , Sixth Edition, Air Power Development Centre, Canberra, p 80. [AAP 1000–D— <i>The Air Power Manual</i>]
14	Department of Foreign Affairs and Trade, 1997, <i>In the National Interest: Australia's Foreign and Trade Policy White Paper</i> , Department of Foreign Affairs and Trade, Canberra.

¹⁸ Apart from capitalising the first letter of the title, initial capitals are used only for proper nouns and adjectives that are derived from proper nouns.

109. **Later references to ADDPs, ADFPs and AAPs.** Later references to an ADDP, ADFP or AAP already cited should give the designating acronym, the title (in italics), and page number(s):

- | | |
|----|---|
| 18 | ADDP-D— <i>Foundations of Australian Military Doctrine</i> , p 5–9. |
| 19 | AAP 1000-D— <i>The Air Power Manual</i> , pp 83–84. |

110. **Later references to other Defence or government publications.** Later references to other Defence or government publications already cited should give the department or sponsoring agency as the author, shortened title (in italics) and page number(s):

- | | |
|----|--|
| 21 | Department of Foreign Affairs and Trade, <i>In the National Interest</i> . |
|----|--|

References to articles in newspapers and periodicals

111. **Titles of newspapers and other periodicals.** As stated previously (paragraph 60), when *The* is shown on the masthead as part of the title of a newspaper or other periodical it should be italicised when it does not coincide with the ordinary use of the definite article:

The Sydney Morning Herald *The Canberra Times*

112. **First reference.** Each entry should give author's family name, followed by title/rank, initials or given name; date/year of publication; full title of article (normal font in single quotation marks, with minimal capitalisation); name of newspaper/periodical (in italics); volume and/or edition number if applicable, and page number(s). For example:

- | | |
|----|---|
| 23 | Calder, K, 2006, 'China and Japan's simmering rivalry', <i>Foreign Affairs</i> , March/April 2006, Council on Foreign Relations, New York, p 130. |
| 24 | Allard, Tom, 22 March 2014, 'How to guard the north: rely on US technology to plug the gaps', <i>The Canberra Times</i> , p 5. |

113. **Later references.** Later references to a newspaper/periodical article already cited should give author's family name, shortened title (normal font in single quotation marks, minimal capitalisation) and page number(s):

- | | |
|----|--|
| 26 | Calder, 'China and Japan's simmering rivalry', pp. 125–30. |
|----|--|

References to unpublished works

114. **First reference.** Each entry should give author's family name, followed by title/rank, initials or given name; year of creation; full title of paper/thesis (normal font in single quotation marks); name of university/establishment under whose auspices the study was undertaken (if applicable) or details of where paper was presented; and page number(s). For example:

- | | |
|----|---|
| 27 | McDermott, P, 1995, 'Asia-Pacific Regional Security Frameworks: Cooperative Opportunities for Japan and Australia', unpublished thesis, National Institute of Defense Studies, Tokyo, p 11. |
| 28 | Tow, William, 2003, 'U.S. Bilateral Security Alliances in the Asia-Pacific: Moving Beyond "Hub and Spokes"', paper presented at Australasian Political Studies Association Conference, University of Tasmania, Hobart, p 4. |

115. **Later references.** Later references to an unpublished work already cited should give author's family name, shortened title (normal font in quotation marks) and page number(s):

| 30 McDermott, 'Asia-Pacific Regional Security Frameworks', p 10.

References to websites

116. **First reference.** Entries should cite full details as for references to monographs, and include the website address (URL) and the date the document was viewed. All hyperlinks should be removed in hard copy documents. Details required are as follows:

- name of author(s), editor(s) or institution
- date (or year) of publication or website creation—where no date is available, the notation 'nd' may be used
- title of document or web page
- edition (if other than first), if applicable
- name and place of publisher, sponsor or host
- date viewed
- web page or website address (in angle brackets (<>)).

117. Examples are as follows:

32 David Johnston, Minister for Defence, 21 February 2014, *P-8A Poseidon aircraft to boost Australia's maritime surveillance capabilities*, media release, Canberra, viewed 20 March 2014, <<http://www.minister.defence.gov.au/2014/02/21/p-8a-poseidon-aircraft-to-boost-australias-maritime-surveillance-capabilities/>>.

33 Department of Defence, 2013, *Defence White Paper 2013*, Department of Defence, Canberra, viewed 20 March 2014, <http://www.defence.gov.au/whitepaper2013/docs/WP_2013_web.pdf>.

118. Caution should be exercised when using website references. Authors need to be aware that the internet tends to be dynamic, information changes rapidly and without warning, and websites may not be permanent.

119. **Later references.** Later references to a website already cited should give author's (or editor's) family name or name of institution, and shortened title:

| 36 Department of Defence, *Defence White Paper 2013*.

Use of Latin contractions

120. The Latin contraction 'ibid' (**not** 'Ibid') may be used for a reference immediately following a previous citation, with a new page reference if appropriate:

38 Coulthard-Clark, Chris, 1997, *Hit my Smoke: Targeting the Enemy in Vietnam*, Allen & Unwin, Sydney, p 20.

39 ibid, p 3.

121. The contractions ‘op cit’, ‘loc cit’ and ‘id’ are **not** normally used in APDC documents. Experience has shown that many readers are not familiar with these terms and find their use confusing, particularly if the previously cited work is not in close proximity (within a page or two) of the second reference or the same author has more than one work cited.

Bibliography

122. A bibliography is to be provided, where applicable, and should list all sources used in the preparation of the document, whether they have been cited in the text or not. The entries are to be presented alphabetically by author and are not numbered. The text is left aligned with a clear line space between entries.

123. The format for bibliographic entries is the same as for footnote references, except that page numbers are not included. The names of the authors should be separated by an ampersand (&) if there are two, and by commas and an ampersand before the name of the final author if there are more than two.

124. If the number of references is large (more than one or two pages), the bibliography should be broken into sections (eg books, journal articles, websites etc).

APDC STYLE GUIDE NON-DEFENCE DOCUMENTS

An introductory quotation is used to set the theme of a paper, essay or chapter of a publication. It appears immediately below the primary title or chapter heading and before any other text. A line space is left above and below the quote, and it is indented 15 mm from both margins. The quote is italicised with text one point smaller (i.e. 11 point) than the body text font, and it is not enclosed in quotation marks. The name of the author or source of the quote appears below, in regular font (11 point) aligned right.

Author's name / Source (if applicable)¹

INTRODUCTION

1. This section provides guidelines for the writing standards to be used for non-Defence documents such as published books, including fellowship books, conference proceedings, Heritage Award books etc.
2. The prime authority is the *Style Manual for Authors, Editors and Printers* (hereinafter referred to as the *Style Manual*), and the information provided in this section has been sourced mainly from this document.² The primary spelling reference is the *Macquarie Dictionary*. The *Australian Defence Glossary* is the authoritative source of Defence-related terms, definitions and shortened forms (abbreviations and acronyms).
3. The details provided herein may be changed for some major publications and different layouts, font styles and sizes, and even colour may be used on some occasions. The APDC Publications Officer will make any determination in this regard.
4. **Disclaimer.** For publications that will be distributed to a wider audience outside Defence, including members of the public, a disclaimer should appear on the reverse title page. The Defence *Writing Manual* specifies that it should read as follows:

This publication is presented by the Department of Defence for the purpose of disseminating information for the benefit of the public. The Department of Defence does not guarantee, and accepts no legal liability whatsoever arising from or connected to, the accuracy, reliability, currency or completeness of any material contained in this publication.

The content and views expressed in this publication are the author's own, and are not in any way endorsed by or reflect the views of the Department of Defence. The Department of Defence recommends that you exercise your own skill and care with respect to the use of this publication and carefully evaluate the accuracy, currency, completeness and relevance of the content for your own purposes.

¹ Consideration should be given to using a footnote reference to provide more detailed information re the source of the quotation (e.g. full publication details).

² Snooks & Co (prepared for Department of Finance and Administration), *Style Manual for Authors, Editors and Printers*, Sixth Edition, John Wiley & Sons, Brisbane, 2002.

This publication is not a substitute for independent professional advice and you should obtain any appropriate professional advice relevant to your particular circumstances.

STRUCTURE

Page set-up

5. Paper size is to be A4 (portrait) with left and right margins set at 25 mm. Top and bottom margins are to be set at 20 mm and the gutter at 0 mm. Headers and footers normally are set at 10 mm. All body text is to be justified, single line spacing. One space only is to be left after full stops.

6. The paragraphs of most documents are indented for the first line to allow space for a numbering system to be used. The standard size of indent is 15 mm for first-level numbered paragraphs.

7. Subparagraphs use hanging indents. Second-level numbered paragraphs have a 15-mm hanging indent, and third-level numbered paragraphs have a 10-mm hanging indent. Dot-point paragraphs (dot, dash and asterisk) are indented 15, 10 and 10 millimetres respectively. Unnumbered paragraphs are not indented.

Font

8. The normal font for non-Defence documents is 12-point Times New Roman, although Arial may be used on some occasions. However, authors should discuss the matter with the APDC Publications Officer before using a font other than Times New Roman.

Non-discriminatory language

9. Authors must ensure that non-discriminatory language is used in all documents. When referring to an individual, mention of a person's gender, religion, nationality, racial group, age or physical or mental characteristics should be made only if that information is relevant to the subject matter.

10. The word 'Indigenous' should always have an initial capital when it is used to refer to Australia's Aboriginal and Torres Strait Islander people.

11. **Gender-neutral language.** Reference should only be made to a person's gender, sexuality or marital status if that information is relevant to the subject. To meet gender-neutral language requirements, terms such as 'man' and 'mankind' to mean 'men' and 'women' should be avoided. Gender-neutral terms for employment/working roles also should be used to avoid occupational stereotyping. Gender-specific pronouns should not be used unless referring to a particular person. Options for avoiding gender-specific pronouns include recasting the sentence in the plural, leaving the pronoun out altogether, or recasting the sentence using the gender-neutral pronoun 'you'. Additional information on gender-neutral language is provided in the *Style Guide*.

Spelling

12. Australian English is to be used in all documents. Authors should ensure that 'English (Australia)' is enabled in their word processing program before typing a document, as 'English (U.S.)' is normally the default setting on most software programs. The *Macquarie Dictionary* is the standard reference for spelling—the first entry listed is to be used if

alternative spellings are given. A spelling guide of Defence-specific words and phrases, and other words not listed in the *Macquarie Dictionary* is provided at Annex C.

