Brand Style Guide

2023

The NAA Branding Style Guide has
been produced by the Communications,
Marketing, Partnerships and Events team.
Updated October 2023

Device: Nested lettering

Symbolising connection, highlighting that the National Archives:

- connects Australians with their identity, history and place in the world
- connects government to citizens
- builds connection with all stakeholders

NATIONAL ARCHIVES OF AUSTRALIA

Device: Coloured 'N'

Highlights the national role and reach of the Archives in serving the Commonwealth and citizens in all states and territories.

Device: Coloured 'A'

Emphasises 'Archives' at the centre of the branding device, distinguishing our core function and mission to provide stewardship of the records of the Australian Government.

Device: Coloured 'A'

Highlights that Archives exists for all Australians as the memory of our nation.

Device: Agency name

Interprets and promotes familiarity with the NAA acronym.

PRIMARY LOGO – STACKED VERSION

COLOUR

Primary blue

	CMYK	312 CP
	PMS	306 CP
	RGB	0/168/215

GREY SCALE

Primary grey

	K	37%

MINIMUM HEIGHT: 16MM

16mm

Blue is the primary corporate colour for the NAA logo.

It may also be reproduced in any of the corporate colours on page 8 at the discretion of the CMPE section.

The words 'National Archives of Australia' can only be reproduced in black or white.

The NAA logo must be used on all resources. Preferably positioned at the top left of any item.

SPECIALTY ITEMS LOGO – INLINE VERSION

COLOUR

GREY SCALE

This logo is only to be used on specialty items.

Advice to use this logo <u>must</u> be sought from the CMPE section.

Do not transpose the colours.
Middle A should **always** remain black, with PMS colours for letter's either side.
When reversed out of black background the A become white.

**Do not place on busy or cluttered backgrounds**

INLINE

Australian Government
National Archives of Australia

STACKED

Australian Government
National Archives of Australia

MINIMUM HEIGHT: 15MM

Australian Government
National Archives of Australia

MINIMUM HEIGHT: 20MM

Australian Government
National Archives of Australia

When identifying multiple Australian Government entities, the following version of the NAA government logo is to be used:

Australian Government
National Archives of Australia
Department of Immigration and Border Protection
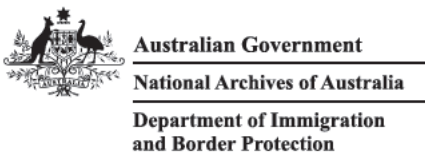
COLOUR

The NAA government logo can only be reproduced in black or white.

APPLICATION

The NAA government logo is to be used on all corporate resources where the NAA logo is applied.

Helvetica Neue is the NAA house font and is used in all collateral.

Helvetica Neue Bold
abcdefghijklmnopqrstuvwxyz
ABCDEFGHIJKLMNOPQRSTUVWXYZ
1234567890!@#$%^&*()_+

Helvetica Neue Roman
abcdefghijklmnopqrstuvwxyz
ABCDEFGHIJKLMNOPQRSTUVWXYZ
1234567890!@#$%^&*()_+

Helvetica Neue Light
abcdefghijklmnopqrstuvwxyz
ABCDEFGHIJKLMNOPQRSTUVWXYZ
1234567890!@#$%^&*()_+

Arial is to be used when Helvetica is not available including on digital platforms.

Arial Bold
abcdefghijklmnopqrstuvwxyz
ABCDEFGHIJKLMNOPQRSTUVWXYZ
1234567890!@#$%^&*()_+

Arial Regular
abcdefghijklmnopqrstuvwxyz
ABCDEFGHIJKLMNOPQRSTUVWXYZ
1234567890!@#$%^&*()_+

CMYK	312 CP
PMS	306 CP
RGB	0/168/215

The blue is predominantly used as our corporate colour. However, the use of any of these colours can be applied to collateral produced for the NAA.

