Australian & New Zealand College of Veterinary Scientists

HEAD SUBJECT EXAMINER STYLE GUIDES AND STYLE SHEETS FOR EXAMINATIONS

2012

STYLE GUIDE

This set of style instructions is written for examiners who are preparing exams for the Australian College of Veterinary Scientists (ACVSc). The instructions complement the *Purple Book* (advice to examiners) and should also be used in conjunction with the ACVSc style sheet.

1.1 Terminology

When writing exam questions, bear in mind the specific definitions of the terms listed below:

- **Compare**: to find similarities between things, or to look for characteristics and features that resemble each other.

  Note: when compare is used in this sense, it should be followed by 'to' (ie compare X to Y); 'compared with' means to find differences. For the exams, it would be best to use 'compare to' for finding similarities and 'contrast' for finding differences (see below).

- **Contrast**: to find differences or to distinguish between things.

- **Discuss**: to present a detailed argument or account of the subject matter, including all the main points, essential details, and pros and cons of the problem, to show your complete understanding of the subject.

- **Define**: to provide a concise explanation of the meaning of a word or phrase; or to describe the essential qualities of something.

- **Explain**: to clarify, interpret, give reasons for differences of opinions or results, or analyse causes.

- **Illustrate**: to use a picture, diagram or example to clarify a point.

1.2 Capitals

Use initial capitals for full proper names but at other times, use minimal capitalisation in text, headings, figures and tables. The Australian Government *Style Manual* (sixth edition)[1] recommends using capitals in shortened forms of organisation names, only when the main descriptive element is retained (eg College of Veterinary Scientists) but not if only the generic component is used (eg the college).

Examples include:
- Australian College of Veterinary Scientists (the college)
- Chapter Education and Examination Subcommittee (the subcommittee)
- Subject Head Examiner
- membership and fellowship level
- Small Animal Medicine [as the official title of a paper].

1.3 Scientific names

The names of all taxonomic groups down to the genus level are capitalised (species names take lower case). Genus names can be abbreviated to the first letter (followed by a full stop) after the first use,

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[1] Australian Government (revised by Snooks and Co) (2003). *Style Manual for Authors, Editors and Printers*, 6th edition, J Wiley and Sons Australia Ltd, Brisbane.

provided there is no confusion. The abbreviation, spp. (for species) is followed by a full stop and is not italicised. For example:

> *Streptococcus pyogenes*
> *S. pyrogenes*
> *Streptococcus* spp.

For disease and virus names, use initial lower case except for proper names (even if the disease is usually abbreviated to an acronym):

> measles, Newcastle disease, Rift Valley fever, New World screw-worm fly

1.4   Punctuation

1.4.1   Full stops

Put one space after a full stop, not two. With the introduction of word processing and proportional spacing of letters, the old typewriting convention of leaving two spaces after a full stop is no longer needed. Two spaces can detract from, rather than improve, the general readibility of a document and can cause problems with formatting.

Australian Government style is to use minimal full stops in abbreviations and contractions:

- eg, ie
- etc
- et al

1.4.2   Bulleted lists

> If bullets are used for short lists, use lower case for the first word and punctuate with a full stop only at the end of the list:

Discuss the indications of **two (2)** of the following clinical tests in the dog:
   a) adrenocorticotropic hormone stimulation test

   b) ammonia tolerance test

   c) total serum thyroxine.

> If lists contain whole sentences, change the lead-in sentence to a whole sentence and start each bullet point with a capital letter and end each with a full stop.

Answer **four (4)** of the following questions:
   a) Describe the selective recruitment of eosinophils to sites of inflammation.

   b) Describe the neural pathways involved in the perception of pruitus.

   c) Discuss interleukin 10 and its role in skin disease.

> For lists within lists, use the following style:

Choose **one (1)** of the following questions:
   a) Describe, in point form, the process of normal haemostasis.

   b) Choose **two (2)** of the following disorders and briefly discuss the pathophysiology associated with each:

      i.   Von Willebrand's disease
     ii.   immune-mediated thrombocytopenia
   iii.   pulmonary thromboembolism.

1.4.3   Dashes and hyphens

There are three lengths of dashes: the hyphen (-), the en dash (–) and the em dash (—). In Microsoft Word, the en and em dashes can be inserted from the symbol set (normal text).