13. The ending ‘-ise’ is to be used in preference to ‘-ize’ in words such as ‘organise’, ‘rationalise’ and ‘recognise’, except in proper names, titles and quotations where the original spelling is used. For example, when the word ‘Organization’ appears in an official name, the ‘z’ should not be changed to an ‘s’. Similarly, words ending in ‘-our’ or ‘-or’ should be spelt in exactly the same way as they appear in the recognised official name regardless of the preferred Australian spelling; for example: ‘World Health Organization’ and ‘Australian Labor Party’.

14. **Spelling of ‘fuze’ v ‘fuse’.** In Defence terminology, the word ‘fuze’ is spelt with a ‘z’ when it is used technically to describe ordnance (e.g. a bomb or warhead fuze or fuzing). However, when it is used in the sense of combining or bringing things together (i.e. a non-weapon sense), it is spelt with an ‘s’ (fuse).

Acronyms and Abbreviations

15. Acronyms and abbreviations should be kept to a minimum. The normal military style of using a large number of acronyms and abbreviations is not helpful to many readers, particularly to those from outside Defence. If they are used at all, they **must be consistent throughout the whole document**, and an acronym and abbreviation list should be provided.

16. The *Australian Defence Glossary* is the authoritative source of Defence-related terms, definitions and shortened forms (abbreviations and acronyms).

17. The first time an acronym or abbreviation is used in any document it should be spelt out in full, followed by the acronym/abbreviation in parentheses; for example, ‘Air Power Development Centre (APDC)’. In large publications containing several chapters, acronyms and abbreviations should be **spelt out in full the first time they occur in each chapter, annex or appendix** to ensure that readers understand the context of the shortened form in case chapters are read in isolation—this is particularly important if the readership is expected to include people from outside Defence.

18. Authors should note that in non-Defence documents full stops normally are used in abbreviations and shortened word forms.³ For example:

cont.	e.g.	i.e.	etc.	no. (for number)
ibid.	para.	fig.	Wed.	p. (for page)

19. Exceptions to paragraph 18, where full stops are **not** used, include the following:⁴

- abbreviations for ranks (e.g. AVM, LTCOL and FLTLT)
- contractions such as Mr, Dept and Pty Ltd
- initials in a person’s name (written with no space between and no full stops)
- acronyms such as ASEAN, TAFE and Qantas

³ This is different to Defence writing where **no** abbreviations or shortened word forms have full stops (refer Annex A).

⁴ Refer the *Style Manual* for more detail on abbreviations and shortened word forms.

- abbreviated titles of Service formations and units, such as HMAS *Sydney*, 6 Div or No 2 Squadron
- the terms ‘am’ and ‘pm’
- abbreviations/symbols of measurement, such as ‘km’, ‘kg’, ‘lb’ and ‘mm’.

20. **Ranks.** While abbreviations for ranks may be appropriate in some Defence documents, caution should be exercised in using them in non-Defence documents; it is often preferable to spell ranks out in full in the text in such publications (e.g. Flight Lieutenant rather than FLTLT). The use of abbreviations can be confusing for a reader who is unfamiliar with Service ranks and can interrupt the flow of reading. Spelling ranks out in full also overcomes the perennial problem of whether to use current abbreviations or older (wartime) forms (e.g. AIRCDRE v. ACdre v. Air/Cdr, SQNLDR v. S/Ldr v. S/L, PLTOFF v. PltOffr v. P/O, WOFF v. W/O etc.) in historical-type publications, such as Heritage Award books.

Contractions

21. The use of contractions, such as ‘I’ll’, ‘can’t’, ‘isn’t’ and ‘don’t’, is not appropriate in formal documents and is confined to informal writing.

Page numbering

22. Except when security constraints demand otherwise, page numbers (although allocated) normally do not appear on the title page; the verso title page; the first page of a chapter, annex or appendix; any blank pages; or on dividers separating chapters. However, in some published books, where the page number appears at the foot of the page, it may be shown on the first page of a chapter, annex or appendix, and on blank pages. Page numbering of annexes and appendices also may continue in sequence from the body of the document.⁵

23. Preliminary pages (if included) are numbered separately from the body text using lower case roman numerals (i, ii, iii, iv etc.).

24. Simple documents are numbered in the same way as correspondence: consecutive Arabic numerals, starting at ‘2’ on the second page (page 1 is not numbered), and positioned top centre of the page. Publications that are more complex are subject to specific conventions for each class of document, and page numbers might appear at the foot or head of the page depending on the design used. In addition, page numbers may consist of the chapter number, an en rule and the page number (e.g. 1–2, 1–3 etc.).⁶

25. Each new chapter or section in major publications and books normally should begin on an odd-numbered (right-hand) page. This may require a blank page being inserted at the end of the previous chapter/section.

26. Supplementary documents should be numbered separately but linked to the parent document.⁷ For example:

- **Annexes.** The page numbers of Annex A are shown as A–1, A–2, A–3 etc., and the numbers of Annex B as B–1, B–2, B–3 etc. However, if the publication contains

⁵ Refer the *Style Manual* for more detail on page numbering.

⁶ *ibid.*

⁷ *ibid.*

chapters, the page numbers of Annex 1A (i.e. Annex A to Chapter 1) would be shown as 1A-1, 1A-2, etc., and Annex 2B as 2B-1, 2B-2, etc.

- **Appendices.** The page numbers of Appendix A1 (i.e. Appendix 1 to Annex A) are shown as A1-1, A1-2, A1-3, etc., and the numbers of Appendix B2 as B2-1, B2-2, B2-3 etc. If the publication contains chapters, the page numbers of Appendix 2C4 (i.e. Appendix 4 to Annex 2C) would be shown as 2C4-1, 2C4-2, etc.
- **Enclosures.** The page numbers of an enclosure or extract from another publication should remain exactly as they are in the original document.

Note: In some published books, however, the page numbers of annexes and appendices may continue in sequence from the body of the document, and not as detailed above.

Running heads

27. Running heads are normally used in major publications and books as follows:

- Odd-numbered pages (right-hand page) – Title of chapter (right aligned)
- Even-numbered pages (left-hand page) – Title of book (left aligned)

28. Authors will need to break the chapters as sections to allow the running heads to coincide with each chapter title. The running head is not shown on the first page of each new chapter or section.

Titles and headings

29. **Primary title.** The primary title of a document should reflect the content and enable the reader to determine what it is about. Primary titles should be centred, normally in bold upper-case letters, in a large font size to provide additional visual emphasis.

30. **Main heading.** Main headings describe the subject matter of the main elements of a document, such as parts, chapters and sections (e.g. ‘INTRODUCTION’ on page B-1). Main headings appear centred, in bold upper-case letters in the same font as the text, but in a larger type size to provide additional visual emphasis—normally 14 point. Do not use italics in main headings or on any occasion when only upper case is used. If the heading extends over two or more lines, use single spacing within the heading. A clear line is left above and below these headings; however, this space may be increased to provide additional visual emphasis if required.

31. **Group heading.** These headings (e.g. ‘Titles and headings’ above) are positioned at the left-hand margin, in bold type in the same font and size as the text. A group heading takes an initial capital for its first word and for any proper nouns or adjectives derived from proper nouns. It is not numbered, nor is it followed by a full stop. A clear line is left above and below these headings.

32. **Lower level heading.** If a lower level heading below a group heading is required for a more complex paper or major publication, it should be positioned at the left-hand margin similar to a group heading but the font is italicised.

33. **Paragraph heading.** These are printed in bold type in the same font and size as the text. The paragraph heading always finishes with a full stop and the text commences one

space after the full stop. An initial capital is used for its first word and for any proper nouns or adjectives derived from proper nouns.

34. Examples of the hierarchy of titles/headings are shown below:

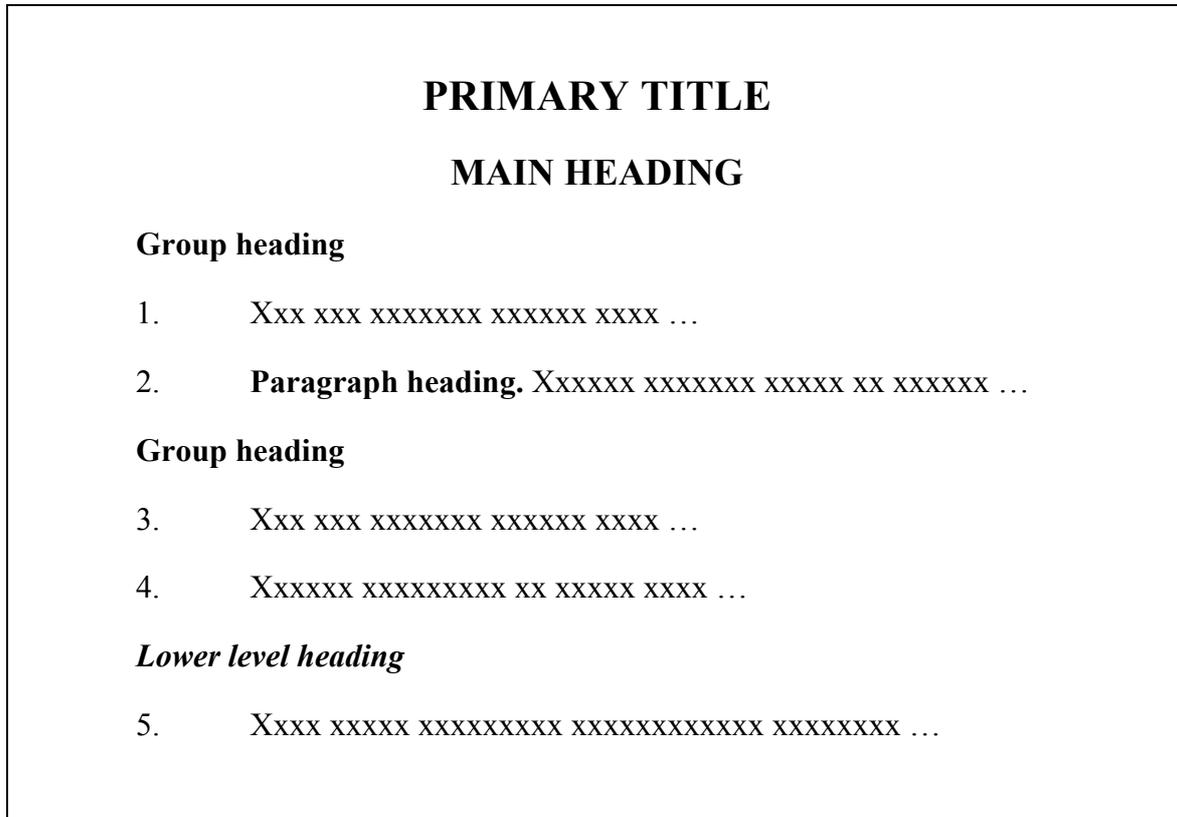


Figure 1: Hierarchy of Titles/Headings

Numbered paragraphs

35. **First-level paragraph.** Paragraphs forming the body of the document are numbered consecutively in Arabic numerals. The identifying number, followed by a full stop, begins on the left-hand margin. If the publication is divided into chapters, the paragraph number is preceded by the chapter number followed by a full stop (e.g. 1.1, 1.2, 2.1, 2.2 etc.). The first letter of text starts at a tab point 15 mm from the margin. The second and subsequent lines of text start at the margin. All text is justified. If the document contains only a single paragraph, it is not numbered and the text is not indented.