CMYK	368 CP
PMS	7489 CP
RGB	101/179/46

CMYK	7662 CP
PMS	258 CP
RGB	130/60/138

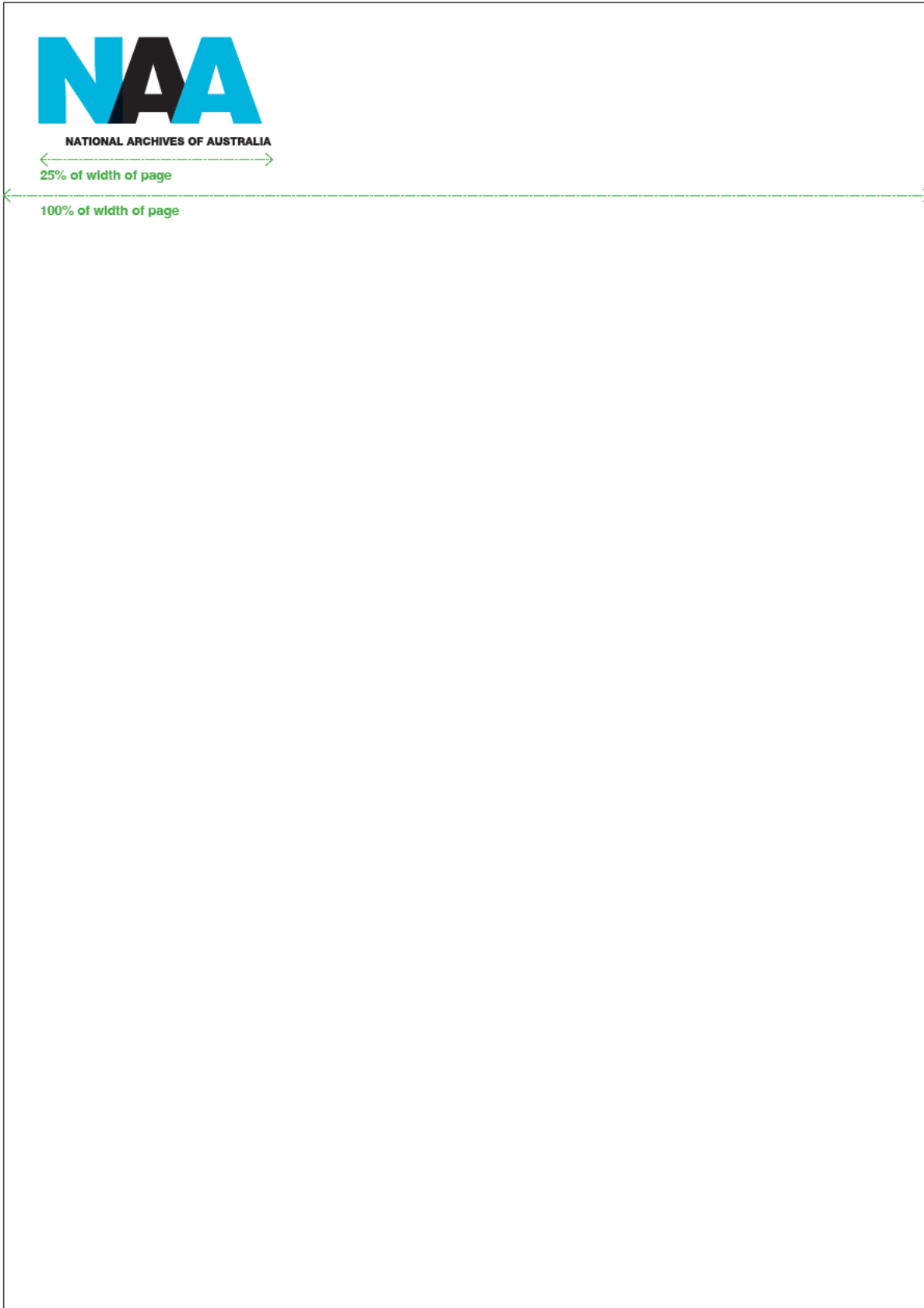| CMYK | 151 CP |
| PMS | 715 CP |
| RGB | 239/125/0 |

CMYK	186 CP
PMS	7620 CP
RGB	215/9/38

NAA LOGO SIZE

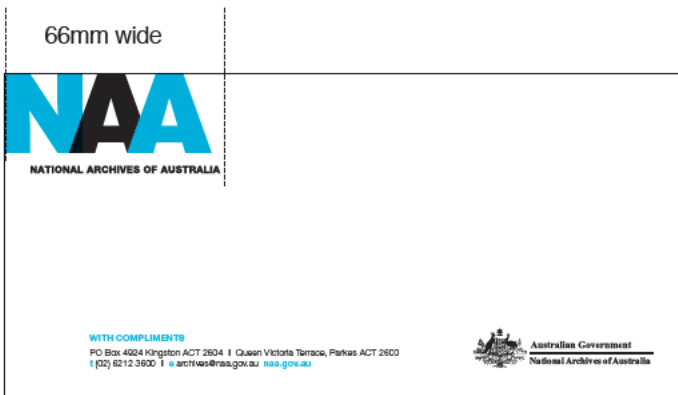NAA logo should be proportional to the amount of white space on the page or piece of collateral being produced.