Hyphens

Use a hyphen:

- in some compound words and number–word combinations:

  left-hand, 10-fold (but threefold)

- to separate the numerator from the denominator in ordinal fractions and for numbers greater than 10, if required to be spelt out:

  one-third, three-quarters, twenty-three

- for adjectival use of numbers and units:

  4-ha field, 10-mL beaker

- in chemical names:

  2-hydroxymethyl-1-methyl-5-nitroimadazole

Compound words (the adjective/noun rule)

Some compound words are used as adjectives or nouns, depending on the structure of the sentence. In this case, the words are usually hyphenated when they are used as an adjective and precede the noun they modify, but are not hyphenated if they are used predicatively (ie they follow the noun they modify) or as a noun. This is known as the adjective/noun rule:

well-known chemist	BUT	a chemist who is well known
long-term goal	BUT	in the long term.

Other terms that can be treated in the same way include:

out-of-date, case-by-case, disease-free, low-risk, day-to-day, government-owned, community-based.

Numbers and units are also treated in the same way:

a 10-mL beaker	BUT	the beaker held 10 mL of water
the 100-metre race	BUT	the distance was 100 metres

Adverb–verb compounds are not hyphenated when used either preceding or following the noun that they modify:

environmentally [adverb] contaminated [verb] sample [noun]
samples [noun] that are environmentally [adverb] contaminated [verb]
naturally occurring chemicals.

En dash

Use en dashes:

- to indicate a range (but not if the range is preceded by 'from' or 'between'):

  10–20 kg (BUT from 10 to 20 kg; between 10 and 20 kg)
  1995–96

- to indicate an equal relationship between two words:
  gas–liquid chromatography
  cost–benefit analysis
- to indicate 'minus':

  –18°C

Em dash

Use an em dash with a nonbreaking space (ctrl + shift + space) on either side to indicate parenthetical information (as a substitute for commas or round brackets):

The results of the experiment — which were circulated to all laboratories — were very interesting.

1.4.4 Quotation marks

Use single quotation marks ('').

1.5 Numbers

1.5.1 In-text numbers

For text that is associated with units of measurement, figures up to and including nine should be spelt out; figures above nine should be given as arabic numerals:

one dog, two tests, 10 assays

Write out the number and put the numeral in brackets after one space and bold both the spelled number and the numeral in exam instructions

Answer **four (4)** of the following:

Do not apply this rule to the latter number in instructions like this:

Answer **four (4)** of the following five questions:

However, in a series containing some numbers of 10 or more, and some less than 10, use numerals for all:

... 7 dogs, 5 cats and 17 horses ...
NOT ...seven dogs, five cats and 17 horses....

1.5.2 Large numbers

Numbers from 1000 to 9999 are set solid without commas or nonbreaking spaces. Numbers from 10 000 take a nonbreaking space (not a comma) separating the components of the number.

1.5.3 Small numbers

For small numbers, always use a zero before the decimal:
0.25 NOT .25

Consider using smaller units if there are many decimal points:
>> 23 mg NOT 0.023 g

1.5.4   Adjectival and plural numbers

Numbers used as plurals or adjectives are written in the following form (respectively):
>> the 1960s (NOT the 1960's); 100s and 1000s (NOT 100's and 1000's)
>> 16-ha field; three-day wait; 75-cm^2 section

1.5.5   Numbers with units

Use arabic numerals:

- for all numbers followed by a standard unit of measurement or its abbreviation (except units of time) and separate the number and the unit with a nonbreaking space:

  1 g, 18 mm, 7 L, 300 m^2

- for percentages, set the number and the symbol solid:

  65%, 5%

1.5.6   Times and dates

In text, write dates as follows:
>> 1 January 2008
>> Wednesday 9 January 2008

For times, use the following format:
>> 8 am, 10 pm (use a nonbreaking space)

1.6   Measurements and units

Units take a plural only when associated with numbers greater than one:
>> half a metre, five metres, one kilogram, 25 kilograms

Unit abbreviations never take a plural 's' or a full stop, and have a nonbreaking space between the number and the unit:
>> 0.5 m, 1 kg, pH 5, pKa 2

There is no space before degrees:
>> 25°C

1.7   Tables

- Place the table name above the table, with no stop after the table number and no stop at the end of the title. (Note: figure names go below the figure.)

- Include the unit of measure in the column heading (unless it is the same for all results columns, in which case it can appear in the title).

- Unless it is very clear from the context, do not leave entries blank (eg use 'na' for not applicable, en-dash ('−') for not available, and 0 for a blank result).

- Define any abbreviations (including 'na' and '−') under the table (tables should stand alone).

- Use minimal horizontal rules to break the table into its component parts but avoid vertical rules.

- right align numbers in cells so that the digits line up.