36. Lower-level paragraphs are formatted as follows:⁸

a. **Second-level paragraph.** The identifying lower-case letter (a, b, c etc.), followed by a full stop, is positioned at the left-hand margin. The text then begins at a hanging indent of 15 mm. Again, all text is justified. When referring to a second-level paragraph omit the full stop after the letter identifier—for example, ‘35a’, or ‘3.35a’ if chapter number is included.

(1) **Third-level paragraph.** The identifying number, in parentheses, is indented 15 mm from the left-hand margin. The text then begins at a hanging indent of 10 mm (i.e. indented 25 mm from the margin). Again, all text is justified. If

⁸ Although there is no limit to how many paragraph levels may be used in a document, clarity can suffer if too many are used.

there is only one third-level paragraph, it is still numbered. When referring to a third-level paragraph omit the full stop after the letter identifier—for example, ‘35a(1)’, or ‘3.35a(1)’ if chapter number is included.

- (a) **Fourth-level paragraph.** These subparagraphs are identified by lower-case letters in parentheses indented an additional 10 mm from that of the preceding level, and the text begins at a hanging indent of 10 mm. All text is justified.

37. **Punctuation in lower-level paragraphs.** When each element is a sentence, it starts with an initial capital, is punctuated and ends with a full stop, as shown above. When the elements are not sentences, such as a list, they begin with a lower-case letter (with the exception of proper nouns) and require no terminating punctuation, with the exception of a full stop after the final item or a colon to indicate a list or lower-order paragraph. **There is no requirement for either commas or semicolons at the end of each list item.** For example:

a. xxxx xxxxx xxxx

b. xxxx xxx xxxx:

(1) xxxxxx:

(a) xxx xxxx

(b) xxxx

(2) xxx xxxx

c. xxx xxxxx xxxxxx.

Dot-point paragraphs

38. The dot-point format can be used as an alternative to numbered subparagraphs. The hierarchy of dot-point paragraphs is a bullet (•), an en rule (–) and an asterisk(*). Formatting and indentation are similar to numbered paragraphs, and all text is left aligned:

- The bullet is set at the left-hand margin and the text is indented 15 mm.
- The en rule is indented 15 mm from the left-hand margin and the text is indented a further 10 mm (i.e. 25 mm from the margin).
- * The asterisk is indented 25 mm from the left-hand margin and the text is indented a further 10 mm (i.e. 35 mm from the margin).

39. **Punctuation in dot-point paragraphs.** Punctuation is similar to that used in lower-level numbered paragraphs (refer paragraph 37). When each element is a sentence, it starts with an initial capital, is punctuated and ends with a full stop. When the elements are not full sentences, they begin with a lower-case letter (with the exception of proper nouns) and require no terminating punctuation, with the exception of a full stop after the last one.

40. **Limitations on use of dot points.** Caution should be exercised in the use of dot-point paragraphs. While they may be suitable for briefs and the like, they are not to be used when detailed responses are being sought regarding the contents of a document or for

reference-type publications. It is much easier and clearer to be able to refer to ‘paragraph 12b(3)’ than to ‘the third em rule under the second dot point on the fourth page’.

Consistency of subparagraph styles

41. The style of subparagraphs used should be consistent throughout the document. Numbered subparagraphs and dot points normally should **not** to be used interchangeably in a document.

Quotations

42. Quotations of up to two lines should be shown as normal text with quotation marks. Single quotation marks are used, **not** double. Double quotation marks are used **only** when a quote is within another quote. Longer quotations (more than about 30 words) should be indented as a separate block quotation (see paragraph 45) and, because they are differentiated from the text in this way, they do not need quotation marks.

43. Material quoted must be produced exactly as it appeared in the source document, spelling and grammatical errors included. Where there are errors or the spelling of a word in a quote is incorrect, they should be indicated by using [sic], to show that the writer is aware of the error. Any material added by the writer should be enclosed in square brackets [—], not parentheses. Ellipsis points (with a space before and after) are used to show the omission of a word or words from quoted material. These points are illustrated in the following examples:

‘It was obvious to Williams [the RAAF’s first Chief of the Air Staff] that there was no connexion [sic] between the two.’

‘We shall fight on the beaches ... we shall never surrender.’

44. **Introductory quotation.** As detailed previously, an introductory quotation sets the theme of a paper, essay or chapter of a publication. It appears immediately below the primary title or chapter heading and before any other text.

*An introductory quotation in a non-Defence document is indented 15 mm from both margins. It is italicised one point smaller (i.e. 11 point) than body text font, and it is **not** enclosed in quotation marks. The text is normally left aligned; however, it may be centred if the quotation is short. It appears as a block with a line space above and below. The name of the author or source of the quote appears below, in regular font (11 point) aligned right.*

Author’s name / Source (if applicable)⁹

45. **Block quotation.** Long quotations (more than about 30 words) are set out separately as ‘block quotations’.¹⁰

A block quotation in a non-Defence document is indented 15 mm from both the left-hand and right-hand margins. It is in normal font (not italicised) one point smaller (i.e. 11 point) than body text, and it is **not** enclosed in quotation marks. It

⁹ Consideration should be given to using a footnote reference to provide more detailed information re the source of the quote (e.g. full publication details).

¹⁰ The layout for a block quotation in a non-Defence document is slightly different to that for a Defence document. In a non-Defence document it is indented 15 mm from both the left-hand and right-hand margins, but in a Defence document it is indented 15 mm from the left-hand margin and 10 mm from the right.

appears as a block with a line space above and below. If applicable, the name of the author or source of the quote appears below, aligned right.

Author's name / Source (if applicable)¹¹

46. Quotation marks with other punctuation:

- If the punctuation mark is part of the quotation, it is kept inside the quotation mark; for example:

‘Will you be attending the briefing?’ the Director asked.

‘Once you have finished the final draft,’ his supervisor said, ‘I will review the paper’.

- If the punctuation mark is not part of the quotation, it is placed outside the quotation mark; for example:

‘It is a new publication’, said the officer, ‘that details the latest policy’.

- Terminating punctuation (e.g. full stop) is placed inside the closing quotation mark when there is no carrier expression, but outside the closing quotation mark whenever there is a carrier expression:

‘I will be attending the conference. I have already submitted my nomination.’

but

He replied, ‘I will be attending the conference. I have already submitted my nomination’.

- Question marks and exclamation marks are also placed inside the final quotation mark when they are part of the quotation but outside when they are part of the carrier statement.

Figures and tables

47. Figures and tables should be placed as close as possible to (and preferably after) the text to which they relate. Reference in the text to the figure/table should be made as follows:

Figure 2 demonstrates ...

As shown at Figure 2.1 ...

... (see Table 2).

48. **Figures.** Elements of an electronic diagram, figure or illustration, created using drawing tools in Word, normally are to be ‘grouped’ and formatted for ‘wrapping top and bottom’. This makes moving them around and resizing them in the document easier. These inclusions are to be described as figures. Ideally, figures should be of a standard format (and size where feasible) throughout the document. The figure identifier and caption/title is to be in 12-point font in bold type and located centrally below the diagram (with a 6-point line space between diagram and figure caption/title) as shown below. Apart from the first letter of the first word, capitalise only proper nouns and adjectives derived from proper nouns. A full stop is not required at the end of the caption/title, even if it is punctuated.

¹¹ Again, consideration should be given to using a footnote reference to provide more detailed information re the source.



Figure 2: Figure caption/title

49. If the document is divided into chapters, the chapter number is incorporated in the figure identifier (chapter number, an unspaced en rule and then sequential figure number) as shown:

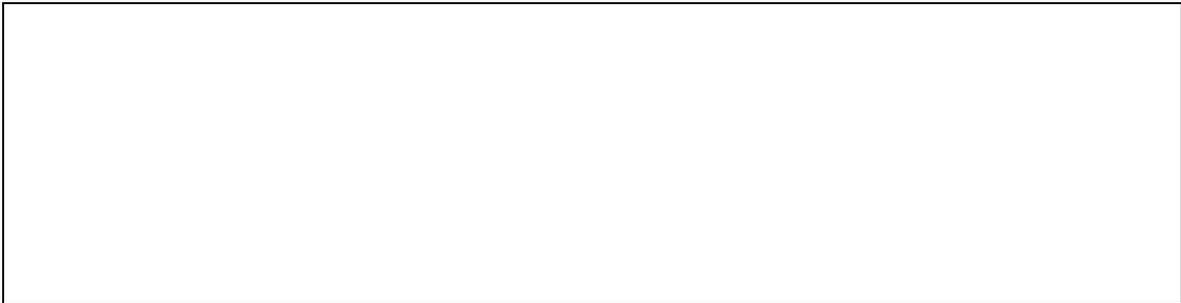


Figure 2-2: Figure caption/title

50. If the figure extends over more than one page, consideration should be given to repeating any figure/column headings on the next page to make it easier for the reader to assimilate the information.

