TEQSA preferred spellings and acronyms

- [View the Style Manual entry for common misspellings and word confusion](#)

A

Aboriginal and Aborigines: always capitalise when referring to the Australian Aboriginal people

Aboriginal and Torres Strait Islander peoples. Other preferred terms are Aboriginal people(s), Australian Aboriginals (see also Indigenous)

Academic Board, Academic Senate, academic staff

acknowledgement

Act, Acts

ad hoc

adviser *not* advisor

advisory panel

affect – to produce an effect on; a feeling, emotion, or desire, especially as leading to action; pretend to have or feel

ageing *not* aging – refer AIHW website

all right *not* alright

amid *not* amidst

among *not* amongst

the ampersand (&) is no longer used in in-text parenthetical reference to joint authors (Black & Brown 2009) and in Harvard referencing protocols. The ampersand should only be used when part of a company name, e.g. Ernst & Young. In all other circumstances 'and' should be used instead of '&'.

Appendices

APS - Australian Public Service

AQS - Australian Qualifications Framework

ASQA - Australian Skills Quality Authority

at-risk students *not* 'at risk' students

Australian Cyber Security Centre

Australian Government *not* Commonwealth Government

Award for Teaching Excellence, Award for Programs that Enhance Learning

awards, citations *but* TEQSA Awards, TEQSA Citations

B

BA *not* B.A.

bachelor degree

backup

benefited

biannual, bimonthly (biennial – every two years)

bona fides (italics not required)

budgeted

bypass *not* by pass

C

car park *not* carpark

Chair

clearing house
TEQSA Chief Commissioner Professor Peter Coaldrake
Commission (when referring to the Commissioners as a group)
collocation
'compare to' when comparing similarity
'compare with' when comparing difference
Competitive Grants project
comprises *not* comprised of
convenor *not* convener
cooperation *not* co-operation, Cooperative Research Centres
coordinate *not* co-ordinate but co-op
cotutelle
CRICOS - Commonwealth Register of Institutions and Courses for Overseas Students
criteria (plural), criteria-based assessment, criteria-referenced assessment
criterion (singular)
cross-cultural, cross-disciplinary, cross-faculty, cross-section
cut-off
cyber (no hyphen when used with another word, e.g. cybercrime)
cyber security - Australian Cyber Security Centre

D
data item, data items, data set, *but* database (data is plural)
decision-making processes *but* management's decision making
Deputy Vice-Chancellor, Deputy Vice-Chancellor (Academic), DVC (Academic), DVC(A)
DESE – Department of Education, Skills and Employment
different from *not* different to or different than
Dr *not* DR. *or* Dr.

E
effect - the result of consequence of an action, an impression produced on a spectator, hearer, etc
EFTSL (equivalent full-time student load)
e.g. *not* eg
either ... or *not* either … nor
e-learning, e-commerce, e-business *but* E-learning if starting a sentence
ELICOS - English Language Intensive Courses For Overseas Students
email
English language proficiency (no hyphen between English and language)
enrol and enrolment, enrolled, enrolling
ESOS - Education Services for Overseas Students
ESOS Act - *Education Services for Overseas Students Act 2000*
etc *not* etc.

F
fait accompli (italics not required)
federal government *not* Federal Government
fellow, fellowship but TEQSA Fellow, TEQSA Fellowship,
'fewer' is used where you can count the things to which you are referring or ask the question 'How many?'), e.g. fewer positions
fieldwork
financial years should be referred to as e.g. financial year 2014–15 or FY2014–15 in shortened form
first year, second year (no hyphens unless this would result in ambiguity)

first year experience (no hyphens)
focused, focusing *not* focussed, focussing follow-through
FOI Act - *Freedom of Information Act 1982*
forums *not* fora
fulfil, fulfilment *not* fulfill or fulfillment,
full-fee international students,
full-time

G
goodwill
graduate attributes
Government (for the specific, e.g. Victorian Government) but governments (general)

H
hard copy *not* hardcopy
head of school, head office
HEIMS - Higher Education Information Management System
HES Framework - *Higher Education Standards Framework (Threshold Standards) 2021*
HESP - Higher Education Standards Panel
higher degree by research (HDR)
higher education provider (HEP) (in general, no hyphen between higher and education)
higher education sector
homepage

I
incoming
Indigenous – always use the upper case when referring to Australian Aborigines, e.g.
Indigenous Australians, Indigenous communities
indigenous – use lower case when referring to the indigenous inhabitants of any other
country
i.e. *not* ie
in-house
inquiry *not* enquiry (when referring to the HES Framework)
in situ
Institute of Higher Education
inter alia
interdepartmental, interdisciplinary, interfaculty
internet *not* Internet or the Net
intranet *not* Intranet
-ise *not* -ize unless it forms part of a proper noun or name i.e. World Health Organization

J
judgement (the exception is a court decision; write this as 'judgment')

K
key performance indicators *not* Key Performance Indicators

L
'led' is the past tense of 'to lead'.
'lead' is the present tense of the verb to lead [and the metal]
'less' is used where you can't count items, e.g. less
unemployment

lifelong
long-term (as an adjective) *but* in the long term. Avoid using 'in the longer term' as there is no comparison 'Longer than what?'

