

# **Editorial Style Guide**

**Tennis Australia**



## Why does TA need a style guide?

The purpose of a style guide is to promote consistent communication. Great brands, such as Tennis and the Australian Open, develop a successful relationship with consumers based on trust. A key to building this trust is providing consistency.

This style guide has been developed for Tennis Australia and is based on the *Style Manual for authors, editors and printers, 6th edn.*, and the *Macquarie Dictionary, 4th edn.*

Please adhere to this guide, as a failure to do so will lead to inconsistent communication, confusion and errors.

## How to use this style guide

The first thing you will probably notice about this style guide is that there is no table of contents or index. All entries have been alphabetised for easy reference.

Inside the *Tennis Australia Style Guide* you will find information on all manner of things. There are explanations on subjects such as hyphens, bulleted lists and tables. The guide also covers preferred tennis styles, such as how to present tennis scores in text (see *scoring*), court surfaces (look up each surface individually) and whether or not prize money is one word or two.

This guide's aim is to introduce a consistency of communication throughout Tennis Australia. Keep it on hand, so if you're ever in doubt as to whether it's Plexicushion, plexicushion, Plexi-cushion or plexi cushion, you can look it up.

# A

## a/an

Use “a” before an aspirated “h” (a hotel, a historian, a hypothesis). Use “an” before a silent “h” (an hour, an heir, an honour).

## AAMI Kooyong Classic

Annual men’s invitational event that features a field of eight players.

## abbreviations and contractions

The following abbreviations have a full point after them to indicate that letters are missing:

✓ ed. (editor) fig. (figure) etc. (etcetera)

The following contractions do not have a full point after them because the final letter of the full word is included in the contraction:

✓ Dr Mr Ltd Pty edn eds figs nos dept Mrs Qld

## Aboriginal

Always capitalise when used in reference to Australian Aboriginal people. When discussing individuals, Aboriginal is preferred to Aborigine. See *Indigenous*.

## acronyms

Acronyms should be spelled out at first instance, then they can be used throughout the remainder of the document.

✓ The International Tennis Foundation (ITF) was bound by the decision. In the future, the ITF will have to ...

## ACT Australian Capital Territory

## active versus passive voice

Use the active voice. With the active voice, the subject takes the action. With the passive voice, the subject is acted upon. With active language, sentences are usually shorter, communication more direct, and there is more life in the text.

*Active:* The chairperson signed the contract. (In this instance, the chairperson takes the action.)

*Passive:* The contract was signed by the chairperson. (In this instance, the contract is acted upon.)

## affect/effect

“Affect” is normally used only as a verb, meaning to influence, move (emotionally), impress; or, less commonly, to assume a pose, make a pretence of:

✓ The noise of the crowd will affect players’ concentration.

✓ Roddick affected a look of surprise as the chair umpire overruled the decision.

“Effect” as a verb means to bring about, accomplish:

✓ Craig Tiley has effected numerous changes to the Australian Open since taking over as tournament director.

“Effect” is also used as a noun, to mean a result:

✓ The effect of the new extreme heat regulations was to ensure the players’ safety.

## age groups

✓ 14/u 16/u 18/u

× U14 U-16 u18

## AIS Australian Institute of Sport

## AIS Pro Tour Program

## aka also known as

## Albert Reserve Tennis Centre

## All England Club, The

## all time

✓ Some say Roger Federer is the greatest player of all time.

## all-time (adj.)

✓ Pete Sampras won an all-time record 14 Grand Slam tournaments.

## alternates

## among/amongst

Use among, never amongst.

## among/between

Use “among” in situations where there are three or more parties.

✓ The food was shared among the hungry journalists.

Use “between” in situations where there are two parties.

✓ The men’s final is between Novak Djokovic and Jo-Wilfried Tsonga.

## AMT Australian Money Tournament

## and/&

Ampersands (&) shouldn’t be used in text, they should only be used in tables or where there is not enough space to spell out “and” in full.

## Annual General Meeting (AGM)

## ANZ

Australian Open Associate Sponsor and Official Bank; and Tennis Australia Sponsor including ANZ Tennis Hot Shots

## ANZ Tennis Hot Shots

Tennis Australia’s kids’ starter program that uses smaller courts and modified equipment.

## AO Blitz

The AO Blitz is an interactive online competition that invites individuals, schools and clubs to take on a series of fun challenges

## AO Hospitality

## AO Series Event

The Australian Open Series events are:

- Brisbane International
- Hyundai Hopman Cup
- Apia International Sydney
- Hobart International
- World Tennis Challenge.

## AO Shop

## Apia International Sydney

One of the five AO Series events that lead up to the Australian Open.

## apostrophes

Apostrophes are required in a number of situations, the most common are:

### *Ownership*

✓ Nick’s tennis racquet.

### *Singular nouns*

Singular nouns, including those ending in “s”, take an apostrophe “s” to show ownership.

✓ The child’s ball.

✓ The lens's range.

✓ *Bridget Jones's Diary*

#### *Plural nouns*

Plural nouns ending in "s" take the apostrophe only:

✓ The dogs' owner could not be found.

× The dogs's owner could not be found.

#### *Omission (contractions)*

To show that letters have been omitted from a word – a contraction.

e.g. do not = don't

See also *its/it's* and *your/you're*

#### *Expressions of time*

Only use an apostrophe with singular expressions of time.

✓ one month's notice

× six weeks' leave

✓ 1960s

× 1960's

#### *Plurals*

Use apostrophes in plural references to letters of the alphabet.

✓ Please make sure you dot the i's and cross the t's.

Apostrophes are not required to make words or numbers plural.

× Jim Courier was a great player in the 1990's.

✓ Jim Courier was a great player in the 1990s.

× Djokovic has many tennis racquet's.

✓ Djokovic has many tennis racquets.

#### **Aruba Network**

Australian Open Official Supplier of Network Solutions

Asia-Oceania zone (Davis Cup and Fed Cup)

#### **Asia-Pacific**

#### **Athlete Development/athlete development**

Athlete Development in capitals refers to the name of Tennis Australia's Athlete Development department. For general references to "athlete development" use lowercase.

✓ Tennis Australia's Athlete Development department seeks to develop our next wave of tennis stars.

✓ Most agree that athlete development is a big part of developing great tennis players.

#### **Athlete Development Matrix**

athletes with an intellectual disability

#### **ATP**

Association of Tennis Professionals – the men's tennis professionals association.

#### **ATP FanFest**

#### **ATP Men's Challenger event**

#### **ATP Tour**

#### **ausopen.com**

Formerly [australianopen.com](http://australianopen.com)

#### **Australian Davis Cup team/captain/coach**

#### **Australian Davis Cup Tennis Foundation (ADCTF)**

Australian Fed Cup team/captain/coach

Australian Fed Cup Tennis Foundation (AFCTF)

Australian Grand Slam Coaches' Conference

Australian Institute of Sport

Government funded peak training body.

Australian Junior Davis Cup team/captain/coach

Australian Junior Fed Cup team/captain/coach

Australian Olympic Committee (AOC)

Australian Open

✓ Australian Open 2009

✓ the Australian Open

× the Australian Open 2009

× the 2009 Australian Open

Australian Open Junior Championships

Australian Open Series Event

The Australian Open Series events are:

- Brisbane International
- Hyundai Hopman Cup
- Apia International Sydney
- Hobart International
- World Tennis Challenge.

Australian Open Tennis Championships

Australian Open True Blue

Australian Open Wheelchair Championships

Australian Paralympic Committee

Wheelchair Athlete Development and Paralympic and World Team Cup Supporter.

Australian Sports Commission (ASC)

Offers up-to-date information on the structure and organisation of sport in Australia, including the Australian Institute of Sport (AIS).

Australian Tennis Championships

Formerly the Australian Tennis Classic

Australian Tennis Hall of Fame

Australian Tennis Hall of Fame Inductee

Australian Tennis Hall of Fame Induction

Autograph Island

## B

backhand

ballkid

barbecue

Bayview on the Park, Melbourne

Official junior player hotel

beach tennis

best of five sets

best of three sets

birth date

birth place

BioCeuticals

Tennis Australia Sponsor

block quotes *see quotes*

BNP Paribas

BNP Paribas is France's largest listed banking group. BNP Paribas joined the international family of sponsors of the Davis Cup in 2001 and became Title Sponsor and Official Bank of Davis Cup in 2002.

bold *see emphasis*

bonus pool (BP)

boys clothes

No apostrophe in "boys" because it is descriptive, not possessive.

boys' final

✓ boys' doubles final boys' main draw boys' qualifying event boys' singles final

brackets ( ) *see parentheses*

breakpoint (adj.)

break point (noun)

breakthrough

Brisbane International

One of five Australian Open Series events held prior to the Australian Open.

build up (verb)

✓ He said he was going to build up his business through advertising.

build-up (noun)

✓ The build-up to Australian Open 2009 reached its climax in the week before the opening match.

bulleted lists

Bulleted lists should always be preceded by an introductory sentence describing the bulleted list that follows. Below you will find a list of instructions regarding the use of bulleted lists.

- If the introduction suggests a specific number of points or the order of points is significant, use a numbered list (for more information on this see numbered lists). Otherwise, use bullets.
- Bullet points should be set flush against the left margin, not indented. (As in this example.)
- For sublists within a bulleted list use en dashes. For example:
- bulleted list entry
  - sublist entry
- It's important that bulleted lists are parallel – each line in the list should have the same grammatical make up. See parallel structure for more information and examples of this.

If each of the points in a list of bulleted (or alphabetised/numbered) points is a full sentence, capitalise the first word and end each point with a full stop.

✓ When you visit Melbourne Park you will notice many things:

- There are three stadiums with retractable roofs – Rod Laver Arena, Hisense Arena and Margaret Court Arena.
- There are 22 outdoor courts.
- There are three show courts.

If each of the points is a word or part of a sentence (or makes a full sentence with the introductory phrase), lowercase the first word of each point (unless it is a proper noun). The only punctuation in the list of points is the final full stop. The introductory phrase preceding the list of points is followed by a colon and should not be a full sentence:

✓ At Melbourne Park there are:

- three stadiums with retractable roofs – Rod Laver Arena, Hisense Arena and Margaret Court Arena
- 22 outdoor courts
- three show courts.

The introductory sentence may end with a colon to clarify the link between intro and list. However, sometimes this link is expressed so clearly in the intro that this device is unnecessary.