51. **Tables.** Tables are identified in a similar manner to figures (12-point font, in bold) but in non-Defence documents the figure identifier and caption/title is **located centrally below the table** in a similar manner to figures, as shown below:

Heading 1	Heading 2	Heading 3

Table 2: Table caption/title

52. Again, if the document is divided into chapters, the chapter number is incorporated in the table number (chapter number, an unspaced en rule (not a full stop as in a Defence document) and then sequential number of table) as shown:

Heading 1	Heading 2	Heading 3

Table 2-1: Table caption/title

53. If the table extends over more than one page, consideration should be given to repeating the column headings on the next page to make it easier for the reader to assimilate the information.

Photographs and illustrations

54. Except for major publications, most documents will be published in black and white. This means that some coloured figures and illustrations may become unclear, particularly complex graphs or maps with multiple boundaries or lines. For clarity, therefore, authors should develop diagrams, figures or illustrations in black and white, or greyscale with suitable resolution, using different thickness, dotted or dashed lines. Care also should be taken to avoid using too small a font size in any diagrams and illustrations.

55. Any images for use as illustrations also should be provided as separate files, preferably in JPEG, TIFF or PDF format and at a minimum resolution of 300 dpi (600 dpi preferred). Any photographs also must be scanned to these specifications, or the originals provided to the APDC Publications Officer—after scanning, these will be returned to the author.

56. PowerPoint slides are generally not acceptable for reproduction. If they are to be included, coloured or gradient backgrounds should not be employed, nor should complicated images or very small font sizes be used, as these will not reproduce clearly in printed format.

OTHER GUIDELINES

Names

57. **Government.** The term ‘**Australian Government**’ has replaced the terms ‘Commonwealth Government’ and ‘Federal Government’, which should no longer be used. The Australian Government is a separate entity within the Commonwealth of Australia. The term ‘Commonwealth of Australia’ refers to the Australian and State and Territory governments.¹²

58. **Defence.** ‘Defence’ is the standard term to use when referring to both Service and civilian elements of the Defence portfolio. The term ‘Defence’, or ‘Department of Defence’, supersedes the terms ‘Australian Defence Organisation’ and ‘ADO’ that were abandoned in

¹² Department of Defence, *Ministerial and Executive Coordination and Communication Division: Defence Branding – Terminology*, Department of Defence, Canberra, 2010, viewed 20 March 2014, <<http://intranet.defence.gov.au/oscdfweb/sites/Branding/ComWeb.asp?page=36085#Section1>>..

2002.¹³ When writing for audiences external to Australia, use the term ‘Australian Department of Defence’.

59. **Australian Defence Force** refers to the Service element of the Defence portfolio only and is acceptable for both domestic and international use.

60. **Newspapers and other periodicals.** When *The* is shown on the masthead as part of the title of a newspaper or other periodical—*The Sydney Morning Herald*, for example—it should be italicised when it does not coincide with the ordinary use of the definite article:

It was reported in *The Sydney Morning Herald*.

but

... in the *Sydney Morning Herald* editorial.

61. **World Wars.** The World Wars normally are to be referred to as World War I and World War II, **not** First (or Second) World War, or World War One (or Two). **Under no circumstances should they be contracted to WWI or WW2.**

Numbers

62. When they appear in text, numbers one to nine should be expressed in words and numbers 10 and above written in numerals. Numbers of up to four digits are expressed without spaces (except in tables where consistent spacing is essential for clarity). Numbers in the ten thousands and above have separators that are represented by fixed spaces, **not** commas—a comma can be confusing as it is used as a decimal marker in Europe. In Microsoft Word, the fixed spaces should be inserted using ‘Ctrl + Shift + Space Bar’ so that the numerals are kept together and the space does not become elongated due to justification of the text:

10 / 100 / 1000 / 10 000 / 100 000 / 1 000 000

63. In tables, where consistent spacing is essential for clarity and for the purpose of totalling, the four-digit rule does not apply—for example:

3
22
345
6 500
10 000
234 567
1 123 4

64. To avoid ambiguity, an unspaced en rule (**not** a hyphen) is used in spans of figures and in expressions relating to temperature, time or distance; for example:

115–125 / 25–30°C / 1995–99 / 100–102 Smith Street

¹³ *ibid.*

65. Figures are to be used when numbers are separated by a multiplication sign; for example:

12 × 8-tonne trucks / 24 × 2000-pound bombs

Note: The spaces before and after the multiplication sign should be inserted as fixed spaces using ‘Ctrl’+‘Shift’+‘Space Bar’ so that the elements are kept together and the spaces do not become elongated due to justification of the text

66. Figures should not be used in text to start a sentence—words are preferred. If a number opening a sentence is accompanied by a symbol (e.g. a dollar sign) and therefore cannot be expressed in words, the sentence should be recast so that it does not start with the symbol.

67. Per cent (two words, **not** percent) should always be spelt out in text. However, the symbol ‘%’ can be used in figures, tables or graphs, where space may be limited.

68. When a fraction is expressed in words, a hyphen is used to link the two elements of the fraction; for example:

one-quarter / three-eighths / four and four-fifths

Currencies

69. For currencies, the appropriate letter(s) for the country or the appropriate international symbol or abbreviation is to be placed immediately **before** the sum of money. For example:

A\$5000 / NZ\$2500 / US\$10 000 / £300 / €25 000 / DM1000

70. As detailed above for numbers, monetary amounts of ten thousand and above have separators that are represented by fixed spaces, **not** commas—again, the fixed spaces should be inserted using ‘Ctrl’+‘Shift’+‘Space Bar’ so that the numerals are kept together and the space does not become elongated due to justification of the text.

71. In tables, columns of currencies should be aligned on the decimal point or right aligned, as shown below:

Amounts in dollars and cents	Amounts in exact dollars
\$	\$
1.23	12
3 456.00	2 468
10 000.00	25 678

Dates

72. Dates in text are to be written in full in the sequence of the day of the week (if required), day of the month, month and year. The abbreviated form (e.g. 25 Apr 14) is not normally used in text; however, it may be used in figures or tables to save space. For example:

Friday 25 April 2014 *or* Wed 25 Apr 14 (**not** 25th)

73. Two digits are used in Defence writing for the day of the month—01 to 31. However, the leading zero may be omitted in more informal documents or publications written in a more conversational style, such as a Heritage Award book.

74. Dates expressed entirely in numbers (e.g. 02/05/14, meaning 02 May 2014) are not to be used as they have the potential to create ambiguity, because different countries have different conventions.

75. Decades are written as:

1990s / 2000s / 2100s (not 1990's or '90s)

76. Centuries can be written either in words or in a mixture of words and numerals; however, the format used should be standard throughout the document:

the eighteenth century *or* the 18th century (**not** 18th and no capital 'C')

77. Shortened forms for eras—BC (before Christ), AD (anno Domini), CE (common or Christian era) and BP (before present)—are shown without full stops and with a space separating them from the year: for example:

1200 BC / 1788 AD / the third century BC / the fourth century CE

78. When writing, try to ensure that the entire date string is on one line and that the line does not start with the day of the month, which might be confused with a paragraph number. At the very least, the day of the month and the month **must** be kept together.

Times

79. The 24-hour clock system (e.g. 0800 hours, 2359 hours) normally is to be used. However, if the document is to be distributed to people likely to be unfamiliar with the 24-hour system, 'am' and 'pm' notations may be used.

80. When using 'am' and 'pm' notations, a full stop should be used to separate the hours from the minutes, **not** a colon. Two zeros may be used to indicate even hours but this is not essential (e.g. 10 am or 10.00 am), although the format should be kept consistent throughout the document. In addition, for consistency, the zeros should be included if other times that include minutes (9.30 am) are contained in the document. The notations 'am' and 'pm' are to be written in lower case, without full stops (e.g. 8.30 am), **not** as 'AM' or 'PM'. The space between the time and 'am' or 'pm' also should be inserted using 'Ctrl + Shift + Space Bar' so that the two elements are kept together and the space does not become elongated due to justification of the text.

Use of capitals

81. **Reference to Government.** When referring to a specific entity, the word 'Government' is shown with an initial capital. However, when it does not refer to a specific entity or is used as an adjective, the word 'government' should be written with an initial lower-case letter. Examples are as follows:

the Australian Government, the Government, reporting to Government	<i>but</i>	regional government, government policy, systems of government, whole-of-government approach
--	------------	--

the Queensland Government,
the South Australian Government

the governments of Queensland and
South Australia,
the British and Australian
governments,
state and territory local governments,
state-territory responsibility

82. **Reference to Defence.** As stated previously, 'Defence' is the standard term to use when referring to both Service and civilian elements of the Defence portfolio. However, when the word 'defence' is used as a concept or in a generic sense, such as in 'Australia's defence industry base', the initial letter is not capitalised.

83. **Reference to the Service(s).** The word Service(s) is shown with an initial capital if it refers to the Navy, Army and/or Air Force. The use of upper case or lower case for the initial 's' in this word varies in other circumstances; for example, Public Service, Secret Service but social services.

84. **Reference to ranks.** Ranks should be given initial capitals when used as a title but, when referring to ranks in a generic sense, lower case should be used; for example:

The aircraft captain was Flight Lieutenant Jones.

but

Corporal Jones, the most senior corporal on the list, should be promoted to sergeant by the end of the year.

85. **Postnominals.** Postnominals are to be shown in capitals, without full stops. They are separated from the surname by a comma, and before abbreviations that indicate Service or regiment or unit. When several postnominals occur, commas are inserted between them; for example:

Air Chief Marshal Sir Frederick Scherger, KBE, CB, DSO, AFC

Air Vice-Marshal HN Wrigley, CBE, DFC, AFC

Air Vice-Marshal Edward Stringer, CBE, MA, BEng, RAF

86. **Signature Blocks.** The following information is contained in a document's signature block:

- Documents other than minutes or faxes:
 - initials (or given name), family name, and postnominals, in bold font with only the first letters capitalised—if initials are used, these are written with no space between and no full stops
 - rank (if applicable), in full, using initial capitals only
 - appointment, in full, using initial capitals only.

For example:

P Wood
Group Captain
Director

Sandra Finney
Deputy Director - Strategy

KJ Brent
Wing Commander
Editor

- Minutes and faxes:
 - initials (or given name) and family name, in bold font with only the first letters capitalised—if initials are used, these are written with no space between and no full stops
 - abbreviated rank (if applicable), in upper case regular font
 - appointment, abbreviated and in regular font—if no accepted abbreviation for appointment, it is shown in full with initial capitals.

