



Glass Style Guide

- WRITING -

1. Please submit your work in Times New Roman, Size 12pt font, and 1.5 line spacing
2. Do not indent paragraphs.
3. Include your name and your title in the submission heading.
4. Use the Australian Macquarie Dictionary for spelling.
5. Use double quotation marks.
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 a single space after the period at the end of a sentence.
8. Titles of books, magazines, movies, albums, songs, TV shows, etc in an article are italicised.
9. All content must be your own original work.
10. Any content that is discriminatory will not be accepted.
11. Profanity is allowed, although unnecessary overuse and the inappropriate use of culturally sensitive words will be rigorously examined.
12. Please try using gender-neutral wording such as “firefighter” rather than “fireman.”

-PHOTO AND ART SUBMISSIONS-

1. Photos and art must be original work, and you must have permission from any subjects in the work.
2. Photos and scanned art must be of a high quality, preferably vectored work.
3. Any content that is discriminatory will not be accepted.
4. Any content that involves nudity is allowed but will be evaluated to ensure appropriateness for Glass.