✓ Australians who have won an Australian Open singles title are listed below.

- Rod Laver
- John Newcombe

## Burswood Dome

Part of the Burswood Entertainment complex, the Burswood Dome was one of the largest enclosed entertainment, sports and special events venues in Australia. It was built in 1987 and demolished to make way for a carpark in 2013.

business and development plan

## C

### Cadbury

Australian Open Official Supplier of Confectionary

call-up (noun)

✓ Klein receives Davis Cup call-up

### Cancer Council of Australia

Tennis Australia Sponsor and Australian Open Official Supplier of Sunscreen

### Canningvale

Official towel Supplier.

### capitalisation

Keep capitals to a minimum but if in doubt, refer to the *TA Editorial Style guide* or the *Macquarie Dictionary*.

#### *Proper nouns*

Proper nouns (names of specific entities) should be capitalised when spelled out in full. If only the generic element of the name is given, it should not be capitalised.

- ✓ the Victorian Government ... the government
- ✓ the Supreme Court ... the court
- ✓ the Murray River ... the river
- ✓ Davis Cup final
- ✓ Australian Junior Fed Cup Team

### *Common nouns*

Common nouns (the names of classes of entities) should not be capitalised. Institution names and position titles should not be capitalised when used in a general sense.

✓ A publicist will attend the next Davis Cup tie. (This is a general reference to a publicist – it could refer to any publicist – so it's lowercase.)

For information on whether to capitalise job titles, see *job titles*.

Capitals should not be used to emphasise particular words, for more information on this see *emphasis*.

Many examples have been given throughout this guide, but if the word you are looking for is not here, then use lowercase. Also, if the word you are using is a common word or phrase, use lowercase. If you're still in doubt, check the *Macquarie Dictionary*.

### captions

In cases where there are many credits, e.g. a print publication, it is fine to include one overall credit on the imprint page. For example: 'All images by Getty Images unless specified.'

Here are some guidelines to keep in mind when writing captions.

- A picture may be worth a thousand words, but sometimes not all of the important details are evident. Identify the event/player and/or any specific information relating to the picture.
- Include a picture credit, which will be either "Tennis Australia" or "Getty Images".
- Captions must include a full stop, except in the case of captions that only consist of a person's name; e.g. Chris Guccione
- Try not to place captions above or to the left of an image as this interrupts reading patterns.
- When writing a caption for a group photo, name those in the picture from left to right. Use the bracketed abbreviation "(l to r:)" unless it is the beginning of a sentence, in which case spell it out – "Left to right:"

✓ Australian tennis legends (l to r:) Pat Cash, Mark Woodforde, Todd Woodbridge and John Fitzgerald.

✓ Left to right: Pat Cash, Mark Woodforde, Todd Woodbridge and John Fitzgerald.

✓ Australian Lleyton Hewitt exits Rod Laver Arena with his coach Tony Roche (left) and daughter, Mia (right).



### *Past or present tense?*

Write captions in the present tense (now), captions written in this manner are more lively and capture interest.

✓ Legendary players Pat Cash, Mark Woodforde, Todd Woodbridge and John Fitzgerald pose for a photo after their encounter on Margaret Court Arena.

× Legendary players Pat Cash, Mark Woodforde, Todd Woodbridge and John Fitzgerald posed for a photo after their Legends encounter on Margaret Court Arena.

Note: if using a colon in a caption (or anywhere for that matter) the first word following the colon should be lowercase unless it is a proper noun.

✓ Highest ever ranking: Casey Dellacqua.

✓ On their way: the Australian Junior Davis Cup team leaves for Italy.

### Cardio Tennis

### CD-ROM

### CD-ROMs

### CDs

### centimetre cm

No full stop required, see *units of measurement* for full explanation and examples.

### central chair umpire

### centre court

✓ Roger Federer played Rafael Nadal on centre court in the 2008 Wimbledon men's singles final.

centuries see *decades and centuries*

chair umpire

challenge

Challenger event

champion

championships = champ's

Championships, The

champ's = championships

changeover

change room

chief evaluator

chief of Grand Slam supervisors

Spell this out lowercase (as above) if a general reference. Use capitals if using the term as a specific person's job description.

chief umpire

Spell this out lowercase (as above) if a general reference. Use capitals if using the term as a specific person's job description.

✓ During the first set, Chief Umpire Wayne McKewan was called to the court.

✓ If there are any problems, call the chief umpire.

child care (noun)

✓ "I need child care for my son while I'm out on the court," said Davenport.

childcare (adj.)

✓ The Occasional Childcare Centre at Hisense Arena was very busy during Australian Open 2013.

Chinese Taipei

In the case of Chinese Taipei or Taiwan, Chinese Taipei is the country's official name.

City of Melbourne

Australian Open Official Supplier

clay court (noun)

✓ The French Open is played on clay courts.

claycourt (adj.)

✓ Rafael Nadal is an expert claycourt player.

clubhouse

coach

Coach Certification program

coach development

For general references to coach development, leave it lowercase.

Coach Development

When referring to the Coach Development department it should be uppercase.

Coach Education program

coaching course

Coach Membership

Coca-Cola

code of conduct

Spell this out lowercase (as above) if a general reference. Use capitals if referring to the ITF's Code of Conduct policy.

code violation

colons

Colons are often used to introduce a series of items.

✓ The report covers the following areas: coaching, player development and Hot Shots.

However, if the series of items flows naturally as part of the sentence – often preceded by such expressions as “including”, “such as” and “namely” – a colon is not needed.

✓ A number of Australians will be contesting Australian Open 2008, including Lleyton Hewitt, Alicia Molik and Casey Dellacqua.

In lists, the introductory sentence may end with a colon to clarify the link between the intro and list. However, sometimes this link is expressed so clearly in the intro that this device is unnecessary. For more information on this see *bulleted lists*.

✓ Australians who have won an Australian Open singles title are listed below.

- Rod Laver
- John Newcombe

Use lowercase after a colon, such as in a heading, even if what follows the colon is a full sentence.

✓ Racquet: a look at how tennis racquets have evolved (This is a heading, so no full stop is required.)

Use an initial capital letter after a colon that is introducing more than one sentence.

✓ At his press conference earlier, Roger Federer appeared ready to seize the opportunity: “Right now I’m getting closer to the objective, so I’m highly motivated. I’ve been practicing for years for this moment, so I don’t want to miss it.”

Punctuation is set in the same font as the word/phrase preceding it if the punctuation mark belongs to that word/phrase, but not if it belongs to the whole sentence.

✓ *Source:* (Colon is italicised.)

✓ Who is Kevin Rudd referring to when he speaks of *ordinary Australians*? (Roman [not italicised] question mark.)

commas

Use a comma to separate independent clauses that are joined by a conjunction like “and”, “but”, “for”, “or”, “nor”, “because”

or “so”:

✓ I shall return the crown jewels, for they are too heavy to wear.

Use a comma in direct address:

✓ Your majesty, please hand over the money.

In between proper names and titles:

✓ The Prime Minister, Kevin Rudd, said he would pay.

(If we remove the commas from this sentence, it would still make sense, e.g. “The Prime Minister said he would pay.”

So we leave the commas in. However, if we took out the word “the” at the beginning, the sentence no longer needs commas:

✓ Prime Minister Kevin Rudd said he would pay.

Would this sentence make sense without Kevin Rudd? No. (Prime Minister said he would pay). So we take the commas out.

More examples:

✓ Linda and her brother, Sam, are coming with us. (This indicates that Linda only has one brother. If Linda has more than one brother, remove the commas.)

- ✓ I'd like to introduce you to my son, Ben.
- ✓ Tennis Australia web designer Antonio Vong is a whizz.
- ✓ She won the match over No.12 seed Samantha Stosur in five sets.
- ✓ John Player comes from Chicago, Illinois, and now lives in London, England.

## Community Tennis

### compare to/with

"Compare to" likens things:

- ✓ He compared Brisbane to a big country town.

"Compare with" (more common) makes a comparison and considers their similarities and differences (i.e. contrasts):

- ✓ The commentator compared Roger Federer with Stefan Edberg.

### complement(ary)/compliment(ary)

complement – complete; complementary – completing, rounding out.

- ✓ In most cases, red wine will complement a beef dish.

compliment – praise, congratulate; complimentary – praising, given free of charge.

- ✓ Federer paid his opponent a compliment after he hit a winner.
- ✓ We had to pay for the tickets – they were not complimentary.

### contact details

Use these abbreviations to save space.

A = address

- ✓ A: Tennis Australia  
Melbourne Park  
Batman Avenue  
Richmond  
Vic. 3121  
Australia

P = phone

- ✓ P: (03) 9914 4000 (For domestic clients.)
- ✓ P: +61 3 9914 4000 (For international clients.)

F = fax

- ✓ F: (03) 9650 1040 (Domestic)
- ✓ F: +61 3 9650 1040 (International)

E = email

- ✓ dsaligari@tennis.com.au (No underline.)

W = website

- ✓ tennis.com.au (No need to include "http://www.")

### cooperate

### coordinate

### copyright

In general, treaties between Australia and many other countries do not have any formal requirements in terms of how copyright in a work is identified (whether by the © symbol or by the word "copyright").

However, some countries are still party to the Universal Copyright Convention, which requires that works bear, in a prominent place and from the time of first publication, the © symbol, the name of the owner of the copyright and the year of first publication. Use of the © symbol also alerts users that copyright is claimed in the work in question.

- ✓ © Mandy Shutie 2008

### court side

court surfaces see individual entries; e.g. *grass court*

Court 20

CPA Australia

Australian Open Official Sponsor: Official Accounting and Business Partner

Crown Metropol

Official tournament guests' hotel

Crown Promenade Hotel

Official tournament guests' hotel

Crown Towers

Official tournament guests' hotel

currency

Currency is generally expressed in figures with the currency symbols.

✓ \$2000 10¢ \$1m

× \$ 2000 10 ¢ \$1 m (Do not put a space between the symbol and figure.)

Defining currency by country:

✓ AUD\$12 USD\$1.4m

× \$A576,000 \$NZ342.50 A\$56 US\$870

cut-off

## D

d = defeated

✓ Trengove d Vong 6-2 7-5

dashes

- hyphens see hyphens.
- en dashes (also known as en rules) – (To insert an en dash, go to Insert/Symbol/Special characters/en dash.)