For example:

P Wood
GPCAPT
DAPDC

S Finney
DD-E

KJ Brent
WGCDR
Editor

87. **Names of organisations and institutions.** When cited in full, the official names of organisations and institutions are given initial capitals, but any articles, prepositions or conjunctions are shown in lower case. Examples of such entities are shown at Annex D. Further information on the use of capitals in such names is provided in the following paragraphs.

88. When the names of organisations or institutions are abbreviated to the generic element for subsequent references, they normally do not take an initial capital:

the Ford Motor Company of Australia	the company
No 10 Squadron	the squadron
the Department of Defence	the department
the Chiefs of Service Committee	the committee

However, always use the full name if the generic name could lead to confusion with the names of similar bodies appearing in the text.

89. An exception to this general rule applies in the case of the Services:

the Royal Australian Navy	the Navy
the Australian Army	the Army
the Royal Australian Air Force	the Air Force

90. When the name of organisations or other body is abbreviated but retains some specific elements, the capitals are retained:

The Department of Foreign Affairs and Trade ... a matter for Foreign Affairs ... the department

The National Gallery of Australia ... the National Gallery ... the gallery

91. **Topographical features.** Initial capitals are given to the names of particular topographical features (mountains, rivers, valleys etc.) when cited in full—the Hunter Valley, the Murray River, the Blue Mountains. However, when two or more names with the same generic element are combined, use lower case for the pluralised word—the Murray and Darling rivers.

92. When a particular feature is referred to as topographical form, the generic name is not capitalised. However, when the generic element serves as the conventional abbreviation for the place and becomes a recognised name, the first letter remains capitalised:

the Murray River	the river	Norfolk Island	the island
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but

the Great Barrier Reef	the Reef	the Persian Gulf	the Gulf
------------------------	----------	------------------	----------

93. **Public buildings and places.** These names are treated in a similar manner to topographical features:

Sydney Town Hall	Empire State Building
------------------	-----------------------

but

Sydney and Melbourne town halls

94. When the full name of a building or place is not cited, capital letters should not be used:

The Sydney Building was damaged by fire in February 1914.

but

The building was damaged by fire in February 1914.

95. **Astronomical terms.** The words ‘earth’, ‘sun’ and ‘moon’ are given initial capitals only when they are referred to as names of specific planetary objects:

The Moon is closer to Earth.

but

The Earth has just one moon and one sun.

- **Australian Army:**
 - 6th Division (**not** Sixth or 6th) 6 Div
 - 3rd Brigade (**not** 3rd) 3 Bde
 - 6th Battalion, The Royal Australian Regiment 6 RAR
 - 1st Armoured Regiment (not 1st) 1 Armd Regt
- **RAAF:**¹⁵
 - Air Combat Group ACG
 - Headquarters Air Lift Group HQALG (**not** HQ ALG)
 - No 92 Wing 92WG (**not** 92 WG)
 - No 10 Squadron 10SQN (**not** 10 SQN)
 - No 1 Flying Training School 1FTS (**not** 1 FTS)
 - No 2 Operational Conversion Unit 2OCU (**not** 2 OCU)

(When referring to more than one wing/squadron/unit, the correct terminology is Nos 1 and 2 Squadrons (**not** No 1 and 2 Squadrons **nor** Nos 1 and 2 Squadron)

Note: Strictly speaking, it is not correct in a formal Defence document to refer to a unit as just ‘75 Squadron’ (i.e. to delete ‘No’); however, such a contraction may be used in a publication written in a more conversational style. A mix of the full title and abbreviation should never be used (i.e. **not** ‘No 75 SQN’).

98. Examples of the correct forms for describing overseas defence formations and units are detailed at Annex E.

REFERENCES

Footnotes

99. Authors need to acknowledge all sources to avoid giving the impression that another author’s work is their own. Failure to provide clear and appropriate acknowledgment of sources may result in the work not being published.

100. The footnote reference number at the bottom of the page is to be superscript (10-point font), with the text indented 15 mm from the left-hand margin. The footnote text is to be single-spaced, 10-point font in the same font type as the body text.

101. Footnotes are normally preferred to endnotes unless there are multiple and lengthy footnotes that could distract the reader and make the page appear ‘bottom heavy’. The footnote identifier number is to be inserted in superscript (two sizes smaller than the regular text, i.e. 10-point font) in the same font type as the text. It should be placed at the end of a sentence or clause (rather than immediately after the word(s) to which it relates) and before all punctuation marks, **except** the end-of-sentence ones, and, wherever possible, immediately

¹⁵ Although in the war years (and through to about the 1950s), the abbreviation ‘No’ was followed by a full stop (i.e. ‘No.’), this is not current practice (nor has it been for many years). Also, in the abbreviated titles of RAAF units, there is no space between the number and the abbreviation of the unit designator—i.e. it is shown as ‘92WG’ or ‘10SQN’, not ‘92 WG’ or ‘10 SQN’.

after direct quotations. The footnote reference number at the bottom of the page is to be superscript, with the text indented 15 mm from the left margin. The footnote text is to be single-spaced, two sizes smaller (i.e. 10-point font) and in the same font type as the body text.¹⁶

102. The documentary-note (or modified Oxford) system is to be used for referencing in non-Defence documents such as published books. The details required for published works are, in:¹⁷

- author's (or editor's) title/rank, initials or given name, followed by family name, and '(ed.)' or '(eds)' if applicable¹⁸—the names should be separated by an ampersand (&) if there are two, and by commas and an ampersand before the name of the final author if there are more than two
- title of publication and any subtitle (italicised)
- series title and/or volume number, if applicable
- edition (if other than first), if applicable
- publisher
- place of publication
- year of publication
- page number(s), if applicable

103. Full reference details should be given the first time a work is cited. In large publications containing several chapters, references should be **cited in full the first time they occur in each chapter** to make it easier for readers who may read chapters in isolation

References to published books

104. **First reference.** Each entry should give applicable details listed above: author's (or editor's) title/rank, initials or given name, followed by family name; full title of the book (in italics); volume and/or edition number if applicable; publisher; place of publication; year of publication; and page number(s). For example:

- | | |
|---|---|
| 1 | Alan Stephens, <i>Going Solo: The Royal Australian Air Force, 1946–1971</i> , Australian Government Publishing Service, Canberra, 1995, p 1. |
| 2 | Wing Commander Keith Brent (ed.), <i>Masters of Air Power: The Proceedings of the 2005 RAAF History Conference held in Canberra on 12 August 2005</i> , Air Power Development Centre, Canberra, 2005, pp. vii–ix. |

¹⁶ The layout of footnote text is different in a non-Defence document to that for a Defence document. In a non-Defence document, the footnote reference number at the bottom of the page is in superscript, but it is in normal font in a Defence document. In addition, in non-Defence documents, there is no space between entries, while in Defence documents a clear line is left between entries.

¹⁷ Refer the *Style Manual* for more detail on references. The order of information for references in non-Defence documents is slightly different to that for Defence documents, which follow the guidelines set out in *Writing Manual* (see Annex A).

¹⁸ The author's/editor's name details should be given as they are shown on the title page of the reference publication—that is, if the author uses rank and given name(s), then they should be included, not just initials. If initials are used, these are written with no space between and no full stops.

105. **Later references.** Later references to a book already cited (in the same chapter) should give author's family name, shortened title (in italics) and page number(s):

| ⁴ Stephens, *Going Solo*, p. 10.

106. **References to articles/chapters in published books.** The first reference should give full details: author's (or editor's) title/rank, initials or given name, followed by family name; title of article/chapter (normal font in single quotation marks, with minimal capitalisation¹⁹); details of author/editor of book; full title of the book (in italics); volume and/or edition number if applicable; publisher; place of publication; year of publication; and page number(s). For example:

| ⁶ Dr Richard P Hallion, 'Expeditionary air power in the first Gulf War', Wing Commander Keith Brent (ed.), *Air Expeditionary Operations from World War II until Today: Proceedings of the 2008 RAAF History Conference*, Air Power Development Centre, Canberra, 2009, p 79.

107. **Later references to articles/chapters in published books.** Later references to an article/chapter already cited should give author's family name, shortened title of article/chapter (normal font in single quotation marks, minimal capitalisation), and page number(s):

| ⁸ Hallion, 'Expeditionary air power in the first Gulf War', p. 83.

References to Defence/government publications

108. **First reference.** Each entry should give the department/sponsoring agency as the author, full title of the document (in italics), volume and/or edition number if applicable, publisher, place of publication, year of publication, and page number(s).

109. The following examples of citations for Defence and government publications are provided as a guide—a more comprehensive listing is provided at Annex F. Where applicable, the abbreviated title also is shown, in square brackets:

| ¹⁰ Australian Defence Headquarters, Australian Defence Doctrine Publication–D—*Foundations of Australian Military Doctrine*, Third Edition, Defence Publishing Service, Canberra, 2012, p. 3–5.
[ADDP–D—*Foundations of Australian Military Doctrine*]

| ¹² Royal Australian Air Force, Australian Air Publication 1000–D—*The Air Power Manual*, Sixth Edition, Air Power Development Centre, Canberra, 2013, p. 80.
[AAP 1000–D—*The Air Power Manual*]

| ¹⁴ Department of Foreign Affairs and Trade, *In the National Interest: Australia's Foreign and Trade Policy White Paper*, Department of Foreign Affairs and Trade, Canberra, 1997.

110. **Later references to ADDPs, ADFPs and AAPs.** Later references to an ADDP, ADFP or AAP already cited should give the designating acronym, the title (in italics), and page number(s):

| ¹⁸ ADDP–D—*Foundations of Australian Military Doctrine*, p. 5–9.
| ¹⁹ AAP 1000–D—*The Air Power Manual*, pp. 83–84.

¹⁹ Apart from capitalising the first letter of the title, initial capitals are used only for proper nouns and adjectives that are derived from proper nouns.

111. **Later references to other Defence or government publications.** Later references to other Defence or government publications already cited should give the department or sponsoring agency as the author, shortened title (in italics) and page number(s):

| ²¹ Department of Foreign Affairs and Trade, *In the National Interest*.

