

To our contributors,

Please be succinct. Try not to write really long sentences. As a rule, think twice about any sentence longer than 25 words. There is no limit on paragraph length, but be mindful of rambling and try to start a new paragraph where you're starting a new point.

Stick to the word limit given to you by your sub-editor – this will probably be 500-1000 words. While we'd love to give you leeway, we just can't fit it onto the page.

Don't use any language you wouldn't use in conversation – use your argument rather than your vocabulary to impress readers. Use jargon only where incredibly necessary.

When you can, please pitch submissions before you begin writing them. This gives us an opportunity to you give feedback on your initial idea and ensure something similar hasn't already been written.

Some questions to ask yourself:

- What is the general point and purpose of my piece?
- What do I want the reader to take from it?
- Have you structured your piece in the best way possible?
- Do the points clearly flow together throughout the piece?
- Are you writing an opinion piece? If so, are there any statements that you haven't backed up?

The best thing you can do to proofread your work is to read out aloud what you've written.

If you have any lingering questions about grammar, punctuation and the likes then please read the Style Guide below. For all other questions, contact us at write@woroni.com.au.

And let us know if you can't make your deadline – we don't bite!

Love,
The Woroni Print Team.

The Woroni Style Guide Updated Aug 2022

Style should be guided, but not limited, by the rules of syntax and grammar. Good style is an agreement between these rules and aesthetics.

With the exception of creative writing, all writing published within Woroni should be edited to be uniform in style so that the paper is consistent and easy to read.

Woroni's style guide is not intended to change the voice of the author, but to help the reader understand the message of the piece.

The job of the sub-editor is both to help develop the substantive content of a contributor's work and to iron out the technical kinks in their writing to produce a well-rounded, well-expressed piece.

Editing the substantive aspects of a submission should happen before any technical changes (copy-editing/proofreading) are made. This can include talking with the writer about their ideas and what they want for the piece, asking questions to clarify and complete what has been written, making suggestions about phrasing/structure to improve flow, etc.

At this point the sub-editor also has the responsibility of fact-checking any specific assertions that the author has made. Once we publish something we essentially endorse the truth of these facts, so be careful!

Editing for spelling, grammar, syntax and punctuation is equally important to editing the substance of the piece, but a bit more straight-forward. The sub-editor should use their own understanding of language, the grammarly app and the style guide to finish up this part of the process.

As a sub-editor, you don't need to have memorised the style guide. But you should be familiar enough with it that, when editing, alarm bells will ring at points where the style guide has something to say.

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Abbreviations

Abbreviations should not include full stops or spaces between letters. All letters of an abbreviation should be capitalised.

Universally-known abbreviations can be used without explanation, but they should otherwise be introduced in brackets.

For example: ANU Student Media (ANUSM) produces the newspaper Woroni.

The Australian National University can be referred to as ANU without any explanation of the abbreviation.

Headlines

Headlines should give readers a feel for the article and draw readers in.

Feel free to make the headline a bit more fun and eye-catching with some puns and alliteration if appropriate.

Be wary of colons, as they can be a fast way to make an article sound academic and boring.

Capitalisation of headlines

Follow title case. The first and last words in a title should always be capitalised. All important words should be capitalised. Short articles, prepositions and coordinating conjunctions should not be capitalised.

For example: Heartbreaking Road for the Hero

Hyperlinks and References

Hyperlinks

Avoid using hyperlinks unless necessary. All of the core information should be included within the article itself.

References

We try not to make reading Woroni as soul-crushing as cramming a semester's worth of readings in week 12, so footnotes and formal references are strongly discouraged. In-text references are much better.

For example: A 2016 article published by the Guardian referred to...

Language

Australian English

As the student newspaper of the Australian National University, Woroni uses Australian English.

For example: civilisation not civilization
centre not center
valour not valor
defence not defense
licence not license
wilful not willful
practice is a noun, while practise is a verb

Foreign phrases

Woroni does not italicise foreign phrases or words. .

Jargon

Try to replace jargon with a commonly-used synonym or a short and precise explanation. Avoiding jargon will make the work much more accessible and appealing to a broader audience.

Profanities

Profanities don't need to be censored, however, it is important to determine whether including a profanity is important or appropriate. Use them for impact, but know what impact you're making.

Names and titles

Persons and organisations

Avoid using titles such as Mr, Mrs, Dr and so on, unless the title is significant to the article.

Honorific or courtesy titles such as Professor, Dean, Mayor and Ambassador are capitalised when used before a name.

For example: Professor Brian Schmidt

All other indirect references to the title are not capitalised.

For example: Barry had a meeting with the professor.

Use lowercase for generic references to groups or organisations, but capitalise specific names and titles.

For example: the government and the Government of New South Wales
the university and The Australian National University

Websites

Don't include the www. or capitalise the first letter of the URL.

For example: woroni.com.au

Publications

The titles of publications should be italicised.

For example: *The New York Times* and *i-D*

Naming conventions

Be mindful of naming conventions that differ from English.

For example: Chinese artist Zhang Huan's last name is Zhang and his first name is Huan.

COVID-19

Please note that COVID-19 is a strain of coronavirus and should be capitalised as such. Other types of coronavirus include SARS and MERS.

For example: COVID-19, not covid-19 or Covid-19

Numbers and dates

Numbers

Numbers lower than 10 are spelt in full while numbers greater than and including 10 are given as numerals.