An example of a table is given below.

Table 1   Heamatology of a 14-year-old cat

Reading	Result	Units	Range
Haemoglobin	132	g/L	80–140
Red cell count	8.3	$x10^{12}/L$	5.5–10.0
Haematocrit	0.34	na	0.25–0.45
MCV	45	fL	40–52
White blood cells	14.5	$x10^{9}/L$	6.0–16.0
Neutrophils	12.4	$x10^{9}/L$	3.8–10.1
Lymphocytes	0.7	$x10^{9}/L$	1.6–7.0
Eosinophils	0.44	$x10^{9}/L$	< 1.41
Basophils	0.00	$x10^{9}/L$	< 0.011
Platelets	120	$x10^{9}/L$	200–700

MCV = mean cell volume; na = not applicable

1.8   Headings

Headings tell the reader how the text is arranged. Make sure that headings are short and accurately reflect the content that follows. Use no more than four levels of headings, including the main title.

Use minimal capitalisation in all headings (ie initial caps only for the first word and any proper names). Do not use stops at the end of headings.

In many documents, subsection headings are numbered. Do not include a final stop after the numbers (ie '1.1.1 Heading' not '1.1.1. Heading') and never use more than three numbered heading levels.

1.9   Font and layout

Unjustified text (text that is flush left, or 'ragged right') is easiest to read. Justified text (where the text is spread out over the line so that it ends evenly on each side of the page) can sometimes be difficult to read, because of uneven word and character spacing.
Similarly, underlined text is difficult to read. Avoid having more than three types of text on any page (eg roman, bold, italics; anything else is unnecessary).

Australian College of Veterinary Scientists
Australian Government preferred style

Principles

%, per cent: Per cent is two words when given in full and is set solid with the number when given as a symbol, ie 10%, ten per cent.

abbreviations: Need to be used consistently throughout the papers.

Acts of Parliament: Italicise full title, including year; abbreviated forms not italicised.

bullets: Fragments: no terminal punctuation, no '; and'. Full sentences: initial cap and full stop on each. For example:

- first point
- second point
- final point.

capitalisation: Minimal: proper nouns; first initial only of headings; specific parts of publication eg 'see Chapter 3' but 'other chapters are...'

chemical names: In text, put chemical names in full, eg carbon dioxide (not CO_2), sodium hydroxide (not NaOH).

em-rule: — Use instead of brackets

en-rule: – Used for the following:

- in spans of numbers (14–15 horses)
- in spans of dates or time (15–16 October, 2001–2003)
- as a minus sign (in text and tables)
- to separate things of equal weighting (eg Murray–Darling basin)

dates: 23 September 2005; nonbreaking space after day of month.

disease names, disease agents and abbreviations: See separate entries in style sheet Do not shorten 'virus' in the abbreviation, ie use 'FMD virus' not 'FMDV'.

Graph axis labels: Place units in brackets, eg 'CO concentration (ppm)'. Also, abbreviate chemical names if they are abbreviated in text.

headings: All headings should use minimal capitalisation, ie first initial cap only except for proper nouns. Level 1 headings (main headings) are fully capitalised.

hyphens: 10-year sentence; 25 years old; 10-year-old. Set technical terms solid where possible: eg atherosclerosis, transurethral, cardiovascular.

Latin phrases: no italics.

nonbreaking space: Use control + shift + spacebar.

numbers: Spell out numbers less than 10; Numbers 10 and greater, use numerals. Four-digit numbers should be set solid (no comma or space; eg $1234 million, 2500 animals); larger numbers should take a nobreaking spaces, not commas (10 000 doses, $1 500 725).

punctuating dash: use an em rule, spaced.

scientific species names: Italicise and write in full when first mentioned. Abbreviate genus name to first letter after that (when no confusion is possible). For example, *Canis familaris*, *C. familaris.*

units: Abbrev units such as kilometre to km use with numbers only, but set with a nobreaking space (10 km, ten kilometres). If needed, add a list of units to the abbreviations list.

Symbols

% in text and tables: not per cent.

A

a priori: rom. Avoid use.

abattoir: note spelling.

acid–base balance (Biotext): en-dash

acknowledgment: not acknowledgement.

Act/Acts (legislation): initial cap.

ad hoc: roman.

adviser: note spelling.

aetiology: not etiology.

