



THE NEW ZEALAND
SOCIETY OF AUTHORS
(PEN NEW ZEALAND INC) TE PUNI KAITUHI O AOTEAROA

New Zealand Society of Authors (PEN NZ Inc)

Te Puni Kaituhi o Aotearoa

Style Guide

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Purpose and Approach

The New Zealand Society of Authors (PEN NZ Inc) (NZSA) *Style Guide* provides guidelines for consistency of language use throughout the organisation. This facilitates clarity and ensures a professional presentation of printed and online content, whether that be for members, stakeholders or the wider community.

This guide follows contemporary editing practice for organisations, which:

- promotes the use of plain English
- takes an uncluttered approach to punctuation and capitalisation
- discourages excessive use of emphasis in formatting.

General Usage

Abbreviations, acronyms and contractions

Spell out acronyms and initialisms the first time they are used, followed by the abbreviated form in parentheses, and thereafter, use the abbreviated form. Repeat this process at the start of new sections in long documents.

Don't use a full stop with a contraction that takes the last letter of the word (Dr, Ms), or where there are two or more capitals (CEO, PhD). Do use a full stop when the abbreviation doesn't end with the final letter of the word (Prof.)

Spell out New Zealand when it is used on its own, although it can be abbreviated to NZ when used as an adjective in the titles of publications, names of organisations and so on.

Apostrophes

When indicating possession, add an 's' after a name if it would be pronounced, but not otherwise, e.g. James's diagnosis, but the Bridges' household.

Don't use an apostrophe for plurals, so 1990s (not 1990's), CVs, dos and don'ts.

Don't use in New Zealand place names, except for Hawke's Bay and Arthur's Pass. Check at <http://www.linz.govt.nz/regulatory/place-names/find-place-name/new-zealand-gazetteer-place-names>.

Brackets

Use parentheses () to provide additional information and brackets [] when adding editorial comment.

Capitalisation

Capitalise sparingly. Use for proper nouns, titles of organisations and place names, but not for ordinary nouns.

Commas

Don't use the serial or Oxford comma (before 'and' in a series or list) and avoid excessive use of commas, restricting them to those essential for grammatical correctness and clarity of meaning.

Copyright

Follow this order: Copyright symbol, then year of copyright before the full name of the organisation. On a separate line, list the editions in year order with a full stop to separate them, as follows:

© 2016 New Zealand Society of Authors (PEN NZ Inc)

First edition 2010. Second edition 2013. Third edition 2016.

Note: The shortcut keys in Word for the copyright symbol are Ctrl + Alt + c.

Dashes and hyphens

Use an em dash (—) with no spaces to indicate an interruption to the flow of the text that changes its syntax or to convey emphasis.

Use an en dash (–) with no space either side to link two proper nouns of equal value e.g. January–February or number spans e.g. 2010–2011.

Use an en dash (–) with a space either side to indicate a parenthetical comment that you wish to emphasise more than commas or parentheses would.

Note: The shortcut key for the en dash is Ctrl + minus on the numeric keyboard, and the shortcut key for the em dash is Ctrl + Alt + minus on the numeric keyboard.

Use a hyphen (-) with no spaces to join compound words preceding nouns (other than adjectives ending in 'ly'), but not when they follow the noun. So, 'a well-written novel', but 'the novel was well written'.

Hyphenate prefixes, such as non, pre, or anti, when they are not incorporated into the following word, such as non-fiction.

Note that compounds often start as open (web site) and move through a period of hyphenation (web-site) to a closed compound (website).

Refer to the *New Zealand Oxford Dictionary* to determine hyphen usage.

Dates, times, ages

12 July 2016 (not 12th July 2016, or July 12, 2016).

21st century (not 21st century).

9.30am to 3pm (not 9.30, 3.00, or a.m. or p.m.), 12 noon, 12 midnight.

Digital publishing terminology

Note that e-terminology often starts out hyphenated (e-mail) and becomes closed (email). See Appendix 1: Word List for examples.

Emails

Format contact details following an email signature to comply with NZSA style (see under Commonly Used NZSA Terms below).