References to articles in newspapers and periodicals

112. **Titles of newspapers and other periodicals.** As stated previously (paragraph 60), when *The* is shown on the masthead as part of the title of a newspaper or other periodical it should be italicised when it does not coincide with the ordinary use of the definite article:

The Sydney Morning Herald *The Canberra Times*

113. **First reference.** Each entry should give author's (or editor's) title/rank, initials or given name, followed by family name; full title of article (normal font in single quotation marks, with minimal capitalisation); name of newspaper/periodical (in italics); volume and/or edition number if applicable; date/year of publication; and page number(s). For example:

| ²³ K Calder, 'China and Japan's simmering rivalry', *Foreign Affairs*, March/April 2006, Council on Foreign Relations, New York, 2006, p 130.
| ²⁴ Tom Allard, 'How to guard the north: rely on US technology to plug the gaps', *The Canberra Times*, 22 March 2014, p 5.

114. **Later references.** Later references to a newspaper/periodical article already cited should give author's family name, shortened title (normal font in single quotation marks, minimal capitalisation) and page number(s):

| ²⁶ Calder, 'China and Japan's simmering rivalry', pp. 125–30.

References to unpublished works

115. **First reference.** Each entry should give author's (or editor's) title/rank, initials or given name, followed by family name; full title of paper/thesis (normal font in single quotation marks); name of university/establishment under whose auspices the study was undertaken (if applicable) or details of where paper was presented; year of creation; and page number(s). For example:

| ²⁷ P. McDermott, 'Asia-Pacific Regional Security Frameworks: Cooperative Opportunities for Japan and Australia', unpublished thesis, National Institute of Defense Studies, Tokyo, 1995, p. 11.
| ²⁸ William Tow, 'U.S. Bilateral Security Alliances in the Asia-Pacific: Moving Beyond "Hub and Spokes"', paper presented at Australasian Political Studies Association Conference, University of Tasmania, Hobart, 2003, p. 4.

116. **Later references.** Later references to an unpublished work already cited should give author's family name, shortened title (normal font in single quotation marks) and page number(s):

| ³⁰ McDermott, 'Asia-Pacific Regional Security Frameworks', p. 10.

References to websites

117. **First reference.** Entries should cite full details as for references to monographs, and include the website address (URL) and the date the document was viewed. All hyperlinks should be removed in hard copy documents. Details required are as follows:

- name of author(s), editor(s) or institution
- title of document or web page
- edition (if other than first), if applicable
- name and place of publisher, sponsor or host
- date (or year) of publication or website creation—where no date is available, the notation ‘nd’ may be used
- date viewed
- web page or website address (in angle brackets (< >)).

118. Examples are as follows:

- | | |
|----|---|
| 32 | David Johnston, Minister for Defence, <i>P-8A Poseidon aircraft to boost Australia’s maritime surveillance capabilities</i> , media release, Canberra, 21 February 2014, viewed 20 March 2014, < http://www.minister.defence.gov.au/2014/02/21/p-8a-poseidon-aircraft-to-boost-australias-maritime-surveillance-capabilities/ >. |
| 33 | Department of Defence, <i>Defence White Paper 2013</i> , Department of Defence, Canberra, 2013, viewed 20 March 2014, < http://www.defence.gov.au/whitepaper2013/docs/WP_2013_web.pdf >. |

119. Caution should be exercised when using website references. Authors need to be aware that the internet tends to be dynamic, information changes rapidly and without warning, and websites may not be permanent.

120. **Later references.** Later references to a website already cited should give author’s (or editor’s) family name or name of institution, and shortened title:

- | | |
|----|--|
| 36 | Department of Defence, <i>Defence White Paper 2013</i> . |
|----|--|

Use of Latin contractions

121. The Latin contraction ‘ibid.’ (**not** ‘Ibid.’) may be used for a reference immediately following a previous citation, with a new page reference if appropriate:

- | | |
|----|--|
| 38 | Coulthard-Clark, Chris, 1997, <i>Hit my Smoke: Targeting the Enemy in Vietnam</i> , Allen & Unwin, Sydney, p 20. |
| 39 | ibid, p 3. |

122. The contractions ‘op. cit.’, ‘loc. cit.’ and ‘id.’ are **not** normally used in APDC documents. Experience has shown that many readers are not familiar with these terms and find their use confusing, particularly if the previously cited work is not in close proximity (within a page or two) of the second reference or the same author has more than one work cited.

Bibliography

123. A bibliography is to be provided, where applicable, and should list all sources used in the preparation of the document, whether they have been cited in the text or not. The entries are to be presented alphabetically by author and are not numbered. A 6-point line space is left between entries.

124. The format for bibliographic entries is the same as for footnote references, except that, for the first-cited author, the author's (or editor's) family name is given first, followed by title/rank, initials or given name—because the bibliography is presented in alphabetical order—and page numbers are not included. If there is more than one author/editor, only the first-cited entry shows family name first followed by title/rank, initials or given name; other author/editor entries remain as title/rank, initials or given name followed by family name. The names of the authors should be separated by an ampersand (&) if there are two, and by commas and an ampersand before the name of the final author if there are more than two.

125. If the number of references is large (more than one or two pages), the bibliography should be broken into sections (e.g. books, journal articles, websites etc.).

APDC SPELLING GUIDE

The *Macquarie Dictionary* is the standard reference for spelling—the first choice is to be used if alternative spellings are listed. The list below provides a guide to some Defence-specific words and phrases, and other words not listed in the *Macquarie Dictionary*.

AIRCRAFT

World War I

Albatros [*German*]
Avro 504K
B.E.2a / B.E.2c / B.E.2e
Bristol F.2B
D.F.W. [*German*]
D.H.4 / D.H.6 / D.H.9
F.E.2 / F.E.2b
Fokker D VII [*German*]
Halberstadt [*German*]
L.V.G. [*German*]
Maurice Farman Longhorn
Maurice Farman Shorthorn
Pfalz [*German*]
R.E.7 / R.E.8
Rumpler C VII [*German*]
S.E.5a
Spad A.4
Spad VII [*French*]
Zeppelin

More Recent Aircraft

A-4
A-7
A-20
A-26
AP-3C
AV-8
B-2
B-17
B-24
B-25
B707
BAC-111
BE9
Black Hawk (2 words)
C-17
C-130
CT4 Airtrainer
DC-3 Dakota
DC-4
DH-50A
DHC-4 Caribou
F/A-18
F-4 Phantom
F-15

F-16
F-22
F-86 Sabre
F-111
F-117
HS748
IL-38
KC-30A
Macchi MB-326H
Me 163
MiG-15
MiG-21
MiG-29
OV-10
P2V-5 Neptune
P-3C Orion
P-8
PBY-5A Catalina
PC-7
PC-9
SA-2
SA-6
Seahawk [1 word]
Sea King
SP-2H Neptune
Super Seasprite
TU-142

TERMS

GHz
kHz
MHz

20th century
or
twentieth century

24-hour [*adj*]
24-hour-a-day [*adj*]
seven-days-a-week [*adj*]

10-year-old boy
21-year-old man

18 years of age

British-led [*adj*]
US-led [*adj*]

*** and a half

SPELLING

A

aeromedical
after-flight [*adj*]
age-old
aim point
air-condition [*verb*]
air conditioning [*noun*]
air-conditioning [*adj*]
air-conditioned [*adj*]
aircrew
air-delivered [*adj*]
airdrop
air-ground operations
air-land operations
air-landed [*adj*]
air landing
air-launched [*adj*]
airlift
Air Lift Group
air-minded [*adj*]
airmindedness [*n*]
air power
air raid [*noun*]
air-raid [*adj*]
air-sea gap
air strike
air-to-air
air-to-ground
all-consuming [*adj*]
all-encompassing [*adj*]
all-important
all-informed
all-out
all-round [*adj*]
all-up
all up weight
all-weather
*** and a half
angle of attack
anti-shipping

astrocompass
astronavigation
audiovisual
automatic pilot
autopilot

B

bargirl
battleground
battle-hardened
battlespace
beachhead
bed down
benchmark
best-known
bilateral
blackout
blacked out
block obsolescence
bomb aimer [*aircrew*]
bomb-aiming [*adj*]
bombsight
boresight
breakdown [*noun*]
break-out [*noun*]
build-up [*noun*]
bulletproof
bypass
by-product

C

camp site
carpet bombing
case-by-case [*adj*]
ceasefire
centrepiece
changeover
clear-cut
closed-doors meeting
close-fitting [*adj*]
close-up [*noun*]
Coastwatch
co-author
coexist
Commander-in-Chief
confidence-building [*adj*]

confidence building
[predicative use]
 co-orbital
 copilot
 cost-effective *[adj]*
 cost-effectiveness
 cost-intensive *[adj]*
 counteraction
 counter air
 counterattack
 counterclaim
 counterforce
 counterinsurgency
 counterintelligence
 countermeasures
 counteroffensive
 counter-piracy
 counter-problems
 counter-proliferation
 counterproductive
 counter-space
 counter strategy
 counter-surveillance
 counterterrorism
 counterterrorist
 court-martial
 crash-land *(verb)*
 crashlanding *[noun]*
 crew member
 cross-link
 cross-section
 cueing
 cutting-edge *[adj]*
 cutting edge *[predicative]*

D

database
 data link
 ***-days-a-week *[adj]*
 day to day *[noun]*
 day-to-day *[adj]*
 decision-maker
 decision-making
 deconflict
 de-emphasise
 deeply held
 deep-seated *[adj]*
 defence in depth
 dengue fever
 Depression *[ie the Depression]*
 DEPSEC *[not DepSec]*
 direct entry
 direction-finding
 dive-bomber
 dogfight
 downslope
 drawn-out *[adj]*
 drawn out *[predicative]*
 dual-hatted *[adj]*
 dual-use *[adj]*

E

effects-based operations
 electro-optical
 end date
 endgame
 end-state
 even-numbered *[adj]*
 ever-changing *[adj]*
 ever-expanding *[adj]*
 ever-increasing *[adj]*
 ever-present *[adj]*
 ever present *[predicative]*
 ever-ready

F

face-to-face
 fallback *[adj]*
 fallout
 far-fetched
 far-reaching
 far-sighted
 fighter-bomber
 finetune
 first-generation
 firsthand
 First Lieutenant *[AS/UK]*
 First Tactical Air Force
 fistfight
 Five Power Defence Arrangements (FPDA)
 five-star
 fixed-wing *[adj]*
 flat-topped island
 flight line
 fly-away
 fly-past
 focused
 ***-focused *[adj - theatre-focused objective]*
 focusing
 follow-on *[noun/adj]*
 follow-up *[noun/adj]*
 force-in-being
 force multiplier
 four-engined *[adj]*
 four-star
 front line *[noun]*
 front-line *[adj]*
 fulfil
 full size
 full-scale
 full-time
 fully-crewed *[adj]*
 fully crewed *[predicative]*
 fully-trained *[adj]*
 fully trained *[predicative]*