-affected words: A/N rule eg disease-affected animals.

age group: two words.

ageing: not aging.

age-standardised: A/N rule.

agro-: set solid where possible: eg agroecosystem, agroforestry.

airborne: one word.

all right: not alright or all-right.

allright: don't use, use all right.

alright: don't use (use all right).

annum: do not use (use year).

antemortem: one word.

antenatal:

anti- words: solid where possible: antibloat, anticancer, anticoagulant, antigenicity, antihypertensive, antileukaemic, antiglaucoma.

antioxidant

appendixes: not appendices.

approx.: prefer not to use abbrev.

arteriodorsal: Note spelling.

Asia 1: FMD serotype — note space.

at-risk: A/N rule.

attenuated ('live') vaccine: not live attenuated.

Australian bat lyssavirus: abbreviate as ABL.

Australia-wide: hyphen.

auto- words: solid where possible; eg autoimmune, autopilot, autoelectrician, etc.

avian influenza — highly pathogenic avian influenza: abbreviate as AI HPAI.

avian paramyxovirus: abbrev APMV.

B-scan ultrasonography: note the capital B and hyphen

backup: solid for adj or noun; two words for verb.

Baermann technique

-based words: A/N rule:farm-based management.

baseline: one word

baseload: one word.

Batch, Lot etc: omit 'no.'

beekeeper: one word.

before: use instead of 'prior to'.

benefiting: one t

best practice: when noun (A/N rule).

bidirectional: no hyphen.

Bill (legislation): initial cap, roman.

bimodal: no hyphen.

bird-proof: hyphen.

birthweight: one word

bloodborne: one word

bloodmeal: one word

bloodstream: one word

bluetongue: don't abbrev in text; use 'BLU' for virus serotypes (BLU 1, BLU 2 etc), not 'BTV'

body fluids: not 'bodily fluids'

bodyweight: one word

bonemeal: one word

bovine respiratory disease complex: lower case

bovine spongiform encephalitis: abbreviate as BSE

breakdown: solid noun and adj; two words verb

broadscale: one word

broad-spectrum: A/N rule

bronchopneumonia: one word

brood-mare: hyphen

brucellosis: not abbreviated

brush-tailed possum (Macq)

buildup: solid adj or noun; two words verb

byproduct: set solid

C | # A B C D E F G H I J K L M N O P Q R S T U V W X Y Z | Principles | Top

caesarean: l.c.; not caesarian

camelid: lower case

cannot: one word

carbon dioxide: in full

carcase: not carcass; plural carcases

case notes: two words

case-by-case: A/N rule

case–control: en rule

case-notes: two words

case-series: A/N rule

cattle tick: two words

cavalier King Charles spaniel: Note caps

cell-mediated: A/N rule

checklist: one word

check-point: hyphen

checkup: solid noun and adj; 2 words for verb

Cheviot sheep

chi-square: no cap

CI confidence interval: quote in the following form: …2.3 (95%CI, 1.2 to 5.6) [NOTE: there is no space between % and CI]

classical swine fever: abbreviate as CSF

cloven-hoofed: A/N rule

co-administer, co-administration: hyphen

coexist: no hyphen

Collatamp

cold store: (noun) two words, no hyphen

colocolonic: one word

Commonwealth: initial CAP; abbrev. Cwlth. Don't use 'Commonwealth Government': term is 'Australian Government'

comorbidity: one word

contagious equine metritis: abbreviate as CEM

cooling-off period: hyphenated

coolroom: one word, no hyphen

coordinate: no hyphen

co-payment: hyphen

corneas: note plural spelling

cost analysis: two words

cost–benefit: use en-rule; (not benefit–cost)

cost-effective: hyphen

cost-efficient: hyphen

counter-disaster: use emergency-management

Creutzfeldt–Jakob disease: note t's; en dash

crossbreed: one word

cross-connection: hyphen

cross-infect/ion: hyphen

crossover: solid adj and noun; two words verb

cross-reaction/reactive/reactivity: hyphen

cross-reference: hyphen

cross-resistant, cross-resistance always with hyphen: hyphen

cross-section: A/N rule

Cushing reflex (Biotext): cap C, no possessive apostrophe

cutoff: solid for noun or adj/2words for verb

cytopathic effect: abbrev 'CPE'

