DEVPOLICY BLOG GUIDE

The Development Policy Blog provides a platform for the best in aid and development analysis, research and policy comment, with global coverage and a strong focus on Australia and its immediate region. Established in 2010, the blog is run by the Development Policy Centre at the Crawford School of Public Policy, The Australian National University, and is edited by Stephen Howes and Lydia Papandrea.

Our primary target audience is the foreign aid and development community in Australia and across the Pacific. Like our contributors, our readers are analysts, policymakers, activists, public servants, consultants and students. While their fields of interests converge, their knowledge, experience and perspectives vary. Our three areas of focus are Australian aid, the Pacific and Papua New Guinea, and global development policy.

Unsolicited blog posts are welcome, though publication is not guaranteed, and revisions may be requested. Acceptance of articles is based on quality alone. All points of view are welcome.

General guidelines for posts are that they should be:

- **no longer than 1000 words (exceptions can be made)**
- **attributed to individuals (not an organisation or anonymous author) and**
- **must have sources provided as hyperlinks (not footnotes).**

Authors are encouraged to include a photo to accompany their submission, where possible (resolution of 72–96 dpi; you must hold the rights to any photos you submit). All articles and photos accepted for publication will be published under a Creative Commons Attribution-NonCommercial-ShareAlike 4.0 International License.

Submissions should be sent to the blog editors (devpolicy@anu.edu.au).

Authors who have affiliations or conflicts of interest that readers should be aware of must declare them (either in the body of their submission or in a disclosure statement). If you are unsure whether a particular affiliation or interest should be disclosed, please discuss this with the blog editors at the time of submission.

Detailed style guidelines for posts are laid out below. Please follow them, but don't be intimidated. We run a flexible and informal blog. We do try hard to avoid spelling and grammar mistakes. When in doubt, be consistent!

We may edit your post. We will send you a revised post if the changes are major. If they are small, you will have to trust us. We will make as few changes as possible.

We also welcome comments. Comments may be edited (without consultation) for grammar and punctuation as well. We will not publish personal attacks. We may remove part of your comment if we think that part constitutes a personal attack. Criticism of organisations as against individuals is welcome if it serves a good purpose. It should not be gratuitous, but well-founded, based either on experience or argument. We welcome robust debate, but avoid sweeping, unfounded attacks. While we like to publish as many comments as possible, and do not subject them to the same level of quality control as blog posts, we may hold back comments which contain harsh criticism with no attempt at all to give that criticism a justified base. Commenters who have affiliations that readers should be aware of, or conflicts of interest, must declare them. Commenters should identify themselves by their full names unless there are good reasons for not doing so. Accusations of illegal conduct are unlikely to be published.

STYLE GUIDE

The guidance below also applies for Development Policy Centre discussion papers and policy briefs, except where noted.

LANGUAGE

- We prefer 'ise' rather than 'ize' and 'am' rather than 'amme' spellings (as in 'authorise' and 'program'), unless in proper nouns. If you have a personal or organisational preference for alternate spellings, you may use them, but be consistent.
- It is acceptable to start a sentence with 'And' and 'But'.
- Ampersand (&) may be used in titles and tables, otherwise use 'and'.
- Use '%' or 'per cent', not 'percent'.

PUNCTUATION

- Use either single quotation marks to enclose a quote and double quotation marks for a quote within a quote or the other way round, but be consistent.
- Keep punctuation inside quotation marks if it is part of the quote, otherwise place it outside. If the final punctuation in a quote is a question or exclamation mark, don't use a full stop after the closing quotation mark.
- The use of **hyphens** (-) is a complicated business. We take a 'less is better' approach, particularly where a word or prefix is common (cooperate, macroeconomic, well, pre, post, de, anti, extra, sub, dis). But sometimes hyphens are needed. Use them with care for compound words ('set-up' as a noun, but not 'set up' as a verb), compound adjectives placed before their nouns ('ill-fitting suit') and multi-word numbers ('two-thirds', 'twenty-five'). Also use them to avoid ambiguity (re-form rather than reform) and to refer to a range (May-September, 1999-2013). Finally, use hyphens when the suffix begins with the same vowel the prefix ends in (semi-industrial), and when the suffix begins with a capital letter (un-Australian).
- Use a dash with a space or a longer dash without spaces:
    - to add an explanation or information, and to introduce a word, phrase or clause that amplifies, summarises or contrasts with what has been said
    - to signify a brief, abrupt change in the direction of the sentence
    - as an alternative to brackets.

TITLES

- Minimal capitalisation should be used for **publication titles** except legislation, journals, magazines and newspapers. Book titles, names of newspapers, magazines or reports should be in italics or underlined; names of journals should be italicised but names of journal articles should be in quotation marks; and names of films should be capitalised.
- **Official titles** should be capitalised unless they are being used in a generic way or in the plural ('… according to the Minister for Defence. In the minister's view, the policy was a failure.').
- The **titles of organisations** and institutions should be capitalised except when used in a generic way (The Australian National University; Government of Papua New Guinea; Rio Tinto; but, the university, the government, the company, the forum, the report).

NUMBERS, DATES AND AMOUNTS

- Numbers **ten and under** should be written as words. Numbers above ten may be written in numerals.
- Numbers may be written as numerals to open a sentence ('19 people attended the meeting.').
- **Centuries** should be counted in words ('Nineteenth-century economists say that in the sixteenth century …').
- **Date format:** 25 January 2012; The forum will be held on Monday 25 January; The conference will run from 25 to 27 January; the summit was held on 1–5 May.
- Include **currency** when referring to dollar amounts other than the Australian dollar.
- Indicate currency thus: US, US or USD. As always, be consistent after you make your choice.
- An AUD or USD conversion rate should be provided for lesser known currencies on first reference (1 million kina is approx. $A457,000).

FORMATTING

- Use bold type for headings and subheadings only.
- Italics should only be used for text such as book titles, not for emphasis or 'foreign' terms.
- Underlining should be avoided.
- Use a single space between sentences.
- Dot (bullet) point lists of full sentences should be introduced with a colon and punctuated as follows:
    o This is a full sentence.
    o This is also a full sentence.
- Dot point lists of fragmented sentences should also be introduced with a colon but punctuated as follows:
    o this is a fragmented sentence
    o this is also a fragmented sentence
    o this fragmented sentence ends the series of points.
- We prefer the following forms of these common terms, if you want to shorten them:

e.g.	for example	NB	take careful note
et al.	and others	p., pp.	page(s)
etc.	and so on	vs	versus
i.e.	that is	viz.	namely

REFERENCING

- In blog posts, hyperlinks should be used wherever possible in place of footnotes under terms such as 'this report', 'this post', 'announced', 'launched', etc. Please ensure links are correct and do not direct readers to password protected or subscription only pages.
- The [Crawford School of Public Policy style of referencing](#) [pdf] should be used where references are necessary.

STYLE FOR SOME COMMONLY USED TERMS

Asian Development Bank (ADB)

AusAID

Australian Labor Party

Devpolicy

Millennium Development Goals (MDGs)

Sustainable Development Goals (SDGs)

Pacific islands

Pacific island countries (PICs)

Southeast Asia

The Australian National University (ANU)

World Bank (the Bank) – not WB

World Trade Organization (WTO)

The Asia Foundation