NAA

NATIONAL ARCHIVES OF AUSTRALIA

25% of width of page

100% of width of page

82mm wide

NAA
NATIONAL ARCHIVES OF AUSTRALIA

Word document – A4 title page template
Size: 210mm w x 297mm h

[Title]
ENTER AUTHORS NAME HERE

CLICK TO TAP TO ENTER A DATE.
RKS [Enter number here]

How to apply the NAA logo in Word

The NAA logo is contemporary, vibrant and bold and should be applied so that it does not visually overpower the rest of the document.
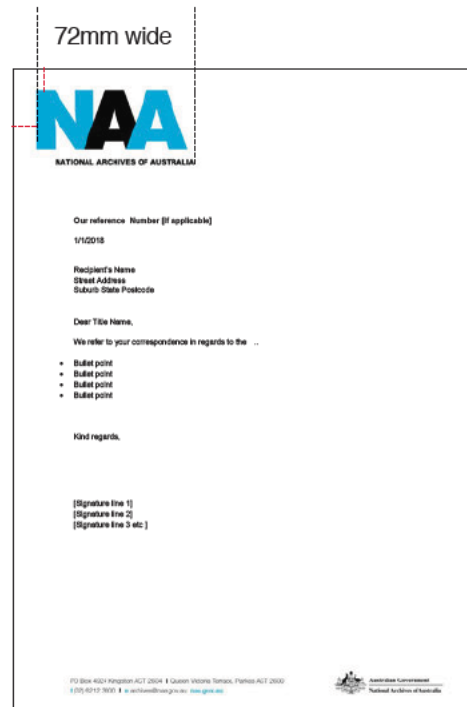
- The logo must be positioned preferably in the top left corner and the maximum size should not be larger than 82mm wide.

- Remember to fit to page when printing so the logo does not get cut off.

66mm wide

NAA
NATIONAL ARCHIVES OF AUSTRALIA

With comps slip
Size: 210mm w x 99mm h

WITH COMPLIMENTS
PO Box 4924 Kingston ACT 2604 | Queen Victoria Terrace, Parkes ACT 2600
t (02) 6212 3600 | e archives@naa.gov.au | naa.gov.au

Australian Government
National Archives of Australia

82mm wide

NAA
NATIONAL ARCHIVES OF AUSTRALIA

MAGAZINE | Issue 4

72mm wide

NAA
NATIONAL ARCHIVES OF AUSTRALIA

8mm from
top and left
the edge

Our reference Number (if applicable)
1/1/2018

Recipient's Name
Street Address
Suburb State Postcode

Dear Title Name,

We refer to your correspondence in regards to the ..

- Bullet point
- Bullet point
- Bullet point
- Bullet point

Kind regards,

[Signature line 1]
[Signature line 2]
[Signature line 3 etc.]

PO Box 4924 Kingston ACT 2604 | Queen Victoria Terrace, Parkes ACT 2600
t (02) 6212 3600 | e archives@naa.gov.au | naa.gov.au

Australian Government
National Archives of Australia

A4 NAA magazine
Size: 210mm w x 270mm h

Letterhead
Size: 210mm w x 270mm h

How the NAA logo should be applied to standard NAA items

The NAA produces a wide range of printed material. Each application of the logo must be consistent and proportioned correctly to the finished size. The logo size must not exceed 25% of the overall finished size.

The approved design placement and treatment of the NAA logo is preferably on the top left of any collateral and bleeding of the page.

When the collateral is professionally printed the NAA logo must bleed off the top left edge as illustrated in the with comps slip and NAA magazine cover. However, when the collateral is printed in-house the NAA logo must be placed inside the print area at least 8mm from the top and left hand-side edge, as illustrated in the letterhead example. This avoids the NAA logo being cut off the page.

Contact the Design team if you require guidance on how to apply the NAA logo.

49mm wide

Promotional postcard
Size: 100mm w x 150mm h

635mm wide

Banner bug
Size: 850mm w x 2170mm h

59mm wide

Business cards
Size: 210mm w x 270mm h

Printed collateral with exceptions

In order for the NAA logo to make a visual impact in the marketplace it needs to standout.