D | # A B C D E F G H I J K L M N O P Q R S T U V W X Y Z | Principles | Top

data: always plural

database: one word

dataset: one word

day-old: A/N rule eg day-old chick

day-to-day: A/N rule; day-to-day events happen from day to day

debrief: one word

definable: no e

de-ionised: hyphen

destock: one word

Devon rex cat

Disease Watch Hotline: bold

disk: Computers: not disc

dispatch: not despatch

domestic: lower case

dorzolamide–timolol: en-dash

dose–response: adjectival use: en dash

double-blind: A/N rule

double-stranded: A/N rule abbreviate ds

downstream: one word

downwind: one word

drug–receptor interaction: en-dash

duty-of-care: A/N rule

E | # A B C D E F G H I J K L M N O P Q R S T U V W X Y Z | Principles | Top

ear tag: 2 words

ed, eds: no stop in refs

eg: no stops

electroimmobilisation (Biotext): one word

email: one word

end point: two words

end user: A/N rule

end-use: A/N rule

enquiry: general question; inquiry is formal investigation

enzootic: use endemic instead

enzyme-linked immunosorbent assay: lower case

epizootic: usually use epidemic instead; epizootic is an epidemic of animal, not human, disease

equine herpes virus-1: note lower case, hyphen

equine influenza: abbreviate as EI

Escherichia: note spelling; Escherichia coli O157:H7

et al: no italics, no stop at end

etc: no stop, comma before (use sparingly)

ethanol: not ethyl alcohol

ethyl alcohol: use ethanol instead

euthanasing: not euthanising

exceedence: -ence not -ance

F | # A B C D E F G H I J K L M N O P Q R S T U V W X Y Z | Principles | Top

false positive/negative: no hyphens

farmgate: one word adj.

farmyard: one word

-fed words: A/N rule eg grain-fed cattle

federal: no caps

feedlot: one word

feedstuff: animal feed (not foodstuff or feedstuffs)

fee-for-service: A/N rule

fetus/fetal: not foetus/foetal

FiberWire

fieldwork: one word

Figure 2: init cap, in main text

Fisher's exact test: Note use of apostrophe and caps/lower case

fishmeal: one word

Flockcare: Accreditation program run by Aus-Meat Ltd.

flow rate: two words

flowchart: one word

flow-on: hyphenated

flying fox: two words

focused, focusing: one s

foetid: not fetid

foetus/foetal : don't use, use fetus/fetal

follow-up: hypen for adj and noun; two words verb

foodborne: one word

food-producing: A/N rule

foodstuff: for humans (singular and plural; not foodstuffs), but prefer plain 'food'

foot-and-mouth disease: note hyphens; abbreviate as FMD

footrot: one word

foreleg: one word

forums: not fora

foulbrood: one word

fox terrier (Biotext): lower case

-free words: A/N rule: disease-free animals are disease free

free-range: A/N rule

Friesian (Biotext): Note spelling and caps (from Friesland)

front line: front-line adj.

front-of-house: hyphens

fruitfly: one word

fulfil: one l

full-time (A/N rule): A/N rule

gastrointestinal: one word

gene-deleted vaccine: hyphen

genitourinary: one word

germ plasm: two words

goat pox: two words

good laboratory practice: l.c. initials abbrev to GLP

government (generic): no CAP: eg local and state governments

Government (specific): init CAPs for Australian/NSW/Spanish Government; but 'NSW and Victorian governments'

grade (tumours): tumour grade l.c.

Gram stain: cap 'G' (only when refering to stain)

gram-negative: l.c. initial, hyphen

gram-positive: l.c. initial, hyphen

group B streptococcus: l.c.

guidelines: one word

haematology: ae, and related words

haemorrhage: note spelling

half-life, half-lives: hyphenate

hard copy: noun; adjective: hard-copy

head-on: hyphen (as in head-on collision)

heatstroke: one word, no hyphen

Heinz bodies: capital H, no apostrophe

Hendra virus

high- words: A/N rule; high-risk, high-density, high-grade, high-dose, high-temperature

high-performance liquid chromatography: NOTE: not 'high-pressure liquid chromatography'

Holstein-Friesian cattle: Both breeds are named after geographical reasons, and this crossbreed is hyphenated

home range: two words

hoofed: not hooved eg cloven-hoofed

hoofs: not hooves

Horner's syndrome: capital H, apostrophe

horsemeat: one word

hotline: one word

humankind: not mankind

hydroecology: one word

Hypaque: initial cap

I | [#](#) [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#) | [Principles](#) | [Top](#)

ie: no stops

immunosorbent: not immunosorbant

in situ: roman

in so far: three words

inter-renal: hyphen

intra-operative (Biotext): hyphen

intra-oral (Biotext): hyphen

in vivo: roman

inactivated ('killed') vaccine: not killed vaccine

inapparent: is a bone fide word, NOT unapparent

in-contact: A/N rule

in-country: A/N rule

-induced words: A/N rule eg alcohol-induced

industry: no CAP

infected premises: no CAP

-infected words: A/N rule eg anthrax-infected cattle

inhouse: solid

inputs: one word

inquiry: formal investigation; enquiry is a general question

insect-borne: A/N rule eg insect-borne disease

inter alia: roman

inter- words: set solid where possible: interagency, intergovernmental, interrelationship

interepidemic:

internet (l.c.): no init cap

intra- words: set solid where possible, inc intraoral, intrauterine, intraoperative

ionising: note spelling

ivermectin: no CAP, not avermectin

-ize endings: Do not use. Prefer '-ise'

