



## Style Guide

*The Australian Orienteer's* new style guide is similar to the guides for journals published by CSIRO. While orienteering is a sport, not science, it involves much maths and technology. Contributors' texts will be edited according to these guidelines.

**Numbers.** Measurements of time, distance and speed are written as numbers with their relevant SI units, e.g. '2 s' (m = metres, km = kilometres, s = seconds, min = minutes). In text, numbers up to ten, not requiring SI units, are written as words, numbers greater than ten - as figures. 'Three competitors, 11 controls'.

**Athletes' times.** Expressed in the form 32:11 or 32 min 11 s. Not in the form 32.11.

**Percent.** Written as %.

**Dates.** Written as cardinal numbers, e.g. 23 May 2012.

**Compass points.** Lowercase letters and hyphens are used, e.g. north, north-west.

**Abbreviations and acronyms.** Abbreviations and acronyms are written in brackets after the full name, when they are used for the first time in a given article, e.g. 'Orienteering Australia (OA)'. Full stops are used after abbreviations but not after contractions (e.g. 'Qld').

**Competitors' names.** Spelling of names the same as on Eventor.

**Names of publications and maps.** Written in italics and with capital letters for major words.

**Capitals.** Lowercase letters are used as much as possible, so: orienteering, junior, senior, elite, course, class, day, start, finish, manager.

**Preferred spelling.** Organisation, focused, authorise, specialisation, grey.

**Quotation marks.** Single quotation marks are used. Double quotation marks for quotations within quotations.

**References.** References are listed at the end of text using the format: Author (year). Title. Source (website link; *journal name*, **volume**, page numbers; *book*).