For items such as banner bugs, business cards, signage and smaller promotional material such as postcards, the NAA logo needs can be applied at a larger scale to leave that lasting impression.
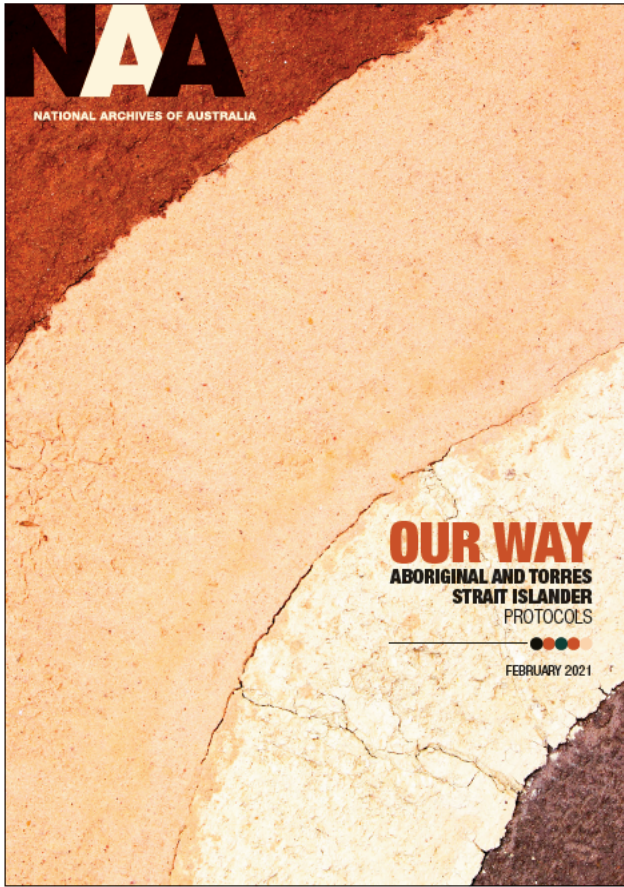
Our way: Aboriginal and Torres Strait Islander Protocols
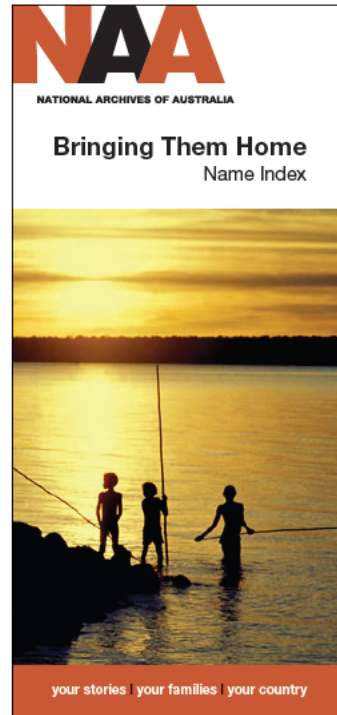
Bringing Them Home Name Index

Business cards

COLOUR PALETTE

Primary colour

RGB	200/80/40
CMYK	16/78/90/5
Web	#C850527

Secondary colour

RGB	8/64/56
CMYK	90/45/67/57
Web	#084037

Tertiary colour

RGB	250/212/173
CMYK	1/21/36/0
Web	#fad3ac

NAA Members logo (EPS, AI, PNG and JPG formats)

NAA Members logo reversed

NAA Members promotional postcard
(100w x 150h mm)
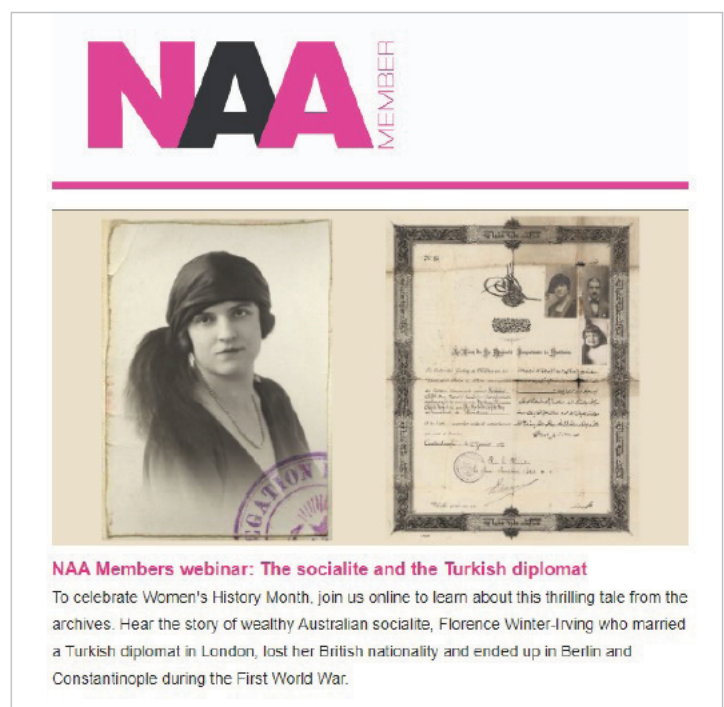
NAA Members email template

NAA Member digital membership card
(90w x 55h mm)

COLOUR PALETTE

Primary colour

	RGB	228/67/152
	CMYK	4/88/0/0
	Web	#e44398

The NAA Brand Style Guide has been produced by
the Communications, Marketing, Partnerships and
Events team to ensure the NAA brand is consistently
and professionally applied to communicate the brand
of National Archives of Australia and to support brand
recognition.

When engaging an external company for any design
work please make sure the design team is aware of the
project and provide proofs for approval before finalising
the project.

Contact the design team if you require advice on how to
apply the NAA brand or logo.