The en dash is used to join spans of figures, time and distance. In these cases there should be no space either side of the en dash; for example:

✓ see pp. 55–58

✓ 163–165 Smith Street

✓ February–March

It is used to show an association between words that retain their separate identities; for example:

✓ parent–teacher interview

En dashes should not be used instead of the word “and” with the word “between”.

× Dellacqua’s ranking is between 70–80.

✓ Dellacqua’s ranking is between 70 and 80.

En dashes should not be used with the word “from”.

× Federer was No.1 from 2004–2008.

✓ Federer was No.1 from 2004 to 2008.

En dashes can be used to show an abrupt change; for example:

✓ Vong’s skills were sublime – but that wasn’t what everyone was talking about after the match.

En dashes can be used to introduce an explanation:

✓ Off the court, this player has a lot to learn – for example, hurling tennis racquets at fans is not the best way to get the crowd on your side.

En dashes can be used to set apart parenthetical elements. A parenthetical element is a phrase, comment or sentence that is inserted into the text but is not directly related to the main subject. That is, you should be able to remove the parenthetical element and the sentence should still make sense.

✓ In 2008, Novak Djokovic will lead Serbia – as he has done for the past 12 months – in its quest for the Davis Cup title.

In this sentence, the parenthetical element is: “as he has done for the past 12 months”, if you remove this text, the sentence still makes sense: In 2008, Novak Djokovic will lead Serbia in its quest for the Davis Cup title.

\* In examples such as the last three, there should be a space either side of the en dash.

En dashes are used to mean “to” in phrases such as:

✓ input–output ratio

✓ cost–benefit ratio

En dashes are used to mean “and” in phrases such as:

✓ Liberal–National alliance

✓ Sharapova–Ivanovic match

✓ win–loss record

## dates

In text, use the form “[day] [month] [year]”. There should be no comma between the day and the month or between the month and year.

✓ John Newcombe was born on 23 May 1944.

✓ The dates for Australian Open 2009 are 19 January–1 February.

✓ Australian Open 2009 will be held in January and February 2009.

✓ April–May

✓ 11–13 May

× 11th–13th May (No “th” after dates.)

If the day of the week is given, the date should be written as follows:

✓ The Australian Open 2008 men’s final was held on Sunday 27 January 2008.

## Davis Cup by BNP Paribas

Official name is Davis Cup by BNP Paribas.

## daylight savings

### days

These should only be abbreviated when space is an issue. Abbreviations are as follows:

✓ Sun. Mon. Tues. Wed. Thurs. Fri. Sat.

### decades and centuries

When referring to decades, the recommended style is to refer to the 1950s, 1960s, etc. Use this format if you are preparing a formal document. If the piece is less formal, or conversational in style, it’s fine to use the shortened form ‘80s, but be consistent.

✓ 1970s ‘80s

× 1970’s 80s fifties nineteen-forties 70’s

References to particular centuries should be spelled out and not capitalised, and they should be hyphenated if used as an adjective.

✓ The Australian Open began in the twentieth century as the Australasian Championships.

✓ twentieth-century phenomenon

## DecoTurf

The court surface used at the US Open.

## default

## defining and non-defining clauses

Use commas to set apart non-defining clauses and phrases. Non-defining clauses and phrases add information about the subject. The following are examples of non-defining clauses (commas required):

- ✓ John McEnroe, who won seven Grand Slam titles, is now a commentator.
- ✓ Melbourne Park, formerly known as Flinders Park, is in the city of Melbourne.

Do not use commas around defining clauses and phrases. Defining clauses and phrases restrict or define the subject. The following are examples of defining clauses (no commas required):

- ✓ The player who kicked the winning goal retired the next day.
- ✓ The house that Roger Federer lived in as a child is now owned by Bill Gates.

Use “that” (without a comma) for defining clauses and “which” (preceded by a comma) for non-defining clauses. For more information on this see *that or which?*

degrees Celsius °C

No full stop required, see *units of measurement* for full explanation and examples.

Dextro Energy

Tennis Australia Sponsor

disabilities see *inclusive language*

DNP = did not play

Domain Tennis Centre

double fault

double quotation marks see *quotation marks*

doubles final

doubles style

- ✓ Woodbridge/Woodforde (No space either side of back slash.)
- ✓ [1] Wodbridge/Woodforde (AUS) (As both players are from Australia, only enter the country code once.)
- ✓ [WC] Lleyton Hewitt/Rafael Nadal (AUS/ESP) (Make sure country codes are in the correct order.)

drawcard

drop shot

DVDs

## E

e see *electronic*

each

When “each” precedes the *noun* or *pronoun* to which it refers, treat it as singular and follow it with a singular **verb** and pronoun.

- ✓ Each *girl* **brings** her own lunch.

When “each” follows the *noun* or *pronoun*, treat it as *plural*.

- ✓ *The girls* each bring *their* own lunch.

e.g. for example

It's preferable to use “for example” in text. Only use the abbreviation “e.g.” in situations where space is an issue.

EHP Extreme Heat Policy

When referring to the ITF's Extreme Heat Policy, use uppercase. If making a general reference use lowercase.

- ✓ The ITF's Extreme Heat Policy document can be found on the ITF website.
- ✓ The players called for an extreme heat policy to be introduced.

electronic “e”

For words prefaced by an “e” that stands for “electronic”, the “e” should always be lowercase, except in headings where maximum capitalisation is used, and at the start of sentences.

✓ E-banking is the most modern method of banking.

One exception to this rule is email. Email no longer takes a hyphen as it has become such a commonly used word that the hyphen has been dropped.

✓ email

electronic meal allowance (EMA)

ellipsis points ...

There should be a space either side of ellipsis points.

✓ “It was a great match ... I hardly put a foot wrong all night.”

If the sentence ends with an “!” or a “?” place the ellipsis points after the symbol.

✓ Federer? Never heard of him! ... Where is he from?

Drop the full stop when using ellipsis points at the end of a full sentence.

✓ It wasn't easy playing her tonight ...

If removing material from a quote, ellipsis points should be used to show that the quote has had material omitted.

✓ “I didn't get a first serve in all night ... the lights kept getting in my eyes.”

Ellipsis points should never be used at the start of a quotation to show that the quotation starts in the middle of a sentence; this is indicated by the fact that the first word of the quotation starts with a lowercase letter.

✓ Mauresmo commented on her state of mind after the match, telling reporters “my confidence is growing every time I have a win I guess. It's definitely not at the highest it can be, but I'm fighting.”

× Mauresmo commented on her state of mind after the match, telling reporters “... my confidence is growing every time I have a win I guess. It's definitely not at the highest it can be, but I'm fighting.”

email

emphasis

If you need to emphasise a word use italics rather than bold, underlining or capitals. Use italics sparingly for emphasis; too much will look repetitive and is likely to irritate readers.

✓ The fact that Djokovic won was not what excited the crowd, it was *how* he won.

en dash see *dashes and numbers*

e-newsletter

English spelling

Use English spellings, not American spellings.

“ise” not “ize”

✓ realise materialise

× realize materialize

“our” not “or”

✓ colour neighbour

× color neighbor

enquire/inquire

Inquire is the preferred spelling.

en rule (en dash) see *dashes and numbers*

ESPN

Broadcast partner: North America

ESPN International

Broadcast partner: Central and Latin America

## Eurosport

Broadcast partner: Pan-Europe

## Events Tasmania

Major Sponsor of the Hobart International.

## exclamation mark

Use exclamation marks sparingly. If they are overused, readers will find the repetition irritating.

## Executive Team

## extreme heat policy (EHP)

When referring to the ITF's Extreme Heat Policy, use uppercase. If making a general reference use lowercase.

- ✓ The ITF's Extreme Heat Policy document can be found on the ITF website.
- ✓ The players called for an extreme heat policy to be introduced.

# F

## Facebook

## Facility Loan Scheme

## fairytale

## Fanatics, the

## Fed Cup, the

Official name: Fed Cup by BNP Paribas. Formerly known as the Federation Cup.

## Federation Square

Not "Fed Square".

## fewer/less

Use fewer when referring to countable things:

- ✓ fewer apples fewer heroes fewer potatoes fewer words

Use less when referring to mass or volume:

- ✓ less apple juice less heroism less potato less wordiness

## fightback (noun and adj.)

## final

- ✓ boys' final doubles final girls' final men's final mixed doubles final singles final women's final

## Find A Coach

- ✓ The Find A Coach facility is on the tennis.com.au website.

× Find-A-Coach Find a Coach find a coach

## Find A Court

- ✓ Find A Court is a search tool that helps tennis players find a court near them.

× Find-A-Court Find a Court find a court

## finetune

## first round 1r

## Flushing Meadows

Home of the US Open.

focused

focusing

forehand

formally/formerly

✓ Melbourne Park (formerly known as Flinders Park) is where the Australian Open is played.

✓ You are formally invited to attend the AO Ball to be held at Melbourne Park on 26 January 2008.

fourth round 4r

Fox FM

Fox Sports

front desk

frontrunner

full-size court

full-time (noun and adj.)

Futures event

## G

Garden Square

gender neutral language see *inclusive language*

get/got

Avoid this verb when a more precise alternative is available (e.g. obtain, become, receive, fetch, take or have).

girls clothes

No apostrophe in “girls” because it is descriptive, not possessive.

girls’ final

✓ girls’ doubles final girls’ main draw girls’ qualifying event girls’ singles final

GP = Grand Prix

Grand Hyatt Melbourne

Official player hotel

Grand Slam

This refers to winning all four major tournaments in a calendar year.

✓ Rod Laver completed the Grand Slam in 1969 after winning the Australian, French and US Opens and Wimbledon.

✓ Trengove won her first Grand Slam tournament in Australia.

✓ The Grand Slam of Asia-Pacific.

× Trengove won her first Grand Slam in Australia.

Grand Slam®

In text, only use the ® symbol in the first instance of using the term “Grand Slam®”. From then on any further instances do not require the ® symbol.

Grand Slam of Asia-Pacific, The

Grand Slam Oval

## Grand Slam supervisor

✓ A Grand Slam supervisor should be present at all Grand Slam tournaments. (General reference so “supervisor” doesn’t take a capital “S”.)

✓ Grand Slam Supervisor Andy Jarrett attended Australian Open 2008. (In this example “Grand Slam Supervisor” is being used as a specific person’s (Andy Jarrett’s) job description, so “Supervisor” takes a capital “S”.)

grass court (noun and adj.)

grassroots

green modified balls

Green Stage

ground pass

× grounds pass

ground stroke

## H

Haaga

Tennis Australia Sponsor

hard court (noun)

✓ Plexipave is a type of hard court.

hardcourt (adj.)