Japanese encephalitis: abbreviate as JE

Johne's disease: ovine or bovine; note pos s

judgment: no e

Kaplan–Meier curve: Caps, en-rule

kg: when abbreviated, no cap/no stop/no 's'

km: when abbreviated, no cap/no stop/no 's'

knowledgeable: note second e

L |

labrador: lower case

large- words: A/N rule; large-scale effect, large-bodied thing

least-cost: A/N rule

legionella, legionellosis: l.c.; plural legionellas; but *Legionella* spp.

leukemia: not leukaemia

licence: noun

license: verb

life expectancy: two words

life form: two words

lifecycle: one word

lifelong: one word

lifespan: one word

lifestyle: one word

life-threatening: A/N rule

lifetime: one word

litre: = L (not l.c. l)

liveborn: one word

livestock: one word

liveweight: one word

lodgment: note spelling

logbook: one word

long- words: A/N rule: long-term effects in the long term; long-winded thing

longhair cat

longstanding: one word, no hyphen

lot-fed cattle: A/N rule (lot feeding)

low- words: A/N rule: low-density, low-dose, low-grade, low-risk

Lumholtz tree kangaroo: note spelling and cap L

lyssavirus: note spelling

M | # A B C D E F G H I J K L M N O P Q R S T U V W X Y Z | Principles | Top

maedi-visna

Maltese terrier: note use of caps and lower case

mammilitis: note spelling

man: use human instead

mankind: use humankind

manmade: use humanmade

manpower: use personnel or scientists etc

marketplace: one word

mass: 5 kg; if you use the numeral, abbrev the unit; use non-break space

matrix: plural matrixes

meatmeal: one word

meningitis: caused by *Neisseria meningitidis*, note spelling

merino: l.c. m, except in Australian historical use where free settlers were called 'pure Merinos'

meta-analysis: hyphen

meta-regression: hyphen

metric ton: use tonne instead

micro- words: set solid where possible: microorganism, microeconomic

midpoint: no hyphen

midway: no hyphen

Mik antigen (Biotext): caps

millilitres (abbreviation): = mL (NOT ml)

million: do not abbreviate to m

min: no stop

minister: l.c. unless specific, eg Minister for Mines

minus sign: use en-rule, eg –24

mitigate against: don't use (should be militate against)

mL: when abbreviated, not ml/no stop/no 's'

Model Codes of Practice: full title (in italics): *Australian Model Codes of Practice for the Welfare of Animals*. CSIRO publishing.

mucous, mucus: adjective mucous membrane; noun globs of mucus

multi- words: set solid where possible: multiuse, multicentre, multiresistant, multiorgan, etc.

multinucleated: one word

multiple-use: A/N rule

multiresistant: one word

myriad: replaces 'many' (there were myriad reasons NOT there were a myriad of reasons)

N | # A B C D E F G H I J K L M N O P Q R S T U V W X Y Z | Principles | Top

n: in stats; italic n; $n = 5$ uses non-breaking spaces

National Guidelines for Beef Cattle Feedlots in Australia: Italics; 2nd ed 1997; CSIRO Publishing/PISC (SCARM)

nearby: one word

neurone: use instead of neuron

Newcastle disease: abbreviate as ND

Newfoundland dog caps

night-time: hyphenated

no.: full stop

non- words: usually without hyphen (nonveterinarian, noncompliant, nondividing, nonspecific, nonseptic, nonunion) but with one if confused with 'none' (non-endemic, non-enveloped), or looks strange (eg non-response, non-normally, non-deployment, non-psychiatrist, non-treatment, non-prescribed, non-entitled)

non-ionising: use hyphen

nonlethal: one word

no-one: hyphen

northern Australia: No cap for northern

Northern Hemisphere: init caps

northwest, etc: one word, l.c.