Email **xxxxxx@xxx.xxx.au**

Writing and editing guide

19 OCTOBER 2021

RKS R876732021

Contents

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Document approval

Role	Name	Date
Author	Digital Publishing Taskforce s 47F(1) s 47F(1)	August 2021
Reviewers	Director, Public Programs s 47F(1) Director, Reference and Description Services s 47F(1) Director, National Network Coordination s 47F(1) Director, Aboriginal and Torres Strait Islander Engagement s 47F(1) Assistant Director, Learning and Visitor Experience s 47F(1) Assistant Director, Curatorial Services (s 47F(1) s 47F(1)) Invited to review but did not comment: Director, Government Information Policy s 47F(1) s 47F(1) Director, Government Records Assurance s 47F(1)	September 2021
Approved by	Louise Doyle, ADG Access and Public Engagement	November 2021

Document history

Version	Date	Version author	Description

About this guide

National Archives of Australia follows the writing and editing conventions set out in the [Australian Government *Style manual*](). The *Style manual* is for everyone who writes, edits or approves Australian Government content. Use it as your primary reference for creating clear, consistent writing.

This writing and editing guide, sets out the National Archives' preferred style:

- where the *Style manual* indicates that there is more than one acceptable style
- for National Archives – specific terms and content.

Where appropriate, it includes links to the relevant section in the *Style manual*.

This guide sets out writing and editing style only; it is not a guide to visual design. Preferred fonts, colours and logos for National Archives' publications are outlined in our [*Branding strategy* and *Branding style guide*]().

Who is this guide for?

This guide is for anyone who writes or edits for National Archives, including staff, contractors and volunteers.

If you are outsourcing writing or editing, make sure you supply this guide to the person doing the work so they know what style to follow.

When should I use this guide?

Follow the conventions set out in this guide for all written content, whether for an internal or external audience.

Use it when writing or editing:

- strategies, reports, plans and policies
- website and Infonet content
- educational resources and training materials
- exhibition text
- marketing material and media releases
- newsletters, magazines, books and research guides
- essays and papers.

The conventions set out in this guide apply to both print and digital (web) content, unless otherwise stated.

What dictionary should I use?

Use the [Macquarie Dictionary online]() to check spelling, capitalisation and hyphenation.

The log in details for National Archives' staff are:

Username: naa

Password: Dictionary1

What if I have questions or need help?

Contact the Digital Publishing Taskforce if you:

- have questions about National Archives style
- need writing or editing help or training
- have suggestions for improving this guide.

Abbreviations

e.g. and i.e.

Everyday words are more user friendly than Latin abbreviations. Rather than using Latin abbreviations, write the English words out in full.

Example: e.g.

We hold some key records that document Australia's history. For example, we have records about immigration, military service and transport.

not

We hold some key records that document Australia's history e.g. we have records about immigration, military service and transport.

Example: i.e.

The plan will help us achieve our vision – that is, to be a world leading archive in this digital age.

not

The plan will help us achieve our vision i.e. to be a world leading archive in this digital age.

If you must use these abbreviations (for example, if space is an issue), punctuate them with full stops.

Example

We hold some key records that document Australia's e.g. records about immigration, military service and transport.

Example

The plan will help us achieve our vision i.e. to be a world leading archive in this digital age.

Aboriginal and Torres Strait Islander peoples

Referring to Aboriginal and Torres Strait Islander peoples

There is a wide range of nations, cultures and languages across mainland Australia and throughout the Torres Strait. Respectful language:

- recognises diversity
- depends on what different communities find appropriate.

Wherever possible, use specific terms, like the name of a community, before using broader terms such as 'Aboriginal and Torres Strait Islander peoples'.

If you need to refer to Aboriginal and Torres Strait Islander peoples more generally, the preferred term is 'Aboriginal and Torres Strait Islander peoples'.

If space is an issue, you may also use:

- First Australians
- First Nations Australians.

Avoid shorthand terms like 'Aborigines' or 'Islanders' or acronyms like 'ATSI' as they can be considered discriminatory or offensive.

Avoid the term 'Indigenous Australians'. While the term is in common use, many Aboriginal and Torres Strait Islander peoples may not be comfortable with it.

Cultural sensitivities
Sensitive information in records

Some National Archives records contain information that is culturally sensitive. Sensitive information may be found in digital and paper records, photos, audio, film, objects and maps.

The National Archives' *Subject guidelines: Indigenous cultural sensitivities* (R717972019) can help you identify potentially sensitive information.

Cultural sensitivity warnings
Warnings are important to demonstrate respect for Aboriginal and Torres Strait Islander peoples and cultures, and to acknowledge any cultural sensitivities.

You should include a warning where your publication, exhibition or web content includes:

- references to deceased people
- references to secret/sacred or culturally restricted information
- offensive terms in records or in their descriptions.

Approved wording for cultural sensitivity warnings at the National Archives is in the *Use of Aboriginal and Torres Strait Islander sensitivity warnings* guidelines (R587182020).

Engagement and consultation
Style manual – authoritative guidance lives with the relevant community or individual

Engagement and consultation are essential when writing about Aboriginal and Torres Strait Islander peoples, history and culture.

Proper engagement will help ensure your content:

- reflects the preferences, knowledge and perspectives of Aboriginal and Torres Islander peoples
- is accurate
- treats secret/sacred material and culturally sensitive content appropriately.