For example: three, seven, 14, 27 and 298

The exception to this is numbers at the beginning of a sentence, which should be spelt out in full.

Commas should be used for numbers with 4 or more digits, and placed between every 3 digits.

For example: 1,200 and 34,000,000

Percent

Always write out percent, rather than write %.

Dates

29/9/16 should be written as 29 September 2016. Always capitalise the names of months. Don't use 'the' and 'of' unless the date begins a sentence, in which case the date should be written out in full.

For example: The first of January heralded a new year.

Punctuation

Colons

A colon is commonly used to introduce a series or list. Only capitalise what follows if the colon introduces a complete sentence, more than one sentence, a formal statement, a quotation or speech in a dialogue.

For example: a colon is used in this sentence.

Semi-colons

Semi-colons are frequently misused.

Semi-colons have two grammatical functions: first, they are used to connect related clauses that could otherwise be separate sentences; second, they are used to separate items in a list that may be made ambiguous if commas were used, as is done in this sentence.

Under the first use, semi-colons are normally not followed by a conjunction. When using a conjunction, consider replacing the semi-colon with a comma or colon.

Make your semi-colons rare and precious. Other more common punctuation will normally work just as well.

Commas

Commas represent a pause after an introductory clause in a sentence, or act a more fluid way of containing information that could be put in parentheses. Be ruthless in cutting commas from sentences – more often than not you don't need them.

Also beware of comma splices, where two independent clauses are joined together with a comma and no coordinating conjunction like 'and' or 'but'.

For example: 'They were never seen apart, they even shared the same Facebook account.' Try adding a conjunction or breaking the two parts into separate sentences.

Oxford commas

An oxford comma is a comma used after the second last item of a list. Don't use them unless the sentence's meaning might otherwise be misunderstood.

Spaces after full stops

Full stops should only be followed by one space.

Dashes

The dash (–) is a flexible tool that can replace commas, semi-colons and colons. They are often viewed as indicative of a more casual writing style, and can help break up sentence. Woroni does not make the old-fashioned distinction between an em-dash (a long dash touching the words on either side of it) and an en-dash (a dash with spaces both before and after it). In other words, Woroni only uses en-dashes.

You can enter an en-dash on a Mac by pressing option+hyphen.

Do not confuse a dash with a hyphen, which is shorter and has a different function.

Hyphens

Hyphens have three uses: to connect parts of a compound word, to connect words to create an adjective and to indicate a span between numbers.

For example: pro-democracy, one-third full and the Asia-Pacific region

Apostrophes

Apostrophes should be used to indicate a contraction or possession.

Common mistakes relate to:

- the plural possessive, where an apostrophe should be placed after a plural 's';
- acronyms and dates, where no apostrophe is needed;
- the possessive for multiple people possessing, where only the last person needs a possessive.

For example: the students' protested
the 1990s and NGOs
George and Martha's little puppy

Quotations

"I do not think that egg belongs on a pizza," said Brian Schmidt, emphasising each word by motioning with his hands.

Quotes should advance and add colour, rather than decorate and fill space.

An article is very often more concise and easier to read if one paraphrases rather than quotes directly.

Quotation punctuation and grammar

Use double quotation marks, and then single quotation marks for any quotations within quotations.

The first word of a quotation should always be capitalised, and if the sentence is fragmented then the start of the second fragment does not need capitalisation.

For example: "I think the avocado to toast ratio is very important," Joanne was frequently overheard saying, "it makes or breaks the whole experience."

Any punctuation from the text being quoted should be included inside quotation marks. Otherwise, punctuation should appear outside quotation marks. A full stop should only be used inside quotation marks if it is a fully quoted sentence.

Square brackets

Square brackets should be used to indicate text inserted into a quotation by the author. Insertions must not alter the meaning of a quotation.

Ellipses

Omissions from a quotation should be indicated by ellipses (...). A space should precede and follow ellipses. Omissions must not alter the meaning of a quotation.

Common mistakes

Who and whom

"Who" is used as a subject

For example: Who wrote that awesome Woroni article?

Whom is used as the object of a verb or preposition.

For example: I don't know with whom I will walk home from Mooseheads. Whom do you think I should ask?

That and which

'That' defines something whereas 'which' adds new information in a separate clause, often using commas.

You can remove the clause containing 'which' from a sentence without changing the meaning, but 'that' is important.

Content Warnings

[Content Warning Policy](#)

The Content Warning policy outlines examples of potentially distressing material that may require a CW. It also lists several support services and their contact details. When adding contact details for support services please make sure to have at least one 24/7 service, or one that is reachable outside of standard office hours.

Content warnings are to be placed at the start of relevant content and news pieces, immediately after the title.

Contact details for relevant support services should be listed at the end of relevant content and news pieces.

Content Warning Procedure (as written in the [policy](#))

- It is the responsibility of contributors, content sub-editors, news sub-editors and the print team to identify where content warnings may need to be included in written contributions, and to include them.
- The contributor must approve any content warning attached to their contribution prior publication in the newspaper or online.
- Where a content warning is included in written contributions, contributors, content sub-editors, news sub-editors and the print team should also consider listing contact details for relevant support services.
- The contributor must approve the inclusion of any support service contact details in their contribution prior to publication in the newspaper or online.