✓ Decoturf is the hardcourt surface at Flushing Meadows.

Hawk-Eye

headings

Only the first word of a heading should be capitalised, except for proper nouns. A full stop is not required at the end of headings. Keep headings to 50 characters or less when writing for the web.

✓ Nalbandian bundled out of semis

× Roddick Ready to Smash Davydenko

heart rate (noun)

heart-rate (adj.)

✓ e.g. heart-rate monitor

heat policy

Heineken

Australian Open Official Sponsor: Official Supplier of Beer

*Herald Sun*

Australian Open Official Newspaper

hierarchy

Hisense

Australian Open Official Sponsor: Official Television and Whitegoods

Hisense Arena (HA)

Formerly Vodafone Arena

## Hilton on the Park, Melbourne

Official Media, Broadcast and VIP Guests' hotel.

## Hobart International

One of the five AO Series events that lead up to the Australian Open.

## home town (noun)

✓ Guccione will return to his home town of Melbourne after Wimbledon.

## hometown (adj.)

✓ Hometown hero Chris Guccione was too strong for Rafael Nadal at Rod Laver Arena last night.

## Hopman Cup

See Hyundai Hopman Cup

## Hot Shots see ANZ Tennis Hot Shots

## hyphens

Hyphens can link compounds, such as brother-in-law, two-eighths, six-year-old champion.

There are no easy rules here, but study the word carefully e.g. recreation is very different to re-creation. Check the *Macquarie Dictionary* if you are unsure. For example, you may re-cover an old chair, but police recover stolen goods.

Consider the phrase "short story writer". Was he a short writer? Or did he write short stories? Using a hyphen can clarify this for your readers either way:

- He was a short-story writer. (A writer of short stories.)
- He was a short story-writer. (A short writer.)

Here are some more examples:

- ✓ Top seed Venus Williams is playing later on this afternoon. (No hyphen.)
- ✓ The fifth-seeded Australian was defeated in the semifinal. (Hyphen required.)
- ✓ He will play the sixth seed tomorrow night. (No hyphen.)
- ✓ Wimbledon is a well-known tournament. (Hyphen required.)
- ✓ Rafter booked his place in the second round with an easy straight-sets victory.
- ✓ Nadal's first-round match is against Tommy Haas.

Do not hyphenate words with "ly" endings.

- × Nadal, the highly-ranked Spaniard, will take take on Federer in the final.
- ✓ Her finely honed skills won her the match.

Do not hyphenate compounds that have been modified by words like "very", "exceptionally" or "particularly".

- × Pat Cash is a very well-known tennis player.

A hyphen is not required in the following examples.

- ✓ A better known umpire.
- ✓ The least liked player.
- ✓ The more qualified coach.

Occasionally a hyphen will be required for clarification. Consider the following two sentences.

- The players asked for more experienced coaches.
- The players asked for more-experienced coaches.

In the case of ages, always use hyphens, e.g. 25-years-old.

## Hyundai

Major Sponsor of the Hyundai Hopman Cup.

## Hyundai Hopman Cup

One of the five AO Series events that lead up to the Australian Open.

# I

## IBM

Australian Open Partner and Official Information Technology Partner

## i.e. that is

Spell this out in text where space is not a concern, if space is a problem then use the abbreviation.

## ice-cream

## inclusive language

Always use inclusive language, this means avoiding words that are gender specific.

✓ linesperson ballkids sportsperson

× linesman ballgirl sportsman

In some sentences you may have to use “his/her”. It’s preferable to reword the sentence to avoid this situation.

× Every player is required to keep his/her locker tidy.

✓ Players are required to keep their locker tidy. (Make the sentence plural.)

✓ Players are required to keep lockers tidy. (Recast the sentence to avoid using a pronoun, in this case “their” has been removed from the sentence.)

Occupational titles should also be gender neutral.

× Policeman ball boy ball girl spokesman chairman

✓ Police officer ballkid spokesperson chairperson

References to people with a disability should be handled in the following ways.

• Foreground the person rather than the disability:

✓ A person with a disability (rather than “disabled”).

✓ A musician with vision impairment (rather than “blind”).

• Deaf community:

✓ Many deaf people use the Australian sign language Auslan, and define themselves as members of a language group. They use the term Deaf (with a capital D) affirmatively as a mark of identity; for example, the Deaf community.

• Indigenous see Indigenous

• Aboriginal see Aboriginal

## Indigenous

Always capitalise “Indigenous” when it refers to the original inhabitants of a country – as in Indigenous Australians. It needs no capitals when used in a general sense to refer to the original inhabitants of other countries. See *Aboriginal*.

## Indigenous athletes

## indoor court

## information technology provider

## Instagram

## InterContinental Melbourne The Rialto

Official Tournament Guests’ Hotel

## initials

If using initials rather than a person’s full name, do not put full stops between the initials.

✓ JK Rowling

× J.K. Rowling

## injury free (noun)

✓ “I’m hoping to get through this tournament injury free,” he said.

injury-free (adj.)

✓ “I’m hoping for an injury-free tournament,” he said.

inquiry see *enquiry/inquiry*

International Lounge

International Tennis Foundation (ITF)

International Tennis Hall of Fame

International Tennis Number (ITN)

internet

“ise” spellings see also *English spelling*

Use “ise” spellings, not “ize” (American) spellings.

italics

Italicise the titles of books, journals, newspapers, plays, artworks, films, and radio and television programs.

✓ Reviews of the book *You Cannot be Serious* and the film *Wimbledon* appeared in *The Australian* yesterday.

Within the text, the definite or indefinite article (in the following example the definite article is “*The*”) can be omitted from a title if retaining it makes for a clumsy or confusing sentence.

✓ Rohan Connolly’s *Age* article last Tuesday was well written.

× Rohan Connolly’s *The Age* article last Tuesday was well written.

Set in roman (normal text font):

- the titles of articles, book chapters, stories, lectures, episodes of radio and television series and songs. (These should all be set in quotes.)

✓ Linda Pearce wrote the article “Safin blows the house down”.

- the names of rock bands and music ensembles and performers

✓ The Veronicas and Thirsty Merc performed at Australian Open 2008.

- any punctuation following an italicised word or phrase, unless the punctuation belongs to that word or phrase.

✓ Journalists who attended the press conference were from *The Age*, *The Herald Sun* and *The Australian*.

ITF Men’s Futures event

ITF Pro Circuit

ITF Women’s \$25,000 event

ITN International Tennis Number

its/it’s

“Its” indicates ownership:

✓ The dog ate its dinner.

× The cat ignored it’s milk.

Note: the possessive form of its – its – never takes an apostrophe after the “s”.

× The dog picked up its’ bone.

✓ The dog picked up its bone.

“It’s” is the contraction of “it is”:

✓ It’s going to be hot today.

× Its raining in Sydney.

## J

Jacob’s Creek

Australian Open Associate Sponsor and Official Wine Supplier

## job titles

When referring to a specific person's job title, use uppercase.

✓ Tennis Australia Media and Public Relations Coordinator Prue Ryan emailed the press release to the media.

For general references, use lowercase.

✓ Tennis Australia has advertised for a new publicist to replace Eloise Tyson.

## Junior Development Coaching Course

## Junior Matchplay

## junior referee

# K

## K&L Gates

Australian Open Official Supplier of Legal Services

## Kia Motors

Major Sponsor of the Australian Open and Official Supplier of motor vehicles.

## Kids Tennis Day

## Kids' starter tennis program

## kilograms kg

No full stop required, see *units of measurement* for full explanation and examples.

## kilometre km

No full stop required, see *units of measurement* for full explanation and examples.

## kilometres per hour km/h

No full stop required, see *units of measurement* for full explanation and examples.

## Kooyong Classic

See AAMI Kooyong Classic

## Kooyong Lawn Tennis Club

# L

## l = lost

## Lacoste

Australian Open Partner and Official Outfitter of the Australian Open

## Last Eight Club

## last/past

Use past when referring to a time period ending in the present.

✓ in the past three years ...

Don't use last when you mean latest.

× The last issue of *TennisWorld* ...

✓ The latest issue of *TennisWorld* ...

## Lawn Tennis Association of Australia

Formerly Lawn Tennis Association of Australia trading as Tennis Australia, this is no longer correct. See *Tennis Australia Ltd*.

lay-off

learned/learnt

Use learned.

left-handed

Legends Events

less see *fewer/less*

licence/license

Licence is a noun that means “a permit to do something” (a driving licence), whereas license is a verb meaning “give a permit to someone or to allow something” (the loggers are licensed to cut mahogany trees).

lifelong

line call

linespeople

× linesman

✓ linesperson

line-up (noun)

line up (verb)

lists see *bulleted lists* or *numbered lists*

live sites

Living Edge Furniture Rentals

Australian Open Official Supplier of Prestige Furniture

litre L

No full stop required, see *units of measurement* for full explanation and examples.

LL = lucky loser

locker room

Do not use this term, use “change room” or “training room” instead.

long-term (adj.)

longer term

low-compression balls

lowercase (noun, verb, adj.)

Ltd Limited

lucky loser = LL

## M

main draw

## major

The four Grand Slam tournaments are often referred to as “the majors”.

## management group

## manager

## Margaret Court Arena (MCA)

## match point = mp

## match up (verb)

✓ On paper, the two match up well against one another.

## match-up (noun)

✓ It looks like an even match-up.

## Maxxis

Australian Open Official Sponsor: Official Tyre

## may/might

If the sentence is in the present tense, use may, unless the intent is to be more tentative.

✓ Tsonga says he may not play today. (Present)

✓ Ivanovic said she might not play that tournament. (Past)

✓ “Might I play?” is present tense but more tentative than “May I play?”

## measurements see *units of measurement*

## Media Welcome Desk (MWD)

## Medibank

Australian Open Partner, Official Healthcare Insurance Provider and sponsor of the Medibank Junior Development Series

## medical time-out

## Melbourne and Olympic Parks Trust (MOPT)

Australian Open Official Supplier Venue Services

## Melbourne Park

## member associations (MAs)

× MA's (No apostrophe required)

✓ Tennis ACT

✓ Tennis New South Wales

✓ Tennis NT

✓ Tennis Queensland

✓ Tennis SA

✓ Tennis Tas

✓ Tennis Vic

✓ Tennis West

## Member Protection By-law

## mens clothes

No apostrophe in “mens” because it is descriptive, not possessive. However, if you are referring to particular men’s clothes, use an apostrophe.