Incorporate use of Māori greetings and sign-offs as appropriate, such as:

- Informal greeting – Kia ora
- Formal greeting – Tēnā koe [then add name]
- Thank you – Ngā mihi
- Simple sign off – Nā (from)
- Formal sign off – Nāku iti noa, nā (yours sincerely)
- Friendly sign off – Kia pai tō rā (have a nice day).

For more options, go to <http://www.lianza.org.nz/maori-greetings-and-signoffs-letters-and-emails-pdf>.

Emphasis

Avoid underlining, exclamation marks and inappropriate capitalising. Instead use italics or bold sparingly if emphasis is needed, but not more than one of these at a time, and don't use quote marks for emphasis. Apply the same style of emphasis consistently throughout a document.

Foreign words

Italicise foreign words and phrases not assimilated into English, but not Māori or Pasifika words. Refer to the *New Zealand Oxford Dictionary* to determine whether to italicise specific words or phrases.

Formatting

Aim for consistency in style, so that, for example, all headings at the same level are formatted identically in terms of font size, type and colour. Use Word's Styles to assist with this in longer documents.

Lists

With a list that requires a stem sentence:

- use a colon at the end of the stem
- indent the list
- use bullets to introduce each item
- use a lower-case letter to start each list item
- only add 'and/or' to the penultimate list item if necessary
- don't use final punctuation until the end of the list, then use a full stop.

With a list that uses full sentences, each item starts with a capital letter and ends with a full stop.

Māori language

Use macrons and don't add 's' to plurals. If unsure about macron use or spelling, see www.tetaurawhiri.govt.nz/assets/Uploads/Corporate-docs/Orthographic-conventions/Guidelines-for-Maori-Language-Orthography.pdf

Note: You can find symbols for letters with macrons to use in Māori terminology under the Insert a Symbol icon (Ω) at the top left of the screen in Word. On the icon, then select More Symbols, then scroll through to Latin letters. Double click to insert in your document.

Measurement and currency

Spell out 'per cent' in body text (not 'percent', which is American), and only use the symbol (%) in tables, graphs, diagrams and figures.

Spell out fractions in body text (a quarter), but use numerals ($\frac{1}{4}$) in tables, graphs, diagrams and figures.

Spell out measurements in body text (two kilometres) but use numerals and abbreviations in tables, graphs, diagrams and figures.

0.5% and 0.5cm, not .5% or .5cm.

\$25 not \$25.00.

New Zealand spelling and terminology

Use New Zealand spelling, not British or American, and to determine this, set your computer's default spelling to New Zealand English and refer to the *New Zealand Oxford Dictionary*.

Examples of New Zealand variations include:

- ending words with 'ise' or 'yse', not 'ize' or 'yze'
- phrasal verbs e.g. different from
- terminology e.g. fortnight (not biweekly), maths (not math), timetable (not schedule).
- spelling variations such as programme not program (except the computer kind), judgment (rather than judgement), skilful (rather than skillful) and fulfil (rather than fulfill). For more examples, refer to Appendix 1: Word List.

Non-discriminatory language

Use gender-neutral terminology, such as chairperson not chairman, human/humanity rather than man/mankind and so on.

The use of singular 'they' is acceptable, for example, "if anyone wants to get involved, they can contact ...", but avoid it where possible by using a construction such as "if you would like to get involved, please contact ...".

Use inclusive, non-discriminatory terms and language in relation to disability, race, nationality, sexual identity and religion.

Numbers

Spell out one to nine, except in tables, graphs, diagrams and figures. Use numerals for 10 onwards, except at the start of a sentence or in an inexact or colloquial usage, such as “about a hundred people came to the event”.

Treat ordinals the same as cardinals (first to ninth, 10th onwards).

Use 1000 (not 1,000), 10,000, 100,000.

Plain English

The purpose of plain English language is to ensure that all public communications are easy for their intended audience to understand and act upon. This means using language that is simple, clear and concise. See Appendix 2: Plain English Checklist for more information.

Quote marks

Use double quote marks for reported speech and single quote marks when introducing a word as a term to be defined. Clichés and commonly used aphorisms do not require quote marks.