Guidelines for engaging with Aboriginal and Torres Strait Islander peoples, including when and how to engage, are contained in the National Archives' *Aboriginal and Torres Strait Islander engagement tools* (R410692021).

Acknowledgement of Country

Our state and territory offices are located on the land of the following Aboriginal and Torres Strait Islander peoples:

Australian Capital Territory Office: Ngunnawal and Ngambri peoples

- New South Wales Office: Darug and Eora peoples
- Northern Territory Office: Larrakia people
- Queensland Office: Turrbal and Yugara peoples
- South Australia Office: Kaurna people
- Tasmania Office: muwinina people [note that palawa kani, the language of the Tasmanian people, does not use capitals]
- Victoria Office: Wurundjeri people.
- Western Australia Office: Whadjuk Noongar people.

Words in language

Do not italicise names or words from First Nations languages. They are Australian languages, not foreign languages.

Acronyms

Style manual – acronyms and initialisms

Acronyms are terms that comprise initial letters and you can pronounce as a word – for example, GAIN.

Initialisms are terms that comprise initial letters and you pronounce as letters, not a word – for example, RkS.

If there's a chance your users won't know the meaning of an acronym or initialism, define it at first mention. Write the term in full first and follow with the acronym or initialism in parentheses. Use the shortened form rather than the full term for later mentions.

Example

The Government Agencies Information Network (GAIN Australia) supports agency information and records managers. GAIN Australia provides professional development and networking opportunities.

If you are only using the term once on your web page or in your publication, you do not need to include the acronym or initialism.

Example

The Protective Security Policy Framework is the Australian Government's protective security policy. It is designed to help government agencies protect their people, information and assets, both in

Australia and overseas. It sets out government protective security policy and supports entities to effectively implement the policy across the following outcomes:

- security governance

- information security

- personnel security

- physical security.

not

The Protective Security Policy Framework (PSPF) is the Australian Government's protective security policy. It is designed to help government agencies protect their people, information and assets, both in Australia and overseas. It sets out government protective security policy and supports entities to effectively implement the policy across the following outcomes:

- security governance

- information security

- personnel security

- physical security.

Capitalisation

Style manual – punctuation and capitalisation

Too many capitals make text harder to read. Follow the principles of minimal capitalisation – that is, write with the minimum amount of capitalisation required to make the context understood.

Example

The Advisory Council met on Thursday. The council accepted the minutes of the previous meeting.

not

The Advisory Council met on Thursday. The Council accepted the minutes of the previous meeting.

Example

Review your records authorities periodically

not

Review your Records Authorities periodically.

Example

He is the section director.

not

He is the section Director.

Example

We welcome the findings of the *[Functional and efficiency review of the National Archives of Australia](#)*.

not

We welcome the findings of the *[Functional and Efficiency Review of the National Archives of Australia](#)*.

Dates and times

[Style manual – dates and time](#)

Dates

Use minimal punctuation (no commas) for dates.

Example

Sunday 14 May 2011

Times

Use 'am' and 'pm' in lower case, with a space after the number. Use a colon between hours and minutes.

Example

9 am

from 9:30 am to 5 pm

Do not include the colon or zeros when referring to a time on the hour.

Example

from 9:30 am to 5 pm

not

from 9:30 am to 5:00 pm

Decades

Use numerals for decades. Do not use an apostrophe.

Example

It was built in the 1920s. [*not* 1920's or nineteen twenties]

In less formal writing, you can use expressions such as 'the seventies'.

Example

He was in his fifties when he took up photography. [*not* 50s]

Example

Her outfit is an eighties throwback. [*not* 80s]

Centuries

Use numerals for centuries.

Example

19th century [*not* nineteenth century]

Spans of years

Do not use en dashes for spans of years. Write the years out in full.

Example

The committee met monthly from 2015 to 2019.

There are two exceptions to this general rule:

- when writing about financial years
- when including information in parentheses, such as terms of office and years of birth and death.

For these, use an en dash without any spaces on either side.

Example: financial years

the 2020–21 financial year

Example: term of office

For a date span describing a term of office, include as many digits in the second number as are needed for clarity.

Sir John See, Mayor of Randwick (1880–81) [not 1880–1]

Sir John See, Colonial Secretary of New South Wales (1899–1904)

Example: birth and death dates

For birth and death dates, always use four digits on each side of the span.

Stella Miles Franklin (1879–1954)

Sir Henry Parkes (1815–1896)

Government terms

'Government'

Use an initial capital for the word 'government' if it is part of a formal name. Use lower case everywhere else, including for generic and plural references.

Example: formal name

The Victorian Government announced a strict lockdown during COVID-19.

Example: not a formal name

The Whitlam government established the agency in 1973.

Example: generic reference

Road maintenance is a local government responsibility.

Example: generic reference

The government has agreed to the recommendations made by the Tune Review.

Example: plural

The Australian and New Zealand governments came to an agreement.

