



# **Australian & New Zealand College of Veterinary Scientists**

## **HEAD SUBJECT EXAMINER STYLE GUIDES AND STYLE SHEETS FOR EXAMINATIONS**

**2024**

## STYLE GUIDE

This set of style instructions is written for examiners who are preparing exams for the Australian and New Zealand College of Veterinary Scientists (ANZCVS). The instructions complement the Examiner's Handbook and should also be used in conjunction with the ANZCVS 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)<sup>1</sup> 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 and New Zealand 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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<sup>1</sup> Australian Government (revised by Snooks and Co) (2003). *Style Manual for Authors, Editors and Printers*, 6<sup>th</sup> 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. pyogenes*  
*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 readability 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) adrenocorticotrophic 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 each 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 pruritus.
- c) Discuss interleukin 10 and its role in skin disease.

For lists within lists, use the following style:

Answer each of the following questions:

- a) Describe, in point form, the process of normal haemostasis.
- b) Briefly discuss the pathophysiology associated with each of the following disorders:
  - 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-nitroimidazole

#### 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<sup>2</sup> 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<sup>2</sup>
- 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      Haematology of a 14-year-old cat**

<b>Reading</b>	<b>Result</b>	<b>Units</b>	<b>Range</b>
Haemoglobin	132	g/L	80–140
Red cell count	8.3	$\times 10^{12}/\text{L}$	5.5–10.0
Haematocrit	0.34	na	0.25–0.45
MCV	45	fL	40–52
White blood cells	14.5	$\times 10^9/\text{L}$	6.0–16.0
Neutrophils	12.4	$\times 10^9/\text{L}$	3.8–10.1
Lymphocytes	0.7	$\times 10^9/\text{L}$	1.6–7.0
Eosinophils	0.44	$\times 10^9/\text{L}$	< 1.41
Basophils	0.00	$\times 10^9/\text{L}$	< 0.011
Platelets	120	$\times 10^9/\text{L}$	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).



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## Australian and New Zealand College of Veterinary Scientists Australian Government preferred style

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**%, 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<sub>2</sub>), 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 nonbreaking 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 familiaris*, *C. familiaris*.

**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.

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**% in text and tables:** not per cent.

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**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

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**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'

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**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

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**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

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**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:** hyphen 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

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**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

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**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

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**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'

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**Japanese encephalitis:** abbreviate as JE

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

**judgment:** no e

**K** | [# 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](#)

**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** | <#> [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](#)

**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** | <#> [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](#)

**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

**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** | <#> [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](#)

**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** | <#> [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](#)

**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:** hyphen 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** | <#> [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](#)

**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** | <#> [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](#)

**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