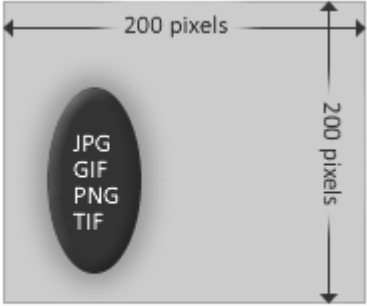


Corroboree magazine style guide

Required guidelines	Avoid
<p>Format: Word document only Font: Calibri Size: 11pt Spacing: 1.5 lines</p>	<ul style="list-style-type: none"> • Scanned/PDF copies or text in emails • Mixing font types and sizes • CAPITAL letters (except acronyms, eg ANZAC) • Bold text on entire sentences • Photos in Word document - see guidelines below
<p>Punctuation: Write full sentences. Use short paragraphs. Check spelling and punctuation. Use bullet points only for lists.</p>	<p>Quotation marks for names, eg 'ANZAC' or 'President'</p> <p>Full stops are not required:</p> <ul style="list-style-type: none"> • After headings or sub headings • Within abbreviations with capital letters <p>Excessive exclamation/question/quotation marks</p>
<p>Abbreviations: Write words and titles in full, including months and days.</p> <p>Write acronyms in full in the first reference, with the abbreviation in parenthesis, eg Regional Development Australia (RDA)</p> <p>The exception is for commonly known titles, eg ANZAC Day.</p>	<p>& = and Assoc = association QLD = Queensland VPE = Vice President Education TM = Toastmasters Xmas = Christmas Dept = department Aust / Oz = Australia or Australian Govt = government Salvos = Salvation Army Feb = February Wed = Wednesday</p>
<p>Apostrophes</p> <p>1. Possession The girl's bag (the bag that belongs to the girl) The girls' bags (the bags that belong to the girls)</p> <p>2. Abbreviations don't = do not isn't = is not</p> <p>Apostrophes are not used for plurals.</p> <p>The pronouns his, hers, its, theirs, yours are already possessive and do not need an apostrophe.</p>	<p>Plurals: cats not cat's VIPs not VIP's</p> <p>Numbers: 1980s not 1980's 60s not 60's</p>
<p>Numbers: Write numbers under 10 in full, eg one, two ... nine Use numerical from 10 onwards, eg 11, 26, 132 etc</p>	
<p>Date format: Monday, 12 February 2011 7 August 2009</p>	<p>The 3rd of March = 3 March September 21st = 21 September</p>

Required guidelines	Avoid
<p>Photographs:</p> <p>A good size is 200px x 200px and can be in JPG, GIF, PNG or TIF format.</p> <p>Eg have your pictures no larger than the one below.</p> <p>Provide captions as they make the photos more interesting to others.</p> <div data-bbox="263 533 663 931" style="border: 1px solid black; padding: 10px; text-align: center;">  <p>Include a Descriptive Caption.</p> </div>	<p>Large files/resolution, eg 4MB photos</p>

The above style requirements help maintain a consistent “look” for the Corroboree magazine and ensure format, grammar and punctuation are accurate.

As newspapers and magazines have similar requirements, please use the above guidelines when preparing public media releases and news stories.

The less manipulation/corrections required by an editor ensures that submissions can be proofed quickly and are more likely to be included in a publication.

Email your editorial/photo submissions to: corroboree@toastmastersd69.org