Use 'Australian Government' (not 'the Government', 'federal Government' or 'Commonwealth Government') when talking about the current national government of Australia.

Example

The Australian Government has set itself the goal of being among the world's top 3 e-governments by 2025.

If required for clarity, use 'Australian Government' before a departmental name.

Example

the Australian Government Department of Immigration

not

the Commonwealth Department of Immigration

In a historical context – for example, when referring to a previous government in an exhibition or historical biography – it may be appropriate to use the terms 'federal government' or 'Commonwealth government'. Use a lower-case g for government in this case.

'Commonwealth'

Use 'Commonwealth' to refer to the body politic established by the Constitution.

The Australian Constitution created new federal institutions (legislative, judicial and executive) to administer power over the body politic.

Use 'Commonwealth' when referring collectively to these institutions and the records created by them.

Ministers

Style manual [– government terms](#) new

Use initial capitals for the official titles of ministers.

Use lower case for:

- generic references
- plurals
- former ministers.

Example: former minister

She was minister for finance from 2005 to 2007.

Prime ministers and treasurers

Style manual – members of Australian parliaments and councils

Capitalise the titles of the current holders of the positions of:

- Prime Minister
- Treasurer.

Example

The Prime Minister announced the new initiative this morning.

Use lower case for:

- former prime ministers and treasurers
- more than one prime minister or treasurer.

Example: former prime minister

Australia's first female prime minister was Julia Gillard. She took office in 2010.

Example: plural

Terms of office vary for prime ministers around the world.

Lists

Style manual – lists

Bullet points

Bullet points can be made up of either sentence fragments or full sentences.

Where bullet points are made up of sentence fragments, use:

- a lead-in phrase
- a lower-case letter at the start of each point
- a full stop at the end of the last point.

Example

The Act applies to most records except:

- court records
- some records of parliament
- some records of governors-general.

Where bullet points are made up of full sentences, use:

- a lead-in phrase
- a capital letter at the start of each point
- a full stop at the end of each point.

Example

The *Information management standard for Australian Government* is based on some key principles:

- Business information is systematically governed.
- Necessary business information is created.
- Business information is adequately described.

National Archives–specific terms and content

Referring to the National Archives

Use 'National Archives of Australia' or 'National Archives'. Never use just 'Archives'.

Example

If you are interested in your family history, the National Archives of Australia can help you find what you need. The National Archives holds an extraordinary range of fascinating historical records.

Only use the abbreviation 'NAA' when:
- captioning images
- citing records or series
- referring to programs or publications which include 'NAA' as part of their official title e.g. the *NAA Magazine*; the NAA Members Program.

Example: image caption

Lobbyists for the Federal Council for the Advancement of Aborigines and Torres Strait Islanders. NAA: A1200, L62232

Example: NAA is part of an official title

The National Archives is proud to launch the NAA Members Program.

Include 'the' when the National Archives is the subject of the sentence.

Tip: try substituting 'National Archives' with 'museum' or 'organisation'.

Example

The National Archives has a long history.

not

National Archives has a long history.

Job titles

[*Style manual* – capital letters in job titles](#)

Do not capitalise job titles for generic or plural references to a position.

Example: generic reference

Let your director know if you would like to register for this workshop.

Example: plural

The National Archives has 4 assistant directors-general and several directors.

Use a comma between a person's job title and their branch or section.

Example

 Assistant Director-General, Access and Public Engagement

Branches and sections

Do not capitalise the words 'branch' or 'section'.

Example: branch

The People and Culture branch is responsible for our professional development programs.

not

 The People and Culture Branch is responsible for our professional development programs.

Example: section

Today we welcome a new member of staff in the Property and Security section.

not

 Today we welcome a new member of staff in the Property and Security Section.

State and territory offices

The National Archives' offices are:

- National Office
- New South Wales Office
- Northern Territory Office
- Queensland Office
- South Australia Office
- Tasmania Office
- Victoria Office
- Western Australia Office.

Use the name of the state, not the city. Capitalise 'Office'.

Example

A new display opened at the Victoria Office today. [*not* Victoria office, Victorian Office or Melbourne Office]

Some state and territory offices have more than one site. If necessary, differentiate between sites by noting the suburb name.

Example

Our Victoria Office staff work at the research centre at North Melbourne and at the repository at Burwood East.

Example

In Canberra, records are transported between the Peter Durack Building in Mitchell and East Block in Parkes.

Exhibitions

Exhibition titles

Use sentence case when creating titles, including subtitles, for exhibitions.

Example

Connections: archives, people, place

If an exhibition or building has an English and a name in the local language, use a vertical slash between them (with a space either side of the slash).

Example

Connections | Mura gadi

Referring to exhibitions

When referring to exhibitions, use italics.

Example

Connections: archives, people, place is a permanent exhibition.

Example

Connections | Mura gadi

Use sentence case to refer to exhibitions, even if the name of the exhibition was originally in title case.