Place the punctuation outside the closing quote marks when the quoted material is part of a sentence, and inside the closing quote marks for standalone sentences. When quoting someone as part of a sentence, place the comma inside the closing quote marks:

- He said that the short story was “an impressive debut for this budding writer”.
- Mary came in the back door. “It’s cold outside today.” She stamped her feet to get the blood moving again.
- “It’s cold outside today,” said Mary.

Referencing

Where a document requires references, use APA Style. Common examples follow, but as there are many variations either go to apastyle.org for specific queries, or Google ‘APA style’ and download one of the many sets of guidelines provided by universities.

As well as the order of information, note the use of full stops, commas, capital and lower case letters, italicisation and parentheses.

Books:

Author, A. A., and Author B. B. (year). *Title of work*. Location: Publisher.

Chapter in a book:

Author, A. A., & Author, B. B. (year). Title of chapter or entry. In A. Editor, B. Editor, & C. Editor (Eds.), *Title of book* (pp. xxx–xxx). Location: Publisher.

Periodicals:

Author, A. A., Author, B. B. (year). Title of article. *Title of Periodical*, xx, pp–pp. doi:xx.xxxxxxxx

If there is no DOI, include the homepage URL for the periodical using the following format:

Retrieved from <http://www.xxxxxxxx>

Symbols

Avoid ‘&’ unless it is used in the title of a book or other work or in a brand name.

In body text, rather than a solidus (/) use ‘or’ or ‘per’ as appropriate to the meaning, except for ‘and/or’.

Include a space either side of ellipses (...).

Titles of works

Don’t underline titles, but follow these conventions:

Book titles, including anthologies, and plays. Use italics, with initial capitals for all major words in the title. Don’t capitalise articles, conjunctions and prepositions. If there is a sub-title, add a colon then an initial capital for the first word of the sub-title, then lower case thereafter.

A books series with a title different to the individual titles. Use initial capitals for the series name (no italics or quote marks) and follow the style described above for individual books.

Chapters in books. Use initial capitals (no italics or quote marks).

Short story titles. Use initial capitals and single quote marks, but no italics.

Poems. Use initial capitals and single quote marks, but no italics.

Newspapers, magazines, journals and other periodicals. Use italics and initial capitals for all major words, but not for the definite article if one precedes it (e.g. the *New Zealand Herald*).

Journal, magazine and newspaper articles. Use initial capitals, with no quote marks or italics.

Website addresses

Use ‘www’ before web addresses, and when a web address ends a sentence, include a full stop, but not when it stands alone.

In online material, embed links using meaningful and self-explanatory words, so rather than saying: “Click [here](#), for more information”, write, “Find out more on our [Resources](#) page.”

Commonly Used NZSA Terms

Organisation name

The full formal name of the organisation is the New Zealand Society of Authors (PEN NZ Inc) Te Puni Kaituhi o Aotearoa.

Use this full formal version on imprint pages, the website header, media releases and other formal external documents.

Use New Zealand Society of Authors (PEN NZ Inc) (NZSA) on first use in the body text of a document to be published or used for formal, external use, followed by NZSA thereafter. In a long document, repeat the spelling out of the name and abbreviation in brackets on first use in each section.

Other acceptable versions of the organisation name in other contexts are New Zealand Society of Authors, NZ Society of Authors, and NZSA/PEN.

Do not use 'The' in front of the organisation name, and for clarity and to strengthen branding, avoid 'the Society'.

Contact details

Even if not all components are required in all contexts, use this format on all published material, the website, letterhead, email signatures and so on. The style uses minimal punctuation, as follows:

Level 14, Oracle Tower
56 Wakefield St
Auckland Central

NZSA
PO Box 7701
Wellesley St
Auckland 1141

09 379 4801

office@nzauthors.org.nz

nzauthors.org.nz

NZSA programmes and services

Use initial capitals, not italics or bold. Use the full name on first use, followed by the abbreviated version in brackets in following usage:

StartWrite Chapter and Synopsis Assessment Service (StartWrite)

CompleteMS Manuscript Assessment Programme (CompleteMS)

NZSA Youth Mentor Programme

NZSA awards, grants and fellowships

Use initial capitals, not italics or bold and spell out in full in all instances. Do not capitalise 'The' in front of awards etc. Add the year to the end of an award name, not the beginning of it.

