



Style differences between the DTA style guide and AMOS

AMOS and the *Style manual* published online by the Digital Transformation Agency in 2020 have many overlaps in content and recommendations, although AMOS is broader in scope.

In areas covered by both manuals, some style recommendations differ. The table below shows the main differences between DTA style and AMOS style as at December 2020. (Note that both style manuals are online resources and so may be amended at any time.)

Topic	DTA	AMOS
Editing process	<p>Proofreading compares the content that is about to go live or to print with a master copy ... Proofreaders do not make changes to content ... Proofreading does not include checking:</p> <ul style="list-style-type: none"> for inconsistent language, spelling or grammar non-textual elements, such as the content of tables or illustrations 	<p>Proofreading before design includes correcting the electronic copy</p> <p>Proofreading after design includes marking up page proofs</p>
Punctuation: hyphen (prefixes)	<p>Examples:</p> <ul style="list-style-type: none"> non-government, post-nominal 	<p>Examples:</p> <ul style="list-style-type: none"> nongovernment, postnominal
Punctuation: hyphen (expressing ages)	<p>Example:</p> <ul style="list-style-type: none"> They're a close-knit group of 12 year olds. 	<p>Example:</p> <ul style="list-style-type: none"> They're a close-knit group of 12-year-olds.
Punctuation: hyphen (compound words)	<p>Use hyphens for points such as 'north-east'</p>	<p>Set solid: 'northeast'</p>
Punctuation: en dash	<p>Avoid en dashes in spans of years. Write the years out in full.</p> <p>The exception is for:</p> <ul style="list-style-type: none"> financial years information in parentheses, such as terms of office and years of birth and death. <p>Examples:</p> <ul style="list-style-type: none"> the 2020–21 financial year Sidney Nolan (1917–1992) had 3 younger siblings Australia's prime minister at the start of the Depression was James Scullin (1929–1932) Caroline Chisholm (1808–1877) 	<p>Use en dashes and abbreviated date ranges.</p> <p>Examples:</p> <ul style="list-style-type: none"> the 2020–21 financial year Sidney Nolan (1917–92) had 3 younger siblings Australia's prime minister at the start of the Depression was James Scullin (1929–32) Caroline Chisholm (1808–77)



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Punctuation: quotation marks	<p>If the quotation ends a sentence or is a sentence in its own right, place the final full stop before the final quotation mark.</p> <p>Examples:</p> <ul style="list-style-type: none"> • She said, 'It's time to start work.' • 'When we get the final figures,' the manager said, 'we'll know how it will affect our bottom line.' • 'I have the final figures,' the manager said. 'This will ruin our bottom line.' 	<p>Where the text before the quotation leads into the quotation, place the final punctuation mark after the closing quotation mark.</p> <p>Examples:</p> <ul style="list-style-type: none"> • She said, 'It's time to start work'. • 'When we get the final figures,' the manager said, 'we'll know how it will affect our bottom line'. • 'I have the final figures,' the manager said. 'This will ruin our bottom line.'
Numbers	Use numerals for '2' and above. Write the numbers 'zero' and 'one' in words	Use numerals for all numbers, including '1' and '0'. An exception is when 'one' is acting as an indefinite article
Spelling	appendices	appendixes
Shortened forms	e.g. i.e. et al. n.d. (with stops)	eg ie et al nd (no stops)
Presenting titles of musical works	Elena Kats-Chernin's <i>Piano concerto no. 3</i> Elena Kats-Chernin's piano concerto no. 3	Elena Kats-Chernin's Piano Concerto no. 3
Italics	Pythagoras's theorem for a right-angled triangle proved that $a^2 + b^2 = c^2$	Only italicise the variables in an equation: $a^2 + b^2 = c^2$
Capitals	<p>Don't use an initial capital at the start of sentences when the trade mark or brand starts with a lower case letter.</p> <p>Example:</p> <ul style="list-style-type: none"> • eBay is a popular online auction site. <p>Use lower case to describe cyclones, except for the initial letter of the cyclone name.</p> <p>Example:</p> <ul style="list-style-type: none"> • tropical cyclone Winifred 	<p>Capitalise these names at the start of a sentence, or rewrite the sentence so that the shortened form does not appear at the beginning.</p> <p>Example:</p> <ul style="list-style-type: none"> • EBay is a popular online auction site. <p>Use initial capitals for cyclone names.</p> <p>Example:</p> <ul style="list-style-type: none"> • Tropical Cyclone Winifred
Plants and animals	<p>When there are several genera that start with the same letter, include the second letter in the abbreviation.</p> <p>Example:</p> <ul style="list-style-type: none"> • <i>Anopterus macleayanus</i> and <i>Aleuries moluccana</i> are small Australian trees. Although <i>An. macleayana</i> is found in cool places, <i>Al. moluccana</i> can tolerate tropical conditions. 	<p>If there is any chance of ambiguity for the genus name, write it out in full.</p> <p>Example:</p> <ul style="list-style-type: none"> • <i>Anopterus macleayanus</i> and <i>Aleuries moluccana</i> are small Australian trees. <i>Anopterus glandulosus</i> is a shrub that is endemic to Tasmania. <p>[Not <i>A. glandulosus</i> or <i>An. glandulosus</i>]</p>