✓ “Shorts are in the mens clothes section.”

✓ Those men’s shoes are in this box.

## men's final

✓ men's doubles final   men's main draw   men's qualifying event   men's singles final

## metre m

No full stop required, see *units of measurement* for full explanation and examples.

## mid

Does not require a hyphen except when used in an adjectival compound:

✓ mid-year conference   a mid-2008 tournament

✓ in mid 1988   the mid 1960s

× mid-2008   the mid-1990s

## millilitre mL

No full stop required, see *units of measurement* for full explanation and examples.

## millimetre mm

No full stop required, see *units of measurement* for full explanation and examples. mini-court

## misplaced/dangling modifier

A modifier is a word, phrase or clause that adds descriptive detail to another word, phrase or clause. A misplaced modifier can lead to confusion. Usually the problem relates to position. A word or phrase that is put next to a word it can't possibly describe is called a dangling modifier. See the following examples:

× Hissing furiously, she removed the cat from the tree. (In this sentence it sounds like the girl is hissing furiously.)

✓ The cat was hissing furiously as she removed it from the tree.

× Watching from the wings, the orchestra played the overture. (Who is watching from the wings?)

✓ I watched from the wings as the orchestra played the overture.

× Having pitched the tents, the horses were fed and watered. (Here it sounds like the horses pitched the tents.)

✓ After pitching the tents, we fed and watered the horses.

## modified equipment

## modified tennis competition

## months

Months should always be spelled out in full except in cases where space is an issue. It is preferable to avoid abbreviating months with four or fewer letters (May, June and July), so if space is a concern, then abbreviate as follows:

✓ Jan. Feb. Mar. Apr. Aug. Sep. Oct. Nov. Dec.

## Motorola

Australian Open Official Two-way Radio Supplier

## Mount Franklin

Australian Open Official Sponsor: Official Premier Spring Water

## mp = match point

## multimedia

## myriad

An indefinitely great number. This word is regularly misused. To be sure that you are using it in the correct way, substitute "myriad" with "thousand"; for example:

✓ A myriad tennis balls ... (A thousand tennis balls ...)

× A myriad of tennis balls ... (A thousand of tennis balls ...)

## MySpace

## N

NA National Academy

n/a not applicable

nail-biter

naming rights sponsor

National Academy

National Academy Adelaide

National Academy Brisbane

National Academy Melbourne

National Academy Perth

National Academy Sydney

NAs National Academies

National Academy Training program

national coaching program

National Court Rebate Scheme (NCRS)

National Facility Blueprint for Development and Management

National Facility Census

national program

National Tennis Centre (NTC)

NB nota bene

A Latin phrase (or its abbreviation) used to indicate that special attention should be paid to something. If you need to alert readers' attention to something, it's preferable to use "Note" as opposed to "NB".

✓ NB full stops are not required in this abbreviation.

✓ Note: full stops are not required in this abbreviation.

née = born

negative amounts

Use an en dash (Insert/Symbol/Special characters/en dash) as a negative or minus sign, not a hyphen.

✓ -5

× -5

If you are writing an equation, make sure you leave a space either side of the mathematical symbols.

✓ 10 – 8 = 2

× 10-8=2

net cord

New Balance

Tennis Australia Sponsor

new-found (adj.)

No.1

Make sure there is no space between the full stop and the number.

## noticeboard

### nouns

#### *Singular or plural?*

- ✓ He played in the boys' final. ("Final" is singular.)
- × He played in the boys' finals. (There's only one boys' final.)
- ✓ She won the women's singles championship. ("Championship" is singular.)
- × She won the women's singles championships. (There is only one women's singles championship.)
- ✓ Vaidisova reached the quarterfinals. ("Quarterfinals" is plural as there is more than one quarterfinal.)
- ✓ Vaidisova won her quarterfinal match against Sharapova. (In this example "quarterfinal" is singular because we are discussing one particular quarterfinal – the match between Vaidisova and Sharapova.)

#### *Collective nouns*

These take a singular or plural verb depending on the writer's intended meaning. That is, if the writer is speaking of a single unit or a collection of elements.

- ✓ The team stands at the top of the league. (Singular)
- ✓ The team feel they are playing at the top of their form. (Plural)
- ✓ Australia won its 172nd Davis Cup tie against Thailand in Townsville. (Singular)
- ✓ The media has flocked to Melbourne Park for Australian Open 2009. (Singular)
- ✓ Various media are planning to report on the men's final. (Plural)
- ✓ 1960s
- × 1960's

#### *Companies and organisations*

These take a singular verb and pronoun:

- ✓ Tennis Australia has offered its staff tickets to the men's final. (Singular verb "has" and singular pronoun "its".)

See also *subject–verb agreement*

## Nova and Smooth FM

Australian Open Official FM Radio Station

## NSW New South Wales

## NT Northern Territory

### numbered lists

- First-order numbered lists and questions should always use Arabic numbers: 1, 2, 3, etc. not "(1)" or "1."
- Second-order numbered lists and questions should use lowercase letters in parentheses: (a), (b), (c), etc. not "a)" or "a."
- Third-order numbered lists and questions should use lowercase Roman numerals in parentheses: (i), (ii), (iii), etc. not "i)" or "i."

The following is an example of how numbered lists should be set. First order numbered lists are set flush against the left margin, while second- and third-order numbered lists are indented. See also *bulleted lists*.

#### 1. Australia ...

##### (a) Victoria ...

##### (i) Melbourne ...

Note: there should be a full stop after the list number, this is known as a separator. For example:

- ✓ 1. Australia
- × 1 Australia

### numbers

Spell out numbers from one to nine. Use digits for 10 and above.

Only use commas in numbers that are five digits or greater.

✓ 10,000 3,452,864

× 259634 89457989

Numbers that are four digits or less do not require a comma.

✓ 1459

× 9,375

Don't use en dashes in sentences containing "between" or "from". For sentences containing "between" use "and". For sentences containing "from" use "to".

✓ Rafter played for the Australian Davis Cup team from 1994 to 2001.

× Rafter played for the Australian Davis Cup team from 1994–2001.

✓ The speed of Andy Roddick's first serve is generally between 220 and 240 km/h.

× The speed of Andy Roddick's first serve is generally between 220–240 km/h.

Choosing between words and numerals:

• Always use words when beginning a sentence with a number.

✓ Ninety-nine of the top 100 women will contest Australian Open 2008.

× 99 of the top 100 women will contest Australian Open 2008.

• Always use numerals with symbols or measurements.

✓ 182 cm

× one hundred and eighty-two cm

• Always use numerals in tables.

Hyphens and numbers:

• Numbers up to ninety-nine that comprise two words are connected with a hyphen.

✓ fifty-four twenty-three

× fifty four twentythree

• For larger numbers, only the smaller numbers take a hyphen.

✓ one million and fifty-three thousand

✓ five thousand

× six-hundred and twenty-four (No hyphen required between six and hundred.)

## number spans

When describing a range of numbers, use the least number of digits possible. But for the group 10–19 in each hundred, the second-last digit should be retained. Use an en dash (to insert an en dash, go to Insert/Symbol/Special characters/en dash.) rather than a hyphen in page spans.

✓ 23–5 478–9 626–45

✓ 17–19 110–15 1017–18

× 17–9 110–5 1017–8

For spans of years, the correct form is always to retain the second-last digit.

✓ 1902–05 1823–25 1960–61

× 1902–5 1823–5 1960–1

For more information on years see *decades and centuries* and *year spans*.

## O

Official Daily Schedule and Draw

official draw

official program

official schedule

officiating area

officiating coordinator

### off site (noun)

- ✓ Patrons who cause a disturbance will be taken off site.

### off-site (adj.)

- ✓ There are some off-site practice facilities that players can utilise.

### OK

### on court (noun)

- ✓ To win a Grand Slam you have to keep your cool on court.

### on-court (adj.)

- ✓ Stefan Edberg had a cool and calm on-court demeanour.

### online

### on site (noun)

- ✓ There are a number of cafes and restaurants on site for players, patrons and employees.

### on-site (adj.)

- ✓ The on-site medical team is equipped to attend to any medical emergencies.

### Open era

### Optus

Australian Open Partner, Official Telecommunications Provider to the Australian Open and Australian Wheelchair Team Sponsor

### orange modified balls

### Orange Stage

### ordinal numbers

Ordinal numbers (first/1st) should be spelled out from one to nine. Use digits for ordinal numbers 10 and above.

- ✓ Andy Murray is the fifth seed.
- × Andy Murray is the 5th seed. (Spell out ordinal numbers between one and nine.)
- ✓ 26 January 2008
- × 26<sup>th</sup> January 2008 (No superscript.)
- ✓ fifth-seeded player
- × fifth seeded player (Hyphen missing.)
- ✓ Andy Roddick is the sixth seed.
- × Andy Roddick is the sixth-seed. (Hyphen not required.)

### “our” spellings

Use “our” spellings as opposed to “or” (American) spellings.

- ✓ neighbour colour
- × neighbor color

### outdoor court

### over/more than

Use more than rather than over when qualifying numbers, amounts etc.

- ✓ More than 15,000 people attended the men’s final.
- ✓ Tickets for the women’s final cost more than \$50.

### overrule

## P

### page references

When referring to a page in a text, use the following:

p. refers to a single page

✓ Stefan Edberg's profile is on p. 59.

pp. refers to multiple pages

✓ A list of tournaments won by the Woodies can be found on pp. 50–9.

### parallel structure

Each point in a list should flow logically from the lead-in to the list, and the points in the list should have parallel structure – that is, they should be grammatically equivalent. If the points in a list are all complete sentences, then they are inherently parallel. However, if the points in a list are sentence fragments, then they may not be parallel and you should ensure they are.

× Not parallel:

I went to Hawaii to:

- get a suntan
- expensive cocktails by the pool
- to hide from the Australian police.

Note: for more information on lists see *bulleted lists* and *numbered lists*.

✓ Parallel:

I went to Hawaii to:

- get a suntan
- drink expensive cocktails by the pool
- hide from the Australian police.

For more information on lists see *bulleted lists* and *numbered lists*.