G

general-purpose
 geopolitical

geospatial
 geo-strategic
 goddamn
 Governor-General
 grand-looking *[adj]*
 greenfield
 ground crew
 ground handling
 ground-to-air
 grubby-looking *[adj]*
 guerilla
 gunship
 gunsight
 gyrostabilised

H

hair-raising
 half-century
 half colonel
 half-concentrating
 half expecting
 half-mast
 half-measure
 half-smile
 hard-fought *[adj]*
 hardpoint
 hard-pressed
 hardstanding
 hardwired
 heliborne
 helmet-mounted *[adj]*
 high altitude
 high-altitude *[adj]*
 high bandwidth
 high-class *[adj]*
 high cost
 high degree
 high-end *[adj]*
 high-fidelity
 high-flying *[adj]*
 high frequency
 high-functionality
 high-grade *[adj]*
 high-intensity *[adj]*
 high intensity *[predicative]*
 high-level *[adj]*
 high level *[predicative]*
 high-level conflict
 high-performance *[adj]*
 high-power *[adj]*
 high-powered *[adj]*
 high-priority *[adj]*
 high priority *[predicative]*
 high-quality *[adj]*
 high quality *[predicative]*
 high rank *[noun]*
 high-ranking *[adj]*
 high resolution
 high-speed *[adj]*
 high technology
 high tech *[noun]*
 high-tech *[adj]*

high tempo *[adj]*
 high threat
 high-value *[adj]*
 history-making
 home page
 ***-hour *[adj]*
 ***-hour-a-day *[adj]*
 hunter-gatherers

I

ill-conceived *[adj]*
 ill-considered *[adj]*
 ill-equipped *[adj]*
 ill fortune *[noun]*
 ill-informed *[adj]*
 ill informed *[predicative]*
 ill-prepared *[adj]*
 in-built
 in-country
 in-depth *[adj]*
 infighting
 in-flight *[adj]*
 information-sharing *[adj]*
 information sharing *[noun]*
 infra-red
 in-house
 interagency
 intergovernmental
 interoperability
 interrelationship
 inter-Service
 inter-theatre
 intrastate
 intra-theatre
 inter-war
 in-theatre *[adj]*
 island hopping

J

joint Service
 jungle-covered *[adj]*

K

kill box

L

landlocked
 large-scale
 laser-designated *[adj]*
 laser designation *[noun]*
 laser-guided
 lead time
 lead-in *[noun/adj]*
 lead-up
 ***-led *[eg US-led]*
 left-arm *[adj]*
 lesser-known
 life cycle *[noun]*

little-known [*adj*]
 little known [*predicative*]
 liquid fuel
 long-distance [*adj*]
 long-held [*adj*]
 long-range [*adj*]
 long-running [*adj*]
 longstanding
 long-term [*adj*]
 long term [*predicative*]
 low altitude [*noun*]
 low-altitude [*adj*]
 low level [*noun*]
 low-level [*adj*]
 low flying [*noun*]
 low-flying [*adj*]
 low-level conflict
 low-observable
 low-powered
 low-speed [*adj*]

M

machine gun [*noun*]
 machine-gun [*verb/adj*]
 machine-gunner
 mail run
 make-up [*noun*]
 make up [*verb*]
 mass-produced
 medevac
 medium-term [*adj*]
 medium term [*predicative*]
 mega-city
 mention in despatches [*not
 dispatches*]
 micromanage
 micromanagement
 mid-1900
 mid-1980
 midair
 middle level [*noun*]
 middle-level [*adj*]
 middle-ranking
 middle-sized
 minelaying
 mix-up
 mountaintop [*noun*]
 mountain-top [*adj*]
 mournful-looking [*adj*]
 much abbreviated
 much appreciated
 much expanded
 much improved
 much needed
 much rationalised
 much reduced
 multi-agency
 multi-denominational
 multidimensional
 multi-ethnic
 multifunction
 multilateral

multilayer
 multilevel
 multi-mission
 multinational
 multiphase
 multi-platform
 multi-role
 multi-sensor
 multi-task
 multi-tasking
 multi-unit

N

nap-of-the-earth
 nation at large
 nation-state
 network centric
 network enabled
 newly constituted
 newly established
 night fighter [*noun*]
 night-fighting [*adj*]
 night fighting [*noun*]
 night shift [*noun*]
 nightshift [*adj*]
 no-fly zone
 no-man's-land
 nonetheless
 non-existence [*noun*]
 non-existent [*adj*]
 non-fiction
 nonlethal
 non-proprietary
 non-quantifiable
 non-state
 nonstop
 no-one
 north-east
 north-west
 nose-in
 nose to nose
 nose to tail
 nylon-coated [*adj*]

O

odd-numbered [*adj*]
 Officers Mess
 offshore
 off-the-shelf
 onboard [*adj*]
 on board [*predicative*]
 one and a half
 one and three-quarter
 one-page [*adj*]
 one-star
 one-to-one
 ongoing
 online [*adj/adv*]
 on line [*predicative – aircraft
 on line*]

on-site [*adj*]
 on-station [*adj*]
 on station [*predicative*]
 on-the-job [*adj*]
 outgoing
 outgun / outgunned
 out-of-bounds
 overturned
 overachiever
 overcautious
 overcommit
 overconfidence
 overconfident
 over-eager [*adj*]
 overemphasise
 overexert
 overflight
 over-qualified [*adj*]
 over-the-horizon radar
 overwater [*adj*]

P

Pan Am
 paradrop
 part-author
 part-time
 pawpaw
 peace building
 peace enforcement
 peacekeeping
 peace-loving [*adj*]
 peacemaking
 peacetime
 Pearl Harbor
 penny-packeting
 people smuggling [*noun*]
 per cent
 permanent commission
 photo reconnaissance
 pin-up [*adj*]
 piston-engined [*adj*]
 platform-dependent
 policymaker
 political-military
 politico-military
 politico-security
 post-1990
 post-flight
 postgraduate
 post-strike
 postwar or post-war
 post-World War II
 power-driven
 precision guided munition
 (PGM)
 pre-commission
 precondition
 pre-deploy
 pre-deployment
 predetermine
 pre-eminent
 pre-empt

pre-emptive
 pre-existing
 pre-flight
 pre-planning
 pre-position
 prerequisite
 prewar
 proactive

Q

quick release

R

radar control [*noun*]
 radar-controlled [*adj*]
 radio control [*noun*]
 radio-controlled [*adj*]
 radio navigation
 rangefinder
 reachback
 ready-made
 reallocate
 real time [*noun*]
 real-time [*adj*]
 real world [*noun*]
 real-world [*adj*]
 re-appoint
 rearm
 re-assess
 re-assign
 reconfigure
 re-conquer
 reconvince
 re-define
 redeploy
 redeployment
 re-embark
 re-emphasise
 re-enact
 re-engage
 re-engineer
 re-enter
 re-entry
 re-equip
 re-erect
 re-establish
 re-evaluate
 re-examine
 re-focus
 re-introduce
 re-invent
 re-invest
 rename
 reoccupation
 reoccupy
 reorganisation
 reorganise
 reorient
 reorientate
 reposition [*noun*]

re-position *[verb]*
 re-prioritise
 re-qualify
 resource-efficient *[adj]*
 resource efficient
[predicative]
 re-strike
 restructure
 resupply
 re-task
 rethink
 retrofit
 re-tune
 reunification
 reunite
 re-visit
 risk-free *[adj]*
 rotary wing
 roundout
 round-the-clock
 rum and coke

S

satellite-guided
 sea lane
 second-generation
 Second Lieutenant *[AS/UK]*
 second-order *[adj]*
 second-rank *[adj]*
 second-rate *[adj]*
 second-tier *[adj]*
 self-contained
 self-control
 self-defence
 self-deploying
 self-development
 self-esteem
 self-evident
 self-fulfilling
 self-imposed
 self-interest
 self-learning
 self-limiting
 self-protection
 self-reconfiguring
 self-reliance
 self-righteous
 self-sufficient
 semipermanent
 Sergeants Mess
 seven-days-a-week *[adj]*
 Shia
 shifty-looking *[adj]*
 Shi'ite
 shipborne
 shortcoming
 short-range *[adj]*
 short service commission
 short-term *[adj]*
 single-engined *[adj]*
 single-handed
 single Service

single-stage
 skill set
 small-scale
 smart-looking *[adj]*
 so-called
 sociocultural
 socio-economic
 sociohistorical
 sociopolitical
 south-east
 south-west
 space-based
 Special Forces
 spoon-feed
 stand-alone
 stand-by
 stand-off
 start point
 state-of-the-art
 stopgap
 stovepipe
 subcontinent
 subcontract
 subcontractor
 sub-element
 sub-optimal
 sub-optimize
 sub-output
 subsurface
 subsystem
 surface-to-air
 swept-wing *[adj]*