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Currencies	<p>Don't place a space between the IBAN currency code and the numerals.</p> <p>Example:</p> <ul style="list-style-type: none"> Minimum wages are currently: <ul style="list-style-type: none"> Australia – AUD19.49 per hour Thailand – THB313.00 per day 	<p>Use a nonbreaking space between the International Organization for Standardization (ISO) 3-letter code and the amount.</p> <p>Example:</p> <ul style="list-style-type: none"> Minimum wages are currently: <ul style="list-style-type: none"> Australia – AUD 19.49 per hour Thailand – THB 313.00 per day <p>[Note: Currency codes are assigned by the ISO; IBAN stands for International Bank Account Number, which is used to identify bank accounts.]</p>
Punctuation: en dash	<p>Don't use an en dash instead of a minus sign. Screen readers will read dashes as dashes, not as the minus sign.</p>	<p>It is acceptable to use an en dash (but not a hyphen) to represent the minus sign; however, be aware that some screen readers do not read en dashes or minus signs correctly</p>
Disease names	<p>When referring to an eponym in writing, use the following rules:</p> <ul style="list-style-type: none"> If it is a disease named after people who suffered from it, use the possessive case. If it is a disease or anatomical part named after the person who discovered, studied or described it, don't use the possessive case. <p>Examples:</p> <ul style="list-style-type: none"> Lou Gehrig's disease [Named after Lou Gehrig, a high-profile sufferer of the disease] Alzheimer disease [Named after Dr Alois Alzheimer, who first described the disease] 	<p>Do not use the possessive for eponymic names of human diseases.</p> <p>Examples:</p> <ul style="list-style-type: none"> Lou Gehrig disease Alzheimer disease
References: in-text citations	<p>Use the word 'and' between names outside and inside parentheses. Don't use the ampersand ('&').</p> <p>Example:</p> <ul style="list-style-type: none"> Other researchers reported similar results (Black and Jones 2017). 	<p>Use an ampersand.</p> <p>Example:</p> <ul style="list-style-type: none"> Other researchers reported similar results (Black & Jones 2017).
	<p>When citing multiple works in the same in-text citation, use semicolons between citations. Enclose all the citations in one set of parentheses.</p> <p>Example:</p> <ul style="list-style-type: none"> Other researchers reported similar results (White and Jones 2017; Black 2018; Abaza 2019). 	<p>Use commas between citations.</p> <p>Example:</p> <ul style="list-style-type: none"> Other researchers reported similar results (White & Jones 2017, Black 2018, Abaza 2019).
	<p>When citing multiple works by the same author in the same year, put a letter after the date of each citation. Put an 'a' after the date of the first work you cite, then a 'b' after the date of the second, and so on.</p> <p>Example:</p> <ul style="list-style-type: none"> She has written extensively on Australia – New Zealand relations (Dobell 2018a, 2018b). 	<p>List the references as a, b, c and so on, with no spaces or commas.</p> <p>Example:</p> <ul style="list-style-type: none"> She has written extensively on Australia – New Zealand relations (Dobell 2018ab).