### parentheses ( )

Parentheses are used to enclose comments, definitions and additional information.

✓ Rod Laver Arena (RLA) is where the men's singles final will be played.

#### *Punctuation within parentheses*

This depends on the text enclosed within the parentheses.

✓ Linda Pearce's latest article ("Federer: where have you gone?") was published in *The Age* this morning.

A comma follows the closing parenthesis only if a comma would have been used had there been no parentheses.

✓ An excited crowd greeted the players (Jo-Wilfried Tsonga and Novak Djokovic), who had won their way through to the Australian Open 2008 men's final.

If an entire sentence is enclosed within parentheses then the closing punctuation mark should also be inside the parentheses.

✓ The Australian Davis Cup team takes on Thailand in Townsville in April. (This is a second round tie.)

### Park Hyatt Melbourne

Official tournament guests' hotel.

### partner

### password

past see *last/past*

## per cent/%

Do not use the “%” symbol in text, it’s preferable to spell it out. However, it’s fine to use the “%” symbol in tables to save space. When using the symbol, there is no space between the value and the symbol.

✓ 25%

× 10 %

## Perth Arena

Home of the Hyundai Hopman Cup since 2013

## Peters

Australian Open Official Supplier of Ice-Cream

## photoshoot

## Pinterest

## planning

## Places to Play and Community Tennis

## Player Cafe

## Player Development Matrix

## player names

For correct spelling of player names, see their profile on tennis.com.au or the *ATP/WTA Media Guide*. Or check the following websites: for men check the ATP’s website: atpworldtour.com. For women check the WTA Tour website: wtatennis.com.

## player pack

## Players’ guide book

## Players’ Gym

## Player Services

## Players’ Lounge

## Player Stretching Area

## player website

## play off (verb)

✓ Sam Groth and Jared Easton will play off for a place in the main draw at Australian Open 2009.

## play-off (noun)

✓ Mark Philippoussis will contest the Australian Open 2008 Wildcard Play-off.

## Plexicushion

Official court surface.

## Plexipave

plurals see *nouns*

## point penalty scoresheet

position titles see *capitals*

## Powerade

Australian Open Official Sponsor: Official Soft Drink and Sports Drink, and Davis Cup and Fed Cup team sponsors

## practice (noun)

✓ Will you come to the practice courts?

## Practice Desk

practise (verb)

✓ Let's practise some groundstrokes.

pre-match

Presidential Reserve

President's Lounge

President's Suite

prize money

Professional Development Workshop

program

Project Talent

Project Talent is improving the quality and quantity of athletes under the age of 12.

proofreading symbols see *Appendix B*

provisional format

provisional schedule

prize pool

Pty Ltd Proprietary Limited

## Q

Q = qualifier

Qld Queensland

qualifier = Q

qualifying event

quarterfinal QF

✓ "She made it to the quarterfinals." (Not 'quarterfinal')

quotation marks

*Double quotation marks*

When writing for the web or print publications, use double quotation marks.

✓ "I thought I started pretty slow with some up and downs," said Mauresmo.

✓ *Single quotation marks*

Single quotes should only be used within double quotes.

✓ "I heard my opponent say that she was 'going to thrash me', I guess her confidence was misplaced on this occasion."

quotes

A quote can be either in quotation marks within a regular paragraph (a run-on quote) or in its own paragraph, indented and in a smaller font (a block quotation).

*Run-on quotes*

Be careful how you introduce these.

× After the match, Nadal said "Today I played the best match of my life".

✓ After the match, Nadal said, "Today I played the best match of my life".

- ✓ After the match, Nadal said: “Today I played the best match of my life”.
- ✓ After the match Nadal described his performance as “the best match of my life”.
- Where more than one consecutive paragraph of direct speech or dialogue by the same voice is quoted, remember that a close quote mark is not used at the end of each paragraph, but only at the end of that person’s speech.
- ✓ “It’s probably indescribable feeling, something that I always dreamed of. I think every player dreams about winning a Grand Slam.

“For everybody who wins a Grand Slam, you have to give them a lot of appreciation and respect. I just felt it now. Hopefully in the future I’m gonna feel it more.”

#### *Block quotes*

Quotes longer than thirty-five words should start on a new line, be indented, not be enclosed in quotation marks, and be set in a smaller type font; these are known as “block” quotes. Quotes within block quotes take single quotation marks. Block quotes should be set unjustified and are often introduced by a colon.

- ✓ The following is an excerpt from Steve Wood’s “Chief Executive Officer’s report” in Tennis Australia’s *2006/07 Annual Report*:

One of my personal highlights during 2006/07 was delivery of the biggest and the best AO in the tournament’s history. Staged from January 15-28, 2007, this year’s event had a laser-focus on player satisfaction and I was delighted to hear world No.1 Roger Federer describe the event as “the happy Slam”.

#### *What can be altered?*

Spelling, syntax or grammar should not be altered in quotations. However, certain minor changes can be made to the punctuation to bring it in line with house style: textual dashes should be changed to spaced en dashes and quote marks should be checked (double quote marks outside, single within).

#### *Adding information to a quote*

If you add information to a quote for clarification or further explanation, enclose the additional material in square brackets.

- ✓ “It was a great win for me, he [Woodbridge] was serving very well.”
- ✓ “I won my first tournament of the year in Sydney [Australia].”
- × “One day I would like to play there (Wimbledon),” he said.

#### quotes and punctuation

If the question mark is part of the quotation, keep it as part of the quote:

- ✓ “Do you think Djokovic will win?” the journalist asked.
- ✓ “It was a tough match, I’m really tired now.”

If the punctuation mark is not part of the quotation, place it outside the final quotation mark:

- ✓ “Plexicushion is the new surface at Melbourne Park”, said Wood, “and we believe that it’s a superior surface to its predecessor”.
- ✓ He sighed and said, “It was a tough match, I’m really tired now”.

In some cases, more than one punctuation mark may be required – one for the carrier sentence and one for the quotation. When this situation arises, decide which is the stronger and retain that:

- ✓ McEnroe was incensed when the linesperson called “Out!”
- ✓ Did you hear him say “Out”?

## R

#### racquet

Never “racket” when referring to a tennis racquet. Racket is the American spelling. In Australia, the term racket should only be used to describe something noisy or a scam – an insurance racket.

#### rankings

- ✓ No.1 ranking (Capital N and no space between the full stop and the number.)
- ✓ By winning in Paris, Federer maintained his world No.1 ranking.
- ✓ World-ranked No.3 Novak Djokovic will play in Adelaide.

- ✓ World No.2 Rafael Nadal won the first set but the fourth-seeded American won the second.
- × The second seeded player went down to the eighth-seed. (Hyphen missing between second and seeded. No hyphen needed between eighth and seed.)
- ✓ top five top 10 top 50 top 100
- × Top Five Top 10 top fifty Top One-Hundred

Rebound Ace

Redken

Australian Open Official Supplier

red modified balls

Red Stage

referee

ret. = retired

- ✓ 6-4 3-0 ret.

rewrite

rhythm and blues (R'n'B)

right-handed

(R'n'B) rhythm and blues

Rod Laver Arena (RLA)

Roland Garros

Home of the French Open.

Rolex

Australian Open Associate Sponsor and Official Timekeeper and Timepiece

round of 16

round robin = R (noun)

- ✓ A round robin is a type of tournament.

round-robin (adj.)

- ✓ The tournament will be played in a round-robin format.

round-up

RR = round robin

runner-up

runners-up

## S

SA South Australia

Satellite Tournament

schedule of play

## school subjects

- ✓ Maths English PE Science
- × math english pe science

## scoreboard

## scoresheet

## scoring

d = defeated

- × [1] Roger Federer (SUI) def. [2] Rafael Nadal (ESP) 6-1 6-4 6-2
- × [1] Roger Federer (SUI) d. [2] Rafael Nadal (ESP) 6-1 6-4 6-2
- ✓ [1] Roger Federer (SUI) d [2] Rafael Nadal (ESP) 6-1 6-4 6-2
- ✓ 15-30 Hyphen between points.
- ✓ 6-2 5-7 7-6(4) Hyphens between games, brackets around tiebreak score.
- ✓ 6-2 5-7 6-4 3-6 11-9 Advantage set includes hyphens.
- ✓ 6-4 4-6 [10-8] Square brackets around super or match tiebreak.
- ✓ 2-2 4-4 6-6
- ✓ Federer won his serve to make it 4-4 in the final set.
- × 2-all four-all 6-each six-each

## second round 2r

## self-belief (noun)

## semicolon

A semicolon indicates more of a break than a comma but less than a full stop. It can be used to unite two independent but closely related sentences:

- ✓ Only Guccione came to the autograph session; the others all found excuses to stay away.

Semicolons can introduce a slight pause within a compound sentence, usually eliminating the need for a linking conjunction:

- ✓ Nadal played incredible tennis; the crowd was awe struck.

Use a semicolon before independent clauses introduced by “however”, “nevertheless”, “thus”, “therefore”, “that is” and “namely”:

- ✓ Gasquet offered an interesting explanation; namely, that he was suffering from short-term memory loss and had forgotten about the autograph session.
- ✓ It was a disappointing end to the match; however, Philippoussis vowed he would be back.

Semicolons can also be used to separate phrases/clauses that already contain commas.

- ✓ The tournament drew players from Geelong, in Victoria; Wollongong, in New South Wales; and Albany, in Western Australia.

## semifinal SF

## seniors tennis

- ✓ Super Seniors

## set up (verb)

- ✓ Roddick won the match to set up a meeting with claycourt specialist Rafael Nadal.

## set-up (noun)

- ✓ The meeting turned out to be a set-up.

## short term (noun)

- ✓ In the short term I'd like to improve my forehand.

### short-term (adj.)

✓ Tennis Australia offers a range of short-term employment opportunities each year during the Australian Open.

### Show Court 2 (SC2)

### Show Court 3 (SC3)

### sic

Often used to show that something, especially an error, has been copied exactly from the original.

### sign in

single quote marks see *quotation marks*

### singles final

### slam

### Specsavers

Australian Open Official Supplier

### spelled/spelt

Use spelled, never spelt.

### sponsorship designation

Uppercase: Major Sponsor, Associate Sponsor, Partner, Official Sponsor and Official Supplier when referring to sponsors. Lowercase all other terms.

### square brackets

If you add information to a quote for clarification or further explanation, enclose the additional material in square brackets.