O | # A B C D E F G H I J K L M N O P Q R S T U V W X Y Z | Principles | Top

oedema: not edema

oesophagus: note spelling

oestrous, oestrus: adjective oestrous cycle; noun oestrus is a period in the oestrous cycle

oestrus: noun: not estrus

off-farm: hyphen

off-load: hyphen

off-peak: hyphen

offset: one word

offside: one word for adjective and noun in all sports except cricket and in general use; cricket has 'an off side'.

off-site: always hyphenate (whether noun or adjective)

off-the-record: A/N rule

OHS: or OH&S be consistent

OIE Terrestrial Code: full name is *OIE Terrestrial Animal Health Code*

OIE Terrestrial Manual: full name is *OIE Manual of Standards for Diagnostic Tests and Vaccines for Terrestrial Animals*

onboard: one word (adj)

one-to-one: A/N rule

on-farm: A/N rule: the on-farm equipment was held on farm

ongoing: one word

on-ground: hyphen for adj use

online (adj): adj, one word

on-site: always hyphenated, whether nouns or adjectives

on-the-record: A/N rule

orangutan: one word

oronasal (Biotext): one word

out-of-date: A/N rule

out-of-session: hyphens

over- words: solid where possible (eg overrepresentation)

overburden: one word

overestimate: one word

P |

part-time (A/N rule): A/N rule

pathophysiological: not 'pathophysiologic'

payoff: solid noun; two words verb

pay-off: hyphen noun and adj; two words verb

Peats Ridge virus: no pos s; Geographical Names Board

per annum: do not use (use per year)

per cent (in text and tables): use % in text, no space

per year: use instead of per annum

percent: don't use (use per cent or %, as appropriate)

percentage: statement of quantity not a unit

perioperative: one word

periodic acid–Schiff: note caps and hyphen

peri-urban: hyphen

peste des petits ruminants: abbreviate as PPR

Pfizer Animal Health: division of Pfizer Inc.

pH 4: use a nonbreaking space

phosphorus: same spelling for noun and adjective

pick-up, pick up: hyphen for noun or adj. two words verb.

pigmeat: one word

pinpoint: one word, no hyphen

polymerase chain reaction: lower case

porcine reproductive and respiratory and syndrome: abbreviate as PRRS

post- words: set solid if possible: postmortem, postdate, postdoctoral, postlarval, postnatal; postoperative; but post-test, post-entry

post-ligation seizure syndrome (Biotext): note hyphen

povidone–iodine: use en dash

practice: noun

practise: verb

pre- words: set solid whenever possible (preprinted, prerequisite, pretest, prenatal) but avoid double vowel (pre-existing, pre-emptive)

premises: applies for singular and plural (the word 'premise' means something else!)

print-out: hyphen for noun, 2 words for verb

prior to: don't use; use 'before'

professor/associate professor: spell out, do not abbreviate

program: not programme

prokaryote: not procaryote

propanol: not propyl alcohol

pseudocowpox: one word

Q | # A B C D E F G H I J K L M N O P Q R S T U V W X Y Z | Principles | Top

quality-adjusted: A/N rule

quality-of-life: A/N rule

quarter horse mare: lower case, no hyphen

R | # A B C D E F G H I J K L M N O P Q R S T U V W X Y Z | Principles | Top

rabies: not abbreviated

radionuclides: use Ra226 (NOT 226Ra)

re- words: set solid where possible (relocate, rearrange) but avoid ree-, real- (re-establish, re-align

ready-to-use: A/N rule

re-align: hyphen

re-assortment: hyphen

reassuring: no hyphen

reinfection: no hyphen

reintroduce:

-related words: A/N rule eg dose-related test

relocation:

rerouted: one word

restock: one word

27

reuse: one word

revaccination: one word

Rift Valley fever: abbreviate as RVF

rinderpest: not abbreviated

riverborne: set solid

rollout: one word

Romney sheep upper case

Rottweiler dog: upper case

S

saleyards: one word

salmonellas: plural, not salmonellae

Schirmer tear test: note capital S and lower case for the rest

scrapie: not abbreviated

screw-worm fly: abbreviate as SWF

section (of Act): l.c. initial (abbrev. s); give sections of the Acts as follows: PHC Act s36 (note, no comma, no stop and no space between 's' and section #)

semi- words: set solid where possible (semiarid, semicolon) but avoid double i (semi-independent)

seroconvert, seroconversion: one word

seronegative, seropositive: one word

serotype: note spelling

setup: solid adj and noun; two words verb

sheep pox and goat pox: not sheep-and-goat pox (AHA 2002 annual report)

sheep-and-goat pox: abbreviate as SGP

sheepmeat: one word

Sheepmeat Council of Australia: not 'Sheep Meat' or 'Sheepmeats'

shelf life: no hyphen

Shih tzu (dog): note caps

shorthair: lower case, one word (eg shorthaired cat)

short-lived: hyphen

short-term: A/N rule

showcase: one word

shutoff, shut off: one word adj and noun; two words verb

side effect: no hyphen

Simmental cattle: capital S

single-blind: A/N rule

smallholder: one word

Southeast Asia: note spelling and caps

southeast, etc: one word, l.c.