NZSA Peter and Dianne Beatson Fellowship

NZSA Janet Frame Memorial Award for Literature

NZSA Auckland Museum Research Grants

Hachette Mentoring Programme

CLNZ /NZSA Research Grants

NZSA Lilian Ida Smith Award

NZSA events

Use initial capitals, not italics or bold and spell out in full on first use. Do not capitalise 'The' in front of the event. Add the year to the end of an event name, not the beginning of it.

Janet Frame Memorial Lecture

National Writers Forum (NWF). Note: no apostrophe.

New Zealand Book Week. Note: Include New Zealand, and spell it out fully on first use. NZ Book Week is acceptable thereafter.

NZSA office holders and employees

Use an initial capital when using after the name of the organisation or the region, and use lower case when generic (Otago/Southland Regional Delegate Jo Smith, the delegate).

National Council (NC)

National Office

President

Vice-President

Delegates

President of Honour

Chief Executive

Operations Manager

NZSA regions

Use an initial capital when using after the name of the organisation or the region, and use lower case when generic (the region, the eight regions).

Northern Districts Region

Central Districts Region

Wellington Region

Central and Northern South Island Region

Otago and Southland Region

NZSA branches

Don't use the term 'regional branches' as this creates confusion between the branches and the regions. Use an initial capital for Branch when it follows the name of the branch and lower case when used in a generic sense (Central Districts Branch, the branch, the branches).

Northland Branch

Auckland Branch

Hamilton Branch

Central Districts Branch

Wellington Branch

Top of the South Branch

Canterbury Branch

Otago and Southland Region

NZSA hubs

Children's Literature Hub of Canterbury Branch or Canterbury Branch Children's Literature Hub
Hawke's Bay Hub of the Central Districts Branch or Central Districts Hawke's Bay Hub

NZSA branch positions

Use an initial capital when following the name of the branch and lower case when used in a generic sense (Auckland Branch Chairperson Jo Smith, but, "the chairperson agreed with this").

Chairperson

Secretary

Treasurer

Committee Member

Communications Officer

NZSA membership

NZSA Membership Advisory Committee, but 'the committee' thereafter.

Use an initial capital when describing the formal membership category, but lower case when used in a generic sense (full members, the membership).

Full Member
Associate Member
Student Member
Affiliate Member

NZSA publications and communications

NZ Author This is the magazine's title, not the *New Zealand Author*. Italicise *NZ Author*, but if 'magazine' is added to its name, use lower case 'm' and do not italicise (so *NZ Author magazine*). Do not use *NZAuthor* (without the space) or *The Author*.

Literary Bulletin. The title of this fortnightly e-newsletter is not italicised, and don't use quote marks around title. Use lower case 't' if referred to as 'the Literary Bulletin'.

New Books List. Use initial capitals, no quote marks, italics or apostrophe, and use lower case 't' if referred to as 'the New Books List'.

Booklets. Use italics and initial capitals for the key words in the title, then a colon with an initial capital for the first word of sub-title and lower case thereafter:

Digital Publishing Guide

Getting Published

Marketing Your Book

Self-publishing: A writers' guide

Writers and Tax: Some questions answered

The Business of Writing

Organisations and events commonly referred to by NZSA

Note: Don't capitalise 'the' in front of organisation names, or use italics or quote marks. Use the full name on first use and thereafter use the abbreviated version.

Academy of New Zealand Literature (ANZL)

Auckland Writers Festival – no apostrophe

Copyright Licensing New Zealand (CLNZ) – don't add 'Ltd'

Creative New Zealand (CNZ) – spell out New Zealand in full

Dunedin Writers and Readers Festival – no apostrophe

International Institute of Modern Letters (IIML)

New Zealand Association of Literary Agents (NZALA)

New Zealand Association of Manuscript Assessors (NZAMA)

New Zealand Book Council (NZBC)