✓ “It was a great win for me, he [Woodbridge] was serving very well.”

✓ “I won my first tournament of the year in Sydney [Australia].”

× “One day I would like to play there (Wimbledon),” he said.

### SR = special ranking

### state

state abbreviations: ACT, WA, NSW, SA, NT, Qld, Vic., Tas.

### State Government of Victoria

Australian Open Partner

### subject–verb agreement

A subject and its verb must agree for a sentence to be correct.

1. When the subject of a sentence is composed of *two or more nouns or pronouns* connected by and, use a **plural verb**.

✓ Nick and his friends **are** at Hisense Arena.

2. When *two or more singular nouns or pronouns* are connected by or or nor, use a **singular verb**.

✓ The ball or the racquet **is** in the bag.

3. When a compound subject contains both *a singular and a plural noun or pronoun* joined by or or nor, the **verb** should agree with the part of the subject that is nearer the verb.

✓ David Ferrer or his coaches **run** every day.

4. Doesn't is a contraction of does not and should be used only with a *singular subject*. Don't is a contraction of do not and should be used only with a *plural subject*. The exception to this rule appears in the case of the first person and second person pronouns I and you. With these pronouns, the contraction don't should be used.

✓ He **doesn't** like it.

✓ They **don't** like it.

✓ I **don't** like it.

5. Do not be misled by a phrase that comes between the subject and the verb. The **verb** agrees with the *subject*, not with a noun or pronoun in the phrase.
- ✓ *One of the boxes* **is** open.
  - ✓ *The team captain*, as well as his players, **is** celebrating.
  - ✓ *The woman* with all the dogs **walks** down my street.
6. The words each, each one, either, neither, every, everyone, everybody, anybody, anyone, nobody, somebody, someone, and no-one are singular and require a **singular verb**.
- ✓ Either **is** fine.
  - ✓ Everybody **knows** who Roger Federer is.
7. Nouns such as civics, mathematics, dollars, measles, and news require **singular verbs**.
- ✓ The news **is** on at 6.00 pm.
- Note: the word dollars is a special case. When talking about an amount of money, it requires a *singular verb*, but when referring to the dollars themselves, a **plural verb** is required.
- ✓ Five dollars *is* not a lot of money.
  - ✓ Dollars **are** often used instead of rubles in Russia.
8. Nouns such as scissors, tweezers, trousers, and shears require **plural verbs**. (There are two parts to these things.)
- ✓ These scissors **are** sharp.
9. In sentences beginning with “there is” or “there are”, the *subject* follows the **verb**. Since “there” is not the subject, the verb agrees with what follows.
- ✓ There **are** *many questions*.
  - ✓ There **is** *a question*.
10. Collective nouns (such as: group, team, committee, class, family) are words that imply more than one person but that are considered singular and usually take a *singular verb*. See also *nouns*.
- ✓ The Australian Davis Cup team lives for competition.
11. However, *singular* or **plural** agreement may be used depending on whether the meaning relates to the group as a whole or to the individuals within it.
- ✓ The family *has* a long history.
  - ✓ My family **have** never been able to agree.
12. Expressions such as with, together with, including, accompanied by, in addition to, or as well do not change the number of the subject. If the *subject* is singular, the **verb** is too.
- ✓ *The CEO*, accompanied by his personal assistant, **is** travelling to London.
  - ✓ *All of the racquets*, including yours, **are** in the bag.

superbox

Super Seniors

Sydney Olympic Park Tennis Centre

Home of the Apia International Sydney

## T

“t” or “tt”

Spellings with “tt” should only be used if the word’s stress falls on the syllable that ends in the “t” – as in admitted, committed, regretted. In budgeted, targeted and benefited, the word’s stress is not on the syllable ending in “t”, so there is no case for doubling the “t”.

## tables

Tables should be set using the following parameters.

- Table captions should appear above the table and be set in bold. These do not end with a full stop.
- Table headings should be set in bold.
- Set first column heading left and centre the others (except text columns), unless this looks odd (in which case range left or centre all columns).
- Align column headings towards the bottom of the head panel.
- Text entries should be set left within each column.
- Rows of numbers should be right-aligned on the decimal, so that a reader can easily compare all the numbers in a row.
- Table entries take an initial cap for the first word (even if the entries are single words).
- Decimals should be preceded by a unit value, even if zero (e.g. 0.314).
- Notes below tables should be set in list format (a, b, c etc.)
- If the table has been reproduced from another source, add a source line below the table (left aligned and in a smaller font size) identifying the original source. Check with the copyright holder as to how they would like to be referenced.

Caption

**Table 1.1: example of a correctly set table.**

Heading

<b>Player</b>	<b>Country</b>	<b>Ranking</b>	<b>2007 prize money (\$)</b>
Roger Federer	Switzerland	1	10,130,620
Rafael Nadal	Spain	2	5,646,935
Novak Djokovic	Serbia	3	3,927,700
Nikolay Davydenko	Russia	4	2,051,775
David Ferrer	Spain	5	1,955,252

Source

Source: ATP website [www.atptennis.com](http://www.atptennis.com).

## Taiwan

In the case of Taiwan or Chinese Taipei, the official title is Chinese Taipei.

## Tas. Tasmania

## tautology/redundancy

A tautology (repeating yourself) can occur in long passages, a sentence or a phrase. Consider the following examples (the italicised words are redundant).

<i>appear to be</i>	<i>climb up</i>	<i>first priority</i>	<i>join together</i>
<i>appointed to the post of</i>	<i>connect up/together</i>	<i>follow after</i>	<i>reason why</i>
<i>assemble together</i>	<i>depreciated in value</i>	<i>last of all</i>	<i>serious crisis</i>
<i>basic fundamental</i>	<i>editor by occupation</i>	<i>major breakthrough</i>	<i>new and improved</i>
<i>classified into groups</i>	<i>final outcome</i>	<i>new innovation</i>	<i>true facts</i>

## teammate

## Team Up

Australian Open Official Supplier

## temperature

A space is required between the figure and the degree symbol. There is no full stop after the letter "C", unless it's the end of the sentence.

✓ 38 °C

× 10°C

For temperatures of less than one degree, place a zero before the decimal point.

✓ 0.3 °C

× .3 °C

When expressing spans of temperatures, do not use an en dash between the two measurements. Because en dashes are used to signify negative amounts, this may lead to some confusion. Use “to” instead.

✓ –5 °C to 3 °C

× –5 °C–3 °C

✓ 30 °C to 32 °C

× 30–32 °C

## tennis

This should be lowercase for general references to the game of tennis.

## Tennis

Only use tennis in this form if you are referring to the Tennis brand or the Tennis department.

## Tennis ACT

## Tennis Australia (TA)

## Tennis Australia Ltd trading as Tennis Australia

## Tennis Australian Classic

Annual tournament for players with an intellectual disability, now re-named the Australian Tennis Championships.

## tennis.com.au

× www.tennis.com.au, Tennis.com.au

## Tennis New South Wales

## Tennis NT

## Tennis Pro Circuit

Now the Australian Pro Tour

## Tennis Queensland

## Tennis SA

## Tennis Seniors

## Tennis Tas

## Tennis Vic

## Tennis West

## Tennis Workout

## Tennis World

## territory

## that or which?

“That” defines; “which” informs:

✓ This is the racquet that Federer uses.

✓ The Australian Open, which is held each January, is one of the four Grand Slam tournaments.

Another way of deciding whether “which” or “that” should be used is the comma test. If a comma is required, use “which”. If the sentence doesn’t require a comma, go with “that”. For example:

✓ The ballkid picked up the broken racquet, *which* Safin had left on the court.

✓ Antonio caught one of the balls *that* Williams hit into the crowd.

### there/their/they're

- “Their” is possessive.
- ✓ Let’s ask if we can borrow *their* tennis racquets.
- “There” as in the direction.
- ✓ I want to play on the court over *there* by the trees.
- “They’re” is the contraction of “they are”.
- ✓ *They’re* playing on this court after us.

third round 3r

3 m mini-net

3/4 court

three-quarter court

3s = three sets

Ticketek

ticket

tie

- ✓ The Davis Cup tie between Australia and Thailand will be played in Townsville.

tiebreak

time

- ✓ 6:00 am 12:34 pm

× 5.15pm (Full stop instead of a colon is incorrect and there should be a space between the time and “pm”.)

Time spans:

- ✓ 10:30 am–2:30 pm
- ✓ 10–2 pm

time-out

time zones

Initialisms are used for the shortened names of time zones. The Australian zones are as follows:

- ✓ CST Central Standard Time
- ✓ CDT Central Daylight-saving Time
- ✓ EST Eastern Standard Time
- ✓ EDT Eastern Daylight-saving Time
- ✓ WST Western Standard Time
- ✓ WDT Western Daylight-saving Time

titleholder

topspin

Toshiba

Australian Open Official Supplier of Printer Products and Services

totem tennis

Tour

Only capitalise when referring to the ATP Tour or Sony Ericsson WTA Tour.

- ✓ Sharapova is hoping to return to the Tour after shoulder surgery.

tournament

tournament conditions

## Tournament Control

### Tournament Director

Spell Tournament Director with capitals when referring to a particular person's job description:

✓ Tournament Director Craig Tiley ...

For general references to any tournament director, use lowercase:

✓ The tournament directors of the four Grand Slam tournaments met in Melbourne.

### Tournament Office

tournament referee

training room

transport office

travellers cheque

No apostrophe required.

### True Blue

Only capitalise when used to define the colour of the Australian Open courts.

### Try Tennis Day flyer

try to/try and

Don't use "try and", it's better to use "try to".

✓ I'm going to try to run 10 kilometres tomorrow.

× I'm going to try and run 10 kilometres tomorrow.

T-shirt

Twitter

## U

Umpires' guidebook

Umpires' room

underlining

- Underlining should not be used for emphasis, use italics instead. For more information on this see emphasis.
- URLs should not be underlined; for more information on this see URLs.
- Underlining should only be used if you are quoting material that was underlined in the original.

United States

- US Use this abbreviation in text.

✓ The US Davis Cup team faces a tough task in this weekend's tie.

- USA This is the country code for the US. Use this in scores or in situations where other country codes are being used.

✓ [3] Andy Roddick (USA) d [2] Rafael Nadal (ESP) 6-4 7-5 6-2

units of measurement

Units of measurement can be either spelled out (e.g. kilograms) or abbreviated (e.g. kg). Pick one style and maintain it throughout your document. In most cases there should be a space between the unit and the numerical value, but this is not always the case.

