

Intranet style guide

A Manual for Document Authors

Revised Feb 2018

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Scope and purpose

The Court's Intranet aims to provide all internal documents which are useful to a number of staff members in one convenient location. The Intranet is capable of searching either the full text of the document or searching within various fields, such as author, title, subject, etc.

Documents can be loaded in a variety of formats. HTML is the preferred method of publication, as it displays faster and is easier to read on screen than other formats. For this reason, documents submitted for publication are normally converted to HTML prior to loading on the Intranet.

The success of the full text HTML conversion relies to a large extent upon the level of consistency of style in the original document. The more a document adheres to these guidelines, the quicker the publishing turn-around time.

This document aims to provide authors and editors with information about how to construct a consistently styled document suitable for publication on the Intranet.

It also contains the Library's policy in regards to publication turn-around, review of documents, and development of web applications.

Timeframes

Documents submitted for publication will be published within 3 days of the document being received at intranet-webupdates@fedcourt.gov.au. *Please note:* most documents will be published sooner than 3 days, but please allow this time in case of staff shortages.

Urgent requests for publication will be accepted if the subject of the email is marked "URGENT" or if a phone-call is made to the Intranet team. This is subject to the availability of staff and cannot be guaranteed.

Content

Authors or persons responsible for new information should take into account that:

- Documents will generally not be duplicated from the Courts' Internet site.
- If material is available off-site, generally links to it will be preferred rather than duplicating the information on the Intranet.
- All material, when drafted into web pages prior to mounting on the Intranet by the Intranet administrator, is manually proofed by another officer.

New information

Authors or persons responsible for new information should:

- suggest a location in the Intranet at which the new information might appear*;
- supply the new information to the Intranet Administrator in Word (DOC), Excel (XLS) or Powerpoint (PPT). PDF is suitable in some cases where specific formatting is required eg. brochures;
- ensure that the document complies with the style considerations listed below.

* The Intranet team cannot always provide the location suggested by authors. The final location will depend on a number of factors including the estimated frequency of use.

Style considerations

Information for inclusion in the Intranet should be consistent in style.

Authors or persons responsible should note that because many documents are not originally authored for the Intranet, they may have to be edited appropriately according to the guidelines below in order to be of a consistent style and be capable of easy conversion to HTML.

Generally, follow the principles espoused in the Style Manual for Authors Editors and Printers. A copy of this is available in Registry Libraries.

Punctuation and spelling generally

Use standard conventions such as:

- "Court" when referring to the Federal Court;
- "court" when referring to a court other than the Federal Court;
- "judge" rather than "Judge" when referring to any judge, except when referring to a particular judge;
- italics when citing primary legislation, eg *Federal Court of Australia Act 1976*;
- normal font when citing subordinate legislation eg Federal Court Rules;
- "judgment" when referring to court decisions;
- "judgement" in any other case;
- "registry" rather than "Registry" except when referring to a particular registry;
- Generally ensure that words in which the first letter is capitalised or in lower case are consistently rendered throughout the document and that any word is spelt consistently throughout the document.

Punctuate dot points only if they are fully self contained sentences (upper case to begin and full stop at the end).

Do not rely on the spell check feature of your word processor. Ensure that the document is manually proofed, ideally by an officer other than the author. Spelling should be checked in an approved Australian dictionary.

Page orientation

Avoid the landscape function in Word and Excel unless absolutely necessary.

Heading levels and styles

Paragraph or section headings should be styled using the appropriate paragraph format eg. Heading 1, Heading 2 etc. Heading levels should cascade correctly. eg Heading 1 is followed by Heading 2, Heading 2 is followed by Heading 3 etc.

Section or paragraph headings should be in lower case, except for the first letter of the first word and proper nouns. Full stops should not be used after any heading.

Paragraph formatting

Simple paragraph formatting is acceptable within paragraphs eg. bold, italic, etc.

Avoid the use of underlining unless the underlining denotes a hypertext link.

Do not use font sizing. Use one of the options in the "style" dropdown box instead. If using bullet points, use only the standard circular shaped bullets.

Avoid using tabs and the space bar to lay out paragraphs; instead use the table options provided in the application. Avoid the use of tabs inside tables.