NorthTec – not Northtec or NorthTech

NZ International Arts Festival Writers and Readers Week – no apostrophe

Ockham New Zealand Book Awards

PEN International – all caps for PEN

Public Lending Right (PLR) – singular not plural

Public Libraries New Zealand – spell out in full and note the ‘of’

Publishers Association of New Zealand (PANZ) – not Book Publishers Association of New Zealand (BPANZ)

RNZ National – not National Radio, or Radio New Zealand

Storylines Festival – one word for Storylines

WeCreate – one word, capital ‘C’, not Copyright Council

Whitireia New Zealand – not Whitireia Polytech

WORD Christchurch – all capitals for WORD

Appendix 1: Word List

A

acknowledgment not acknowledgement
adverse (contrary) and averse (opposed)
adviser not advisor
affect (v) to have an influence on, not to be confused with effect
ageing not aging
analyse not analyze

B

bicultural
bilingual
BookBaby – one word, note middle capital

C

cooperation (no hyphen)
coordination (no hyphen)
criterion (n) singular, criteria (n) plural
cross-cultural
cross-reference

D

decision making (n) but decision-making (adj)
dependant (n) a person) and dependent (adj) on something
download (one word)

E

EPUB – all caps
effect (n) a result, not to be confused with affect
effect (v) to bring about
enquire, enquiry (personal/general contexts, as opposed to a formal inquiry)
email, newsletter, ebook, ebook stores, ebooksellers, ebook distributors
e-readers, e-business, e-commerce

F

film-maker (hyphen)
flyer, not flier
focused/focusing, not focussed/focussing
formally (in a formal way) and formerly (in the past)
fulfil, not fulfil, but fulfilled

G

Government for a specific government, for example, the 2016 National Government
government (n, adj) for general use

H

homepage

I

inquire, inquiry (v, n) a formal investigation, as opposed to a personal enquiry

install and installed but instalment

internet

interrelated (no hyphen)

iPad/iPhone/iMac

J

judgment not judgement

K**L**

log on (v) not log in

M

Māori

metadata

mobi – all lower case

multicultural (no hyphen)

multilingual (no hyphen)

N

nationwide

non-fiction

no one not no-one

O

offline and online

open-ended

on site (n) but on-site (adj.)

orient not orientate (refers only to change of direction)

P

Parliament (n.) but parliamentary (adj.)

per cent not percent

phenomenon (n) singular and phenomena (n) plural

practise (v) not practice (v) but practice (n) and (adj.)
print out (v) and printout (n)
program (n) computer software only
programme (n) for TV or conferences
proofread, proofreader, proofreading

Q

R

realise (v) not realize

S

sci-fi, not sci/fi
sitemap
Smashwords (one word)
sociocultural
socio-economic
skilful, not skillful

T

time frame, time line
towards, not toward

U

up to date (n), up-to-date (adj.)
useable

V

W

web (adj.) as in web page, website
Web (n) when used as the Web, or the World Wide Web
Western (adj.) for the cultural division

Appendix 2: Plain English Checklist

Check the whole document

- It's simple, clear and concise
- The topic is obvious
- The main message is obvious
- It's obvious what action the reader needs to take

Check the document structure

- Detailed, explanatory document title or page headline
- Summary or key message follows title or headline
- Content organised in a logical sequence for the reader
- Each paragraph starts with its topic
- Short paragraphs
- Sub-headlines and short lists break up solid text

Check your sentences

- Mainly short sentences
- Mainly active verbs (*I appointed you* not *You were appointed by me*)
- Logically structured sentences (subject-verb-object)
- Only one main idea in each sentence
- Correct grammar, spelling and punctuation

Check your words

- Words that are common, simple, and familiar to your target audience
- Write *you*, *I* and *we*: speak directly to the reader
- No jargon (but technical terms are fine for a technical audience)
- No clichés or wordy phrases
- Consistent words: using the same word for the same thing throughout the document
- Only a few abstract nouns, e.g. words ending in *-ment*, *-tion*, *-ance*, *-ence*, *-ancy*, *-ency*, *-ity*, *-ism*
- Words positive in meaning and tone

Check readability

- At least 60 per cent score on Flesch Reading Ease. This measures the percentage of adults who would be able to read your writing easily (at least 60 per cent should be able to). Use the grammar checker in Word to check your document's prose, not data such as addresses.