✓ 185 cm 88 kg 16 L 33 mL 20 km 55 m 5 mm 240 km/h 35 °C (Space between number and symbol is required.)

× 183cm 59kg

✓ 100% 360° \$155 10¢ (Space between the number and symbol is not required for these.)

No full stop is required after these units of measurement. The reason is that they are all SI units (Systeme International d'Unites, also known as the International System of Units) and, therefore, do not require full stops.

unseeded

uppercase (noun, verb, adj.)

URLs

URLs should not be underlined in text.

× tennis.com.au

✓ ausopen.com

username

US Open

## V

v = versus

Use “v” as opposed to “vs” when using the shortened form of “versus”. A full stop is not required after “v”.

✓ [1] Ana Ivanovic (SRB) v [2] Maria Sharapova (RUS)

Vic. Victoria

video line-calling (VLC)

Virgin Australia Airlines

Vodafone Arena

Now Hisense Arena

volley

VS = Virginia Slims

## W

WA Western Australia

Walk of Champions

walkover = w/o

warm-up

WC = wildcard

WD = withdrew

web, the

website

wellbeing

wet bulb globe temperature (WBGT)

wheelchair referee

## while/whilst

Use while, never whilst.

## whitewash

## wildcard (WC)

## willpower

## Wilson

Official Tennis Ball, Official Stringer and Stringing Machine and equipment Provider for the Australian Open. Official ball of the Australian Pro Tour, Junior Tour and Australian Open Series Events.

## Wilson Australian Open balls

## win–loss

Note: an en dash is required here, not a hyphen (insert by pressing [Ctrl][minus sign]).

## withdrew = WD

## WM Loud

Suppliers of Plexicushion.

## w/o = walkover

✓ James d Davies w/o

## womens clothes

No apostrophe in “womens” because it is descriptive, not possessive.

## women’s final

✓ women’s doubles final women’s main draw women’s qualifying event women’s singles final

## world-class

## World Tennis Challenge (WTC)

One of the five AO Series events that lead up to the Australian Open.

## WOWOW

Broadcast partner: Japan

writing for tennis.com.au see *Appendix A*

## WTA

Women’s Tennis Association. Formerly Sony Ericsson WTA Tour

## X

X-ray

## Y

years see *decades and centuries* and *year spans*

### year spans

Repeat only the last two numerals in spans of years. Use an en dash (insert by pressing [Ctrl][minus sign]) between year spans rather than a hyphen.

✓ 1902–05 1823–25 1960–61

× 1902–5 1823–5 1960–1

The exception to this is in birth and death dates, which are set in full:

✓ Harry Hopman 1906–1985

### your/you're

“Your” is possessive:

✓ May I borrow *your* tennis racquet?

“You’re” is the contraction of “you are”:

✓ *You’re* in the team. (You are in the team.)

## Z

## Further references

*The Macquarie Dictionary*

*Style Manual for authors, editors and printers*, John Wiley & Sons

*The Elements of Style*, Strunk & White

*Eats Shoots & Leaves*, Lynne Truss

*Writing Good English: a concise guide to keeping it simple and getting it right*, Tony Kleu

*Plain Words*, Sir Ernest Gowers

*Hart's Rules: The Handbook of Style for Writers and Editors*

*Don't Make Me Think a common sense approach to web usability*, Steve Krug

# Appendix A

## Writing for tennis.com.au

Following are some of the parameters you will need to follow when writing articles or submitting material to be included in the tennis.com.au website. If you have any questions regarding the information in this section contact either Darren Saligari or Kim Trengove.

### *Article length*

- News articles: no longer than approximately 400 words.
- Feature articles: between 600 and 800 words.

### *Captions*

These will be uploaded with the picture. Identify the event/player and/or any specific information relating to the picture. Include a picture credit, which will be either Tennis Australia or Getty Images. Captions must include a full stop. See also *captions*.

✓ Roger Federer hits a winning shot at the Tennis Masters Cup, Shanghai. Credit: Getty Images.

### *Headings*

Only the first word of a heading should be capitalised, except for proper nouns. A full stop is not required at the end of headings. Keep headings to 50 characters or less.

✓ Djokovic destroys Federer in semis

### *Menu headings*

Keep these very short – either one or two words. Avoid a menu heading like “Tennis Australia Coach Membership”. Instead, use “Membership” as each menu heading will fall within specialist sections, such as coaching, so there is no need to repeat the word “Coaching”. If you aren’t sure what to call a section, please ask Kim, Nick or Antonio.

### *General tips*

- Display info in a bright, punchy way. Involve readers with bullet points, subheadings, photos and links to more information.
- Web users generally prefer writing that is concise, easy to scan, and objective (rather than promotional) in style.
- It is 25 per cent harder to read text on screen than on a page. Most readers scan text. This does not mean it can be sloppy, or riddled with errors. Get your copy in shape before uploading it.

### *Use plain English*

Avoid the use of pretentious expression; for example:

× We commenced at 3.00 pm.

✓ We started at 3.00 pm.

× Can you implement a solution?

✓ Can you fix the problem?

### *Active is better than passive*

Use the active voice rather than the passive. See *active versus passive voice* for examples.

### *Make it scannable*

The majority of users do not read text online word by word. Almost 80 per cent scan it. Following are some tips to improve your document’s scannability.

- Use headings and subheadings, and make them meaningful.
- Keep paragraphs short.
- Include only one topic per paragraph.
- Ensure the opening sentence is the topic sentence.
- Use short, simple sentence structures.
- Choose a shorter word over a longer one.
- Emphasise key words or phrases.
- Use bulleted lists.

### *Use page chunking for non-linear texts*

- Split information into page-long hyperlinked chunks.

- Focus each page on a single topic or theme.
- Provide background details on a separate page or pages.
- Include a table of contents or an introductory page with links to content chunks.

*Write objectively*

Be as objective as possible in your writing. The second readers think you have an agenda, they will switch off or stop reading. Here are some techniques for writing objective text:

- Limit the use of promotional writing or “marketese”.
- Avoid exaggeration or boasting.
- Don’t make subjective claims or claims without evidence.
- Don’t use buzzwords or jargon.

Objective writing examples:

- × Melbourne is filled with internationally recognised attractions that draw large crowds of people every year, without fail. In 1996, some of the most popular places were ...
- ✓ Melbourne has several attractions. In 1996, some of the most-visited places were ...
- ✓ In 1996, six of the most-visited places in Melbourne were ...

*Including PDFs in web pages*

- Reduce the number of PDFs used. Don’t rely on them, but aim to put essential material into a simplified news article.
- Only include a PDF if there is extensive information to include (such as a position description for an employment position or a complicated table/booking form).

# Appendix B

## Proofreading symbols

Instruction	Textual mark	Marginal mark*
End of correction	None	/
Insert in text		<i>new copy, followed by /</i>
Delete	Strike through <del>characters</del> or <del>words</del> to be deleted	
Delete and close up	Above and below characters to be deleted	
Leave as set	Under characters to remain	
Change to italic type	Under characters or words to be altered, or circle characters or words	
Change to roman type	Circle characters or words to be altered	
Change to bold type	Under characters or words to be altered, or circle characters or words	
Change to bold italic type	Under characters or words to be altered, or circle characters or words	
Underline word(s)	Under word or words to be altered	
Wrong font—replace by letters of correct font	Circle characters to be altered	
Change to capital letters	Under characters or words to be altered, or circle characters or words	
Change to lower case	Line through characters or words to be altered, or circle characters or words	
Change to initial capital letters followed by small capitals	Under initial letters and under the rest of words	
Change to small capitals	Under characters or words to be altered or circle characters or words	

Instruction	Textual mark	Marginal mark*
Change damaged characters	Circle characters to be altered	⊗
Substitute or insert character(s) or word(s) under which the mark is placed, in superscript position	∧ through character or ∨ where required	∫ under characters or words (e.g. ∫)
Substitute or insert character(s) or word(s) over which the mark is placed, in subscript position	∧ through character or ∨ where required	∫ over characters or words (e.g. ∫)
Add accent to character	/ through character	character with accent
Start line full out to left margin	⌋	⊖
Close up—delete space between characters	Lin ) king characters	⊖
Insert space	∧	#
Insert thin (hair) space	∧	thin #
Insert space between lines or paragraphs	Between lines to be spaced	#
Reduce space between lines	Connecting lines (to be closed up)	less # or close up
Adjust space between words	Equal / between words	eg. #
Reduce space between words	Between / words	less # or close up
Add space between letters	Between tops of letters requiring space	letter #
Transpose	Between characters (words or)	trs
Do not break these terms	⌈	Keep together
Indent one or two ems	⌋ or ⌋	□ or □ ; □□ or □□
Centre horizontally in line	Indicate position with ∫	centre
Move copy to right	At left or right side of group to be moved	⌋
Move copy to left	At left or right side of group to be moved	⌋
Move copy to position indicated	[At limits of required] position	move
Move to next line or page	⌋	take over or t/o

Instruction	Textual mark	Marginal mark*
Move to previous line or page		take back or t/b
Raise lines	Over lines to be moved Under lines to be moved	raise
Lower lines	Over lines to be moved Under lines to be moved	lower
Align vertically	At left or right of lines to be adjusted	
Align horizontally	Under lines to be aligned	==
Begin a new paragraph	Before the first word of new paragraph	np
No new paragraph here	Between paragraphs	run on or r/o
Spell out abbreviation or figure in full	Circle word or fig. to be altered	spell out
Insert omitted portion of copy	Between the omitted copy	missing copy
Substitute or insert comma, full stop, colon or semicolon	↳ through character or ↳ where required, circled	⊙ ⊙ ⊙ ⊙
Substitute or insert question or exclamation mark	↳ through character or ↳ where required, circled	? !
Insert brackets	↳ ↳	(/)/ or [ / ]/
Insert hyphen	↳	(if necessary, add hyphen)
Insert em rule	↳	em
Insert en rule	↳	en
Insert one- or two-em rule	↳	em or 2em
Insert apostrophe	↳	'
Insert single quotation marks	↳ ↳	' '
Insert double quotation marks	↳ ↳	" "
Insert ellipsis	↳	...
Insert solidus	↳	/ solidus
Cross-reference to be added later	Circle the page numbers	cross-ref or x-ref