Southern Hemisphere: init caps.

sp, spp: species (singular, plural)), no stop, do not italicise

-specific words: A/N rule

spinoffs: one word for adjective or noun; two words for verb

sportsground: one word

stakeholder: one word

stamping out: A/N rule eg stamping-out policy

standard wire-haired dachshund: lower case and hyphen

stand-alone: hyphen for adj

stand-down: hyphen

state and territory (l.c.): no caps

state disease control headquarters: no CAPS

state-wide: hyphenated

stockfeed: one word

stockpile: one word

stock-proof: hyphen

stripy (Macq): not stripey

Student t-test: note cap S; statistical test invented by statistician WS Gosset, who used pseudonym 'Student'

sub- words: set solid where possible (subchronic, subclinical, sublethal, subpopulation, subtype), except for official words (eg Economic Sub-Committee)

sulfur: and all derivatives: sulfuric, sulfonate, sulfite, endosulfan, etc.

swine vesicular disease: abbreviate as SVD

T

targeted: one t

Tasmanian devil facial tumour (Biotext): note caps for Tasmanian only

territory: no caps

Texel sheep

The University of Queensland: Note cap 'The'

time point: two words

time series: two words (noun)

timeframe: one word

timelag: one word

timeline: one word

timescale: one word

totalling: note spelling

trace-back: hyphen (noun, adj)

trace-forward: hyphen (noun, adj)

tracheal mite: parasite of bees; no init cap

trade-off: hypen adj and noun; two words verb

transgene: one word

transmissible gastroenteritis: abbreviate as TGE

-treated words: A/N rule eg heat-treated cells

tropilaelaps mite: parasite of bees; no init cap.

true positive/negative: no hyphen

tumour: not tumor

tumourigenic: Means something that causes a tumour (cf carcinogenic). Prefer 'ou' (ie UK) spelling as for 'tumour (not 'tumor'). Don't replace with 'tumourous', which means 'like a tumour'.

turn-off: livestock sent to market; hyphen for adj and noun.

type 1 diabetes: no caps, no hyphen; arabic 1

U | [#](#) [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#) | [Principles](#) | [Top](#)

ultra- words: set solid where possible (ultrasonic) but avoid double a

ultra-low volume: ULV

ultraviolet: one word

under way: two words (no exceptions!!)

under- words: set solid where possible (underestimate, underuse) but avoid double 'r' (under-resourced)

under-resourc/ed/ing: needs a hyphen

unidirection: one word

unimodal: one word

United States: full in text, USA in tables

unnatural: one word

update: noun and verb

upgrade: one word

up-to-date: A/N rule

uranium isotopes: U-235 not U235

V

vaccine: important: see attenuated/inactivated

varicella–zoster: en dash

varroa mite: parasite of bees; no init cap

venoocclusive: one word

venturi effect: l.c. 'v'

very virulent bursal disease: abbreviate as vvBD

vesicular exanthema: abbreviate as VE

vesicular stomatitis: abbreviate as VS

W

warm-blooded: hyphen

wash-down, wash down: A/N rule: hyphen for adj; two words verb.

wastewater: one word

water buffalo: two words

water source: two words

waterborne: one word

waterlogged/waterlogging: one word

waterproof: one word

website: one word

week: A/N rule, eg two-week period

well- words: A/N rule applies, eg well-run centre, but the centre was well run

wellbeing: one word

Western, the West: as in 'Western nations'; initial cap

widespread: one word

wildlife: one word

windblown: one word

windborne: one word

worldwide: BUT Australia-wide, state-wide, etc

X | # A B C D E F G H I J K L M N O P Q R S T U V W X Y Z | Principles | Top

x-axis: italic x, hyphen

X-ray, X-irradiation: cap 'X', nonbreaking hyphen

Y | # A B C D E F G H I J K L M N O P Q R S T U V W X Y Z | Principles | Top

y axis: italic y, no hyphen

year: A/N rule eg 2-year period, BUT over 2 years