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References: reference list	<p>Book</p> <p>Example:</p> <ul style="list-style-type: none"> Strunk W and White EB (2000) <i>The elements of style</i>, 4th edn, Longman, New York. 	<p>Example:</p> <ul style="list-style-type: none"> Strunk W & White EB (2000). <i>The elements of style</i>, 4th edn, Longman, New York.
	<p>Chapter in an edited book</p> <p>Example:</p> <ul style="list-style-type: none"> Laurence S and Margolis E (2005) 'Number and natural language', in Carruthers P, Laurence S and Stich S (eds) <i>The innate mind: structure and contents</i>, Oxford University Press, New York. 	<p>Example:</p> <ul style="list-style-type: none"> Laurence S & Margolis E (2005). Number and natural language. In: Carruthers P, Laurence S & Stich S (eds), <i>The innate mind: structure and contents</i>, Oxford University Press, New York.
	<p>Journal article</p> <p>Example:</p> <ul style="list-style-type: none"> Bishop S and Back F (2020) 'Organizational issues and color-coding', <i>Journal of Pediatric Science</i>, 4(2):22–25. 	<p>Example:</p> <ul style="list-style-type: none"> Bishop S & Back F (2020). Organizational issues and color-coding. <i>Journal of Pediatric Science</i> 4(2):22–25.
	<p>Report with a short or unofficial title</p> <p>Example (in-text citation):</p> <ul style="list-style-type: none"> The Gonski report (2011) suggests that ... <p>Example (reference list entry):</p> <ul style="list-style-type: none"> Gonski report – Gonski D, Boston K, Greiner K, Lawrence, C, Scales B and Tannock P (2011) <i>Review of funding for schooling: final report</i>, Department of Education, Employment and Workplace Relations, Australian Government, accessed 11 February 2020. 	<p>Example (in-text citation):</p> <ul style="list-style-type: none"> The <i>Review of funding for schooling: final report</i> (Gonski Report; Gonski et al 2011) suggests that ... <p>Example (reference list entry):</p> <ul style="list-style-type: none"> Gonski D, Boston K, Greiner K, Lawrence C, Scales B & Tannock P (2011). <i>Review of funding for schooling: final report</i>, Australian Government Department of Education, Employment and Workplace Relations, Canberra, accessed 11 Feb 2020.
	<p>Conference paper</p> <p>Example:</p> <ul style="list-style-type: none"> Blunden J (9–12 May 2007) 'Plain or just dull? Collateral damage from the Plain English movement' [conference presentation], <i>3rd IPed Conference</i>, Tasmania, accessed 3 May 2019. 	<p>Example:</p> <ul style="list-style-type: none"> Blunden J (2007). Plain or just dull? Collateral damage from the Plain English movement. In: <i>Proceedings of the 3rd IPed Conference</i>, Hobart, 9–12 May 2007, accessed 3 May 2019.
	<p>Thesis</p> <p>Example:</p> <ul style="list-style-type: none"> Rahman M (2013) <i>Using authentic materials in the writing classes: tertiary level scenario</i>, [master's thesis], BRAC University, accessed 5 May 2017. 	<p>Example:</p> <ul style="list-style-type: none"> Rahman M (2013). Using authentic materials in the writing classes: tertiary level scenario, master's thesis, BRAC University, Dhaka, accessed 5 May 2017.
	<p>Newspaper article and social media post</p> <p>Example:</p> <ul style="list-style-type: none"> Richardson A (24 May 2018) 'Australia imports almost all of its oil, and there are pitfalls all over the globe', <i>The Conversation</i>, accessed 29 January 2020. 	<p>Example:</p> <ul style="list-style-type: none"> Richardson A (2018). <i>Australia imports almost all of its oil, and there are pitfalls all over the globe</i>, <i>The Conversation</i>, 24 May, accessed 29 Jan 2020.