T

tailless
 take-off *[noun]*
 take off *[verb]*
 targeteer
 teamwork
 testbed
 test bombing
 think tank *[noun]*
 think-tank *[adj]*
 Third World
 three-pronged *[adj]*
 three-star
 time-consuming *[adj]*
 time consuming
[predicative]
 time frame
 time line
 timescale
 time sensitive targeting
 top-down *[adj]*
 top-of-the-line *[adj]*
 top-ranking *[adj]*
 top ranking *[noun]*
 tree-lined *[adj]*
 tri-Service
 trouble-free *[adj]*
 twin-engine(d) *[adj]*
 twin row

two and a half
 two-page *[adj]*
 two-star
 two-storey

U

unaffordable
 underpowered
 underutilise
 unpredictability
 upslope
 US-led

V

value for money
 values-based *[adj]*
 voice-activated *[adj]*

W

warfighter
 warfighting
 war game *[noun]*
 wargaming
 war-making *[adj]*
 war winner
 war-winning *[adj]*
 website
 well-acquainted *[adj]*
 well-advised *[adj]*
 well-armed *[adj]*
 well-balanced *[adj]*
 well behind
 wellbeing
 well-defined *[adj]*
 well-directed *[adj]*
 well directed *[predicative]*
 well-documented *[adj]*
 well-entrenched *[adj]*
 well-equipped *[adj]*
 well-established *[adj]*
 well-exercised *[adj]*
 well exercised *[predicative]*
 well-fed *[adj]*
 well fed *[predicative]*
 well-founded *[adj]*
 well-illustrated *[adj]*
 well-informed *[adj]*
 well-known *[adj]*
 well known *[predicative]*
 well-laid *[adj]*
 well-mannered *[adj]*
 well mannered *[predicative]*
 well-motivated *[adj]*
 well motivated *[predicative]*
 well-orchestrated *[adj]*
 well-ordered *[adj]*
 well-organised *[adj]*
 well organised *[predicative]*
 well overdue

well-placed *[adj]*
 well-planned *[adj]*
 well planned *[predicative]*
 well-positioned *[adj]*
 well positioned *[predicative]*
 well-prepared *[adj]*
 well prepared *[predicative]*
 well-recognised *[adj]*
 well recognised
[predicative]
 well-respected *[adj]*
 well respected *[predicative]*
 well-spaced *[adj]*
 well spaced *[predicative]*
 well-suited *[adj]*
 well suited *[predicative]*
 well superior
 well-tested *[adj]*
 well tested *[predicative]*
 well-thought-through *[adj]*
 well-trained *[adj]*
 well trained *[predicative]*
 well-treated *[adj]*
 well-understood *[adj]*
 well understood
[predicative]
 well versed
 whole-of-government
 whole-of-life
 whole-of-nation
 wide-angle *[adj]*
 wide-bodied *[adj]*
 wide-ranging
 wireless/air gunner
 workarounds
 workforce
 working level
 workload
 workplace
 workstation
 world-class
 World War I *[never WW1]*
 World War II
[never WW2]
 worldwide
 worst-case scenario
 write off

X**Y**

** -year-old boy

Z

NAMES OF ORGANISATIONS AND INSTITUTIONS

The following list provides a guide to the correct forms for describing various organisations and institutions:

the Australian Defence Force Academy
the Royal Military College (RMC) Duntroon

the Australian National University
the University of Adelaide
the University of New South Wales
the University of Sydney

Asia-Pacific Economic Cooperation (APEC)
Association of Southeast Asian Nations (ASEAN)
East Asia Summit
Five Power Defence Arrangements (FPDA)
Japan Air Self-Defense Force (JASDF)
Japan Self-Defense Force (JSDF)
North Atlantic Treaty Organization (NATO)
Returned & Services League of Australia (RSL)
South-East Asia Treaty Organisation (SEATO)

the Netherlands
the Philippines

the Admiralty

DESCRIPTION/TITLES OF OVERSEAS DEFENCE FORMATIONS AND UNITS

The list below provides a guide to the correct forms for describing overseas defence formations and units:

Royal Navy:

As for RAN (refer Annexes A and B)

British Army

Eighth Army (**not** 8th)

Royal Air Force:

As for RAAF (refer Annexes A and B)

Royal New Zealand Air Force:

As for RAAF (refer Annexes A and B)

US Navy

Third Fleet (**not** 3rd)

Seventh Fleet

US Army

Sixth Army (**not** 6th)

Eighth Army(**not** 8th)

1st Armored Division (**not** First or 1st)

96th Division

101st Airborne Division

US Air Forces¹

Fourth Air Force (**not** 4th)

Fifth Air Force (**not** 5th)

Eighth Air Force (**not** 8th)

Fourteenth Air Force(**not** 14th)

I Air Support Command

I Bomber Command

II Bomber Command

1st Fighter Group (**not** First or 1st)

9th Bombardment Group

78th Fighter Group

1st Fighter Wing (**not** First or 1st)

2d Air Defense Wing

36th Wing

379th Air Expeditionary Wing

Japan

4th Air Army (**not** Fourth or 4th)

¹ The unit titles for US Air Forces, particularly wartime units, are taken from Maurer Maurer (ed), 1983, *Air Force Combat Units of World War II*, Office of Air Force History, Washington, DC.

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1. The following lists provide examples of the correct forms of reference to Defence publications (ADDPs, ADFPs and AAPs). As detailed in Annexes A and B, the placement of the year of publication will depend on whether the entry occurs in a Defence document or a non-Defence documents such as a published book.

2. In the lists below, the first entry in each instance shows the reference using the author-date system used for Defence documents; the second shows the documentary-note system used for non-Defence documents, and the third entry shows the abbreviated title.

ADDPs

- Department of Defence, 2012, Australian Defence Doctrine Publication–D—*Foundations of Australian Military Doctrine*, Third Edition, Defence Publishing Service, Canberra
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ADDP–D.1—*The Australian Approach to Warfare*
- Department of Defence, 2002, Australian Defence Doctrine Publication–D.2—*Force 2020*, Department of Defence, Canberra
Department of Defence, Australian Defence Doctrine Publication–D.2—*Force 2020*, Department of Defence, Canberra, 2002
ADDP–D.2—*Force 2020*
- Department of Defence, 2007, Australian Defence Doctrine Publication–D.3—*Joint Operations for the 21st Century*, Department of Defence, Canberra
Department of Defence, Australian Defence Doctrine Publication–D.3—*Joint Operations for the 21st Century*, Department of Defence, Canberra, 2007
ADDP–D.3—*Joint Operations for the 21st Century*

- Australian Defence Headquarters, 2004, Australian Defence Doctrine Publication–D.3.1—*Enabling Future Warfighting: Network Centric Warfare*, Defence Publishing Service, Department of Defence, Canberra
 Australian Defence Headquarters, Australian Defence Doctrine Publication–D.3.1—*Enabling Future Warfighting: Network Centric Warfare*, Defence Publishing Service, Department of Defence, Canberra, 2004
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 ADDP 00.1—*Command and Control*
- Department of Defence, 2013, Australian Defence Doctrine Publication 00.2—*Preparedness and Mobilisation*, Edition 2, Defence Publishing Service, Canberra
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- Department of Defence, 2011, Australian Defence Doctrine Publication 00.3—*Multinational Operations*, Second Edition, Defence Publishing Service, Canberra
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- Australian Defence Headquarters, 2007, Australian Defence Doctrine Publication 00.4—*Operational Evaluation*, Defence Publishing Service, Canberra
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- Australian Defence Headquarters, 2007, Australian Defence Doctrine Publication 00.6—*Leadership in the Australian Defence Force*, Defence Publishing Service, Canberra
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 ADDP 00.6—*Leadership in the Australian Defence Force*
- Australian Defence Headquarters, 2006, Australian Defence Doctrine Publication 06.1—*Rules of Engagement*, Second Edition, Defence Publishing Service, Canberra
 Australian Defence Headquarters, Australian Defence Doctrine Publication 06.1—*Rules of Engagement*, Second Edition, Defence Publishing Service, Canberra, 2006
 ADDP 06.1— *Rules of Engagement*

- Australian Defence Headquarters, 2006, Australian Defence Doctrine Publication 06.4—*Law of Armed Conflict*, Defence Publishing Service, Canberra

Australian Defence Headquarters, Australian Defence Doctrine Publication 06.4—*Law of Armed Conflict*, Defence Publishing Service, Canberra, 2006

ADDP 06.4—*Law of Armed Conflict*
- Australian Defence Headquarters, 2006, Australian Defence Doctrine Publication 1.0—*Personnel*, Defence Publishing Service, Canberra

Australian Defence Headquarters, Australian Defence Doctrine Publication 1.0—*Personnel*, Defence Publishing Service, 2006

ADDP 1.0—*Personnel*
- Department of Defence, 2009, Australian Defence Doctrine Publication 2.0—*Intelligence*, Second Edition, Defence Publishing Service, Canberra

Department of Defence, Australian Defence Doctrine Publication 2.0—*Intelligence*, Second Edition, Defence Publishing Service, 2009

ADDP 2.0—*Intelligence*
- Australian Defence Headquarters, 2004, Australian Defence Doctrine Publication 2.1—*Counterintelligence*, Defence Publishing Service, Canberra

Australian Defence Headquarters, Australian Defence Doctrine Publication 2.1—*Counterintelligence*, Defence Publishing Service, 2004

ADDP 2.1—*Counterintelligence*
- Department of Defence, 2012, Australian Defence Doctrine Publication 3.0—*Campaigns and Operations*, Second Edition, Defence Publishing Service, Canberra

Department of Defence, Australian Defence Doctrine Publication 3.0—*Campaigns and Operations*, Second Edition, Defence Publishing Service, 2012

ADDP 3.0—*Campaigns and Operations*
- Department of Defence, 2009, Australian Defence Doctrine Publication 3.1—*Joint Fire Support*, Second Edition, Defence Publishing Service, Canberra

Department of Defence, Australian Defence Doctrine Publication 3.1—*Joint Fire Support*, Second Edition, Defence Publishing Service, Canberra, 2009

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- Department of Defence, 2009, Australian Defence Doctrine Publication 3.2—*Amphibious Operations*, Second Edition, Defence Publishing Service, Canberra

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- Department of Defence, 2012, Australian Defence Doctrine Publication 3.3—*Joint Airspace Control*, Third Edition, Defence Publishing Service, Canberra

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- Department of Defence, 2011, Australian Defence Doctrine Publication 3.6—*Joint Personnel Recovery*, Second Edition, Defence Publishing Service, Canberra

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- Department of Defence, 2009, Australian Defence Doctrine Publication 3.8—*Peace Operations*, Second Edition, Defence Publishing Service, Canberra

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- Australian Defence Headquarters, 2011, Australian Defence Doctrine Publication 4.0—*Defence Logistics*, Second Edition, Defence Publishing Service, Canberra

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ADDP 4.0—*Defence Logistics*
- Australian Defence Headquarters, 2006, Australian Defence Doctrine Publication 4.1—*Capability Support*, Defence Publishing Service, Canberra

Australian Defence Headquarters, Australian Defence Doctrine Publication 4.1—*Capability Support*, Defence Publishing Service, Canberra, 2006

ADDP 4.1—*Capability Support*

- Department of Defence, 2013, Australian Defence Doctrine Publication 4.2—*Logistic Support to Operations*, Defence Publishing Service, Canberra

Australian Defence Headquarters, Australian Defence Doctrine Publication 4.2—*Logistic Support to Operations*, Defence Publishing Service, Canberra, 2013

ADDP 4.2—*Logistic Support to Operations*
- Department of Defence, 2011, Australian Defence Doctrine Publication 4.3—*Supply*, Second Edition, Defence Publishing Service, Canberra

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