Page formatting

Avoid using forced page breaks or line breaks. Avoid inserting page numbers, headers or footers.

Replace internal references to page numbers with hyperlinks to relevant points of the document (or indicate where they should be). Hyperlinks can be applied using the "insert hyperlink" function in Word.

Add hyperlinks (or indicate where they should be) to external references to provide additional information.

Move footnotes to a single area (usually the end of the document) with hyperlinks from all relevant points.

Special characters

Do not use "Special Characters" in the "Symbols" function of Word. eg checkboxes, long dashes and curly quotes.

Images

Images, whether stand alone or embedded in documents should ideally be well under 50kb in size and be in GIF or JPG format. Image resolution should be no more than 72 dots per inch (dpi). Avoid the use of BMP format.

Series of documents

Where the same type of document or series of documents, e.g. newsletters, bulletins etc, are issued as a series or across registries, ensure that the formatting of the series or between registries matches as closely as possible. It is intended that a template be produced for this purpose.

If a document which is part of a series of documents is supplied to the Intranet administrator which is formatted differently to others in the series, it will either be amended in line with the others in the series (with the permission of the author); or returned to the author for amendment.

Ongoing responsibility for accuracy of documents

Content

Generally, the author of the document is responsible for the accuracy and currency of the information contained in the document.

Several sections of the Intranet are the responsibility of and updated online by other staff:

News Clippings - Melbourne Registry Library

Telephone Book - Details updated by IT Service Desk

Visiting Judges - Each District Registry

VIC Registry page - Carol Bradford, Melbourne Library

Currency

To ensure that documents on the Intranet remain current, the Intranet team will place expiry dates on all documents. At the expiry date, the document's author will be emailed, with a request to review the document.

Application development

A number of web applications have been developed by the Federal Court web team, including:

[NSW Online Courtroom Booking System](#)

[National Court Framework - NPA Allocation](#)

[Visiting Judges tool](#) (*decommissioned 2024*)

Any web applications developed by the web team are for the benefit of the Federal Court as a whole. All Registries are welcome to use the applications. The team has limited resources to put into the development and maintenance of such services. It is therefore useful to consider the needs/level of interest by consulting all Registries as services are scoped to reduce the development and support time required.

Contact us

The Intranet and Web Updates Team is located in the Communications section of Corporate Services.

Ph. (02) 9230 8585/8542

Email: intranet-webupdates@fedcourt.gov.au

Appendix A: Table of Responsibility

Revised 2018

Page	Name	Notes
Contracts & tendering	Contracts Manager	

Court calendar	Intranet-webupates team	
Court reporting and transcript	Contracts Manager	
ECF	Business Analyst, DCP	
eNewsletter	National Communications Manager	
Finance	Finance section	
Forms	Intranet-web.upates team	
Human Resources	HR	
Image Gallery	Records Manager	
Information Management	Records Manager	
International Programs	International Programs unit	Helen Burrows
Information Technology box	IT Service Desk Manager	
Information Technology box - IT Tips	IT Service Desk Manager ; Intranet-webupdates team	
Job vacancies	HR	
Judges' Biographies & photos	Court Services Coordinator	
Judges' secure area	Intranet-webupdates team	
Judges' Welcome & Farewells	Court Services Coordinator	
Judges' Committees	Executive Assistant to the Registrar	
Judges' Papers	Chambers staff	
Judgments	Judgments & Database Officer	
Library box	Library & Information Services	
Migration Appeals Database	[under review]	
National Court Framework	NOR	
National Training Program	HR Training	
News clippings	VIC Library	
Organisational reports	Intranet-webupdates team	
Phonebook	Intranet-webupates team	
Practice/Practice News	[under review]	[was Deputy Registrar]
Property and procurement	Property & Procurement section	
Records Management & Archives	Records Manager	
Registrar's Memoranda	Intranet-webupates team	
Registry Court Services: Registry home pages	District Registries	VIC: Carol Bradford
Risk management	Risk Manager	
Quick Links	Intranet-webupates team	
Seminars & Events	Melissa Charles; Registries	
Travel	Finance/Intranet-webupates team	
Visiting Judges	District Registries	VIC: Carol Bradford