M
Master of Education
masters degree (apostrophe not required) *but* Master of Business
Memorandum of Arrangement (MoA)
Memorandum of Cooperation (MoC)
Memorandum of Understanding (MoU)
micro-credential
mid-2007, midway
milestone
mission, mission statement
modelling
modus operandi (italics not required)
more than (when referring to number and quantity) *not* over
multi-campus, multi-faculty, multi-government, multi-sector, multi-state, *but* multifaceted, multidisciplinary, multiskilling
multimedia

N
nationwide
neither ... nor *not* neither … or
noticeboard
number, No. when specific, e.g. Statute No. 6
numbers: zero to one (written), 2 onwards (numeric)

O
offshore (not off-shore)
off-campus
on-campus
online *not* on-line
offline
onshore *not* on-shore
on-site
organisation *not* organization unless part of name
outsource
Overseas University in Australia

P
page reference – use p.5 for singular and pp.5–15 for plural (no full stop or spaces)
part-time
Parliament (where a specific parliament is referred to, e.g. NSW Parliament) *but* 'the debate
in parliament'
partner *not* spouse
per cent *not* percent in text rather than using % symbol; % in tables, e.g. 75%
per se (no italics)
PGPA Act - *Public Governance, Performance and Accountability Act 2013*
post-secondary education
postgraduate
pre-date

predetermined, prerequisite, preselection
prima facie (no italics)
principle is a noun meaning 'a fundamental basis of a system of thought or belief
principal as an adjective means 'main or most
important'
Principal as a noun refers to the most senior or most important person in an organisation, such as the Principal of a school or college.
proactive
Pro Vice-Chancellor, PVC (Academic) or PVC(A)
program *not* programme
programmed, programming
Public Service (where a specific organisation is referred to, e.g. Australian Public Service) *not* public service

Q
quality assurance (QA) for first instance, then QA thereafter

R
re-accreditation
real world *not* real-world and no quotation marks
realign, rebrand, redesign, redeveloping
reboot
Recognised Training Organisation (RTO)
record keeping
re-examine
refocusing, reorganise, restructure, rethinking, reformat
regulations (delegated legislation) *but* regulation (general)
related party but related-party relationships
renewal of registration
re-registration

S
self-accrediting authority (SAA)
section (lowercase when referring to sections in legislation)
self: self-assessment, self-review, self-reflective
self-accrediting institutions (SAIs)
semester *but* Semester 1, 2008
service agreement (general) and Service Agreement
Senior Management Team - SMT
spreadsheet
stand-alone
startup disk, startup screen
statewide
State and Territory accreditation agencies
staff-to-student ratios or academic staff-to-student ratio
'stationary' means fixed or immobile
'stationery' is pens and paper
sub: words beginning with sub should be joined, e.g. subcommittee, subplan, subsection, subsite, subtheme, except when the prefix is repeated, e.g. sub-subcommittee
supporting materials, supporting documents, supplementary materials

T
24/7 help desk

targeted
teach-out arrangements,
teamwork
Technical and Further Education (TAFE)
teleconference
Tertiary Education and Quality Standards Agency (TEQSA)
TEQSA Act - *Tertiary Education Quality and Standards Agency Act 2011*
textbook
use 'that' when the information is essential, 'which' when it could be left out
theme
third party but third-party arrangements
time frame *not* timeframe
timeline
T*Net
trialled, trialling
Turnitin®

U
under-developed, under-represented, under-resourced
under way
undergraduate
university (capitalise only when using the institution's name in full or when referring in an abbreviated form of the specific university)
university college
URL, URLs

V
Vice-Chancellor (VC)
videoconference, videoconferencing
vocational education and training (VET)

W
internet *not* web (when referring to the world wide web)
web (no capital), webpage, website, world wide web
web addresses (use angle brackets around the address for print documents <teqsa.gov.au>) and meaningful links for online documents.
wellbeing
use 'that' when the information is essential, 'which' when it could be left out
while *not* whilst
whole-of-government, whole-of-institution, whole-of-university
work integrated learning (WIL)
workforce, workload, workplace
world-class
worldwide, *not* world-wide

X-Y-Z