Style Guidelines
Background
In general, in editing documents the Globalism Institute follows the Australian Government Publishing Service Style Manual (latest edition) on questions covered in ‘Part One’ of that manual: for example, capitals, italics, and punctuation. There is no special need to familiarize yourself with the minute details of that style, but the following variations are worth noting.

Spelling
Use first spellings as listed in the Oxford Dictionary.
However, note the following:
• the use of ‘ize’ rather than ‘ise’ in suffixes: for example, ‘organize’; ‘globalization’.
• the use of the suffix ‘our’ rather than ‘or’ as in ‘labor’ not ‘labor’ (except where referring to a formal name with a specific spelling such as the ‘Labour Party’).

Conventions
• Numbers: spell out numbers to one hundred, thereafter in numerals, except for
  - round numbers such as a thousand or ten million when the written form is shorter.
  - percentages: 47 per cent; not forty-seven per cent (and not 47%).
• Use 1,000; 10,000; 100,000
• Use BCE and CE (no stops and in small capitals) rather than BC and AD.
• Dates: use the form ‘day month year’, for example, ‘8 May 1958’ except for colloquial phrases such as ‘September 11’ or ‘9-11’. 70s is acceptable for decades; ’74 for specific years.
• Ellipses: use spaced ellipses, as in #...#
• Use one space after a full stop.
• Quotes: indent quotes of over forty words, with the paragraph unjustified (same font size). Use single quotation marks ‘as the entry into a quote and then double quotation marks “within those marks” for citations within the quoted material’.
• Dashes: Use closed em dash: x—x, that is, without spaces (Tip: The keyboard short-cut for an em dash in MS Word is CTRL + ALT + the ‘minus’ key on the Number Pad—it must be the keypad minus and not the one on the normal keyboard.)
• No serial comma, for example: ‘globalism, nationalism and tribalism’, not ‘globalism, nationalism, and tribalism’.
• Use ‘for example’, ‘and so on’ or similar rather than ‘e.g.’ or ‘i.e.’.
• Use am, pm and km.

Referencing
Consistency in this area is perhaps the most important given how much editing time it takes to change from other styles. All textual notes and references are to be integrated sequentially into the endnote system. (The only difference for the bibliography is that surnames appear first).

Examples for endnotes:

Examples for bibliography:

Note the order of publication details (with periodicals discussed in brackets):
- author’s first initial (all first names standardized to initials)
- author’s surname (with this order reversed for bibliographies)