Style Guide

This is just a basic style guide, don't stress if what you submitted doesn't have these things, it's just something to aim for to make your submission easier to edit and print.

Writing

1. Hard word limit of 850 words for print, negotiable for online.
2. Do not indent paragraphs.
3. Use single spaces between paragraphs.
4. Use the Australian Macquarie Dictionary for spelling.
5. Use single quotation marks for all quotes/direct speech; double quotation marks for quotes within quotes or for "emphasis".
6. Spell out numbers one through nine; 10 and up as numerals, except where they begin a sentence* or might be confusing (e.g. four 10-kilogram bags). Use numerals for ages and percentages, including for numbers less than 10. (*The exception is a sentence that begins with a calendar year, e.g. 2012 has been a great year)
7. Use the percentage symbol: %
8. Dates: 21 August 2016 (in full, not 21st, no commas); decades appear as 1990s not 1990's, except where the date is possessive (e.g. The 1990's style of fashion…); when abbreviating a calendar year, '90s is correct, '90s is not.
9. Use a single space after the period at the end of a sentence.
10. Titles of books, magazines, movies, albums, songs, TV shows, etc in an article are italicised.
11. All content must be your own original work
12. Any content that is sexist, racist, homophobic, ableist, transphobic or anti-Semitic or discriminates against others will not be accepted.
13. Profanity is allowed, although unnecessary overuse and the inappropriate use of culturally sensitive words will be rigorously examined.
14. Please try using gender-neutral wording such as "police officer" rather than "policeman"
15. Strive for objectivity over neutrality (unless you're writing an opinion piece). Give each side of the argument appropriate weight based on their validity.

Photo and Art Submissions

1. Photos and art must be original work
2. Photos and scanned art must be of a high quality
3. Any content that is sexist, racist, homophobic, ableist, transphobic or anti-Semitic or discriminates against others will not be accepted.
4. Any content that involves nudity is allowed but will be evaluated to ensure appropriateness for GLASS.