Check design

- The page looks orderly
- Plenty of white space (in margins, between paragraphs etc.)
- Print that's big enough to read

Source: www.plainenglish.org.nz.

Appendix 3: NZSA Meeting Minutes

The minutes of NZSA National Council meetings and branch meetings need to provide a brief outline of what was discussed as well as record any decisions and action points. They should therefore include the following:

- the date and location of the meeting, and the time the meeting opened and closed
- the names of those present and those who sent in apologies for their absence
- a note in brackets by the name in the list of attendees of anyone acting for the chairperson or secretary
- all items on the agenda in the order addressed, including:
 - the previous meeting's minutes
 - any matters arising from those minutes, including any corrections to them
 - any inwards and outwards correspondence, and
 - the treasurer's report or CEO's financial report.
- the title of any reports and other documents presented at the meeting
- whether the formal reports were accepted, including the treasurer's
- the key points raised in discussion under each agenda item
- the names of the proposer and seconder and the exact wording of any motion and whether it was passed or not
- any actions required to be taken, the name of the person or people responsible for the action and the date by which the action needs to be completed
- any general business not included on the agenda
- the time, date and location of the next meeting.

Appendix 4: NZSA Reports

Reports from branches

An annual report is a written record of the branch's activities for the year and is made available to all members as one of the papers provided for the Annual General Meeting (AGM) held in May. The annual report covers the period from May of the previous year to April of the current year.

National Council likes to also receive an interim report (covering May to October) prior to the National Council meeting in November. The content of this can be reused as the starting point for the full annual report.

Both reports are the responsibility of the branch chairperson. They should be in Word, using an easily read typeface of 11 or 12 points, and should be no longer than two to three pages.

The reports should be guided by the NZSA Strategic Plan which can be found at authors.org.nz/about and should cover:

- branch membership numbers and a brief explanation for any increase or decrease in numbers
- the percentage of branch members that attend meetings
- a paragraph covering guest speakers, workshops, competitions etc.
- activities or plans for New Zealand Book Week
- activities or plans for Courage Day
- any engagement with industry sector groups
- any engagement with local businesses that promote writers
- overall branch financial position and any recent or upcoming major or unusual payment activity
- mention of any burning issues that have been discussed by members
- any final comments relating to the branch and its activities.

Reports from NZSA representatives on external organisations

NZSA has representation on many organisations across the literary sector. Such representatives are appointed by, and responsible to National Council. These include representatives on:

- Copyright Licensing New Zealand
- WeCreate
- New Zealand Book Awards Trust Board
- Public Lending Right Advisory Group
- Whitireia New Zealand Advisory Committee
- Burns Fellowship Selection Committee
- NorthTec Applied Writing Programme Local Advisory Committee.

NZSA representatives are required to file the following reports:

- Meeting reports after each meeting of the organisation, trust, board, etc, outlining activities and decisions. These are to be provided to National Council.
- Annual reports providing a comprehensive overview of the year's activities. This report is included in the AGM papers that are made available to members.

The aim of these reports is to ensure National Council has sufficient information to make informed decisions and determine effective policy in the best interests of our members and the wider writing community. The NZSA policy framework set by National Council informs and guides our representatives.

Reports should cover three key areas:

1. General

Providing an overview of each meeting's key discussion points and outcomes. Special note should be made of any decisions or pending decisions that might directly impact on NZSA, its members or the wider writing community. Key and controversial issues or decisions should be flagged for specific attention.

2. Context

Including relevant background that might provide National Council with a deeper understanding of the issues, procedures or even relationships and personalities. The rationales for decisions as well as the expected or intended impacts and outcomes should also be noted.

3. Analysis/Interpretation

Our representatives are uniquely placed to understand the wider implications and ramifications of decisions. National Council values the opinions and counsel of all representatives in terms of the value and/or possible impacts of decisions or developments. If desired, such opinions may be given in strict confidence.

Where there is more than one NZSA representative on a board or committee, each representative is expected to have input into each report to ensure accuracy and comprehensiveness. All reports must be signed off by each representative.