Example

Out of this world: Australia in the space age is touring regional Australia.

Panel headings

Use sentence case for panel headings.

Example

Woomera: a ladder to the stars

Captions

Note: This is the style for image captions in exhibitions. Image captions in print publications and on the web are set out slightly differently – see 'Photographs and works of art'.

Photographs from the National Archives' collection

Captions for photographs from the National Archives' collection should include:

- a short, descriptive title of the image
- the date
- the series number and control symbol.

Use sentence case and put the title in bold. Separate the title and date with a space (not a comma, as is used in non-exhibition image captions). Put the control symbol on a new line with no full stop:

Title Date

NAA: Series number, Control symbol

Example

New flats at Woomera 1959

NAA: A1200, L33585

If space is an issue, rather than using two lines, you may run the caption on. In this case, put the title in bold, separate the title and date with a space (not a comma), and place a full stop after the date. Do not use a full stop after the control symbol:

Title Date. NAA: Series number, Control symbol

Example

Gibber plains near Woomera 1960. NAA: A1200, L36399

Photographs from other collections or organisations

For photographs from other collections or organisations, include the name of the organisation:

Title Date

Organisation name

Example

Maybanke Wolstenholme (later Anderson), suffragette and signatory to the petition for equal voting rights 1890

University of Sydney Archives

Include the registration number if there is one:

Title Date

Organisation, registration number

Example

Two dogs that were the mascots for unidentified units 1915–18

Australian War Memorial, COO599

Artistic works

For photographs that are artistic works, include the name of the creator. Whether or not the photograph is an artistic work is a matter for your judgement and may depend on the nature of the work, the context in which it appears, or the notoriety of the creator.

Title Date

Creator, Organisation

Example

Senior Anangu traditional owners Reggie Uluru and Malya Teamay 2019

Alex Ellinghausen, Fairfax Photos

If a photograph is documentary, rather than artistic, including the creator's name is optional:

Title Date

NAA: Series number, Control symbol

Example

Robert Hirschbolz, photographed at the time of his internment in Liverpool camp between 1914 and 1921

NAA: D3597, 1361

Courtesy lines

For objects borrowed from private collections or individuals, include a courtesy line:

Title Date

Courtesy Name of lender

Example

WRESAT launcher model 2017

Courtesy Peter Nikoloff [*not* Courtesy of Peter Nikoloff]

Approximate dates

Everyday words are more user friendly than Latin abbreviations. Where dates are approximate, use 'about', rather than 'circa' or 'c.'

Example

General Post Office, Sydney about 1892

NAA: C4078, N7111

Numbers and measurements

Style manual – numbers and measurements

Numerals or words?

Style manual – choosing numerals or words

Use words for zero and one, and numerals for everything else.

There are some exceptions:

- Use words, not numbers, when starting a sentence.
- Write *all* numbers as numerals in tables and charts, for measurements, and for dates and times.
- In media releases (which follow journalistic conventions), use words for numbers one to nine, and numerals for everything else.

Example: number at the start of a sentence

Fifty-four children attended Preschool Storytime.

Large numbers

Style manual – commas

Use a comma to break up numbers of four or more digits.

Example

Over 1,200 people accessed our online resources this month.

Percentages

Style manual – percentages

Use % (rather than per cent). Do not put a space between the number and the percentage sign.

Example

Visitation to the Connections Gallery increased by 12%.

Avoid starting a sentence with a percentage. Reword the sentence if possible. If you can't reword the sentence, write the numbers and 'per cent' in words.

Example

Eighty per cent of visitors rated the exhibition 'Very good' or 'Excellent'.

or

The exhibition was rated 'Very good' or 'Excellent' by 80% of visitors.

Ordinal numbers

Style manual – ordinal numbers

Ordinal numbers show the order of something in a sequence (first, second, 11th, and so on).

Write ordinal numbers up to 'ninth' in words, and use numerals after that.

Example

It was the repository's third emergency evacuation that year.

Example

The committee adopted the report's 10th recommendation.

Do not use superscript for ordinals.

Example

The committee adopted the report's 10th recommendation.

not

The committee adopted the report's 10th recommendation.

Photographs and works of art

Aboriginal and Torres Strait Islander peoples and culture

Images of Aboriginal and Torres Strait Islander peoples

Be mindful of possible sensitivities around depicting and naming Aboriginal and Torres Strait Islander peoples – see the [Australian Government *Style manual*](#) for more information and guidance.

Images containing cultural content

When using images containing Aboriginal and Torres Strait Islander cultural content, you may need to seek clearance from relevant communities and individuals – see 'Engagement and consultation'.

Copyright

Before reproducing a photograph or work of art, make sure you check its copyright status and any attribution requirements. If in doubt, contact the National Archives' [Copyright Officer](#).

Photographs from the National Archives' collection

Always include a caption with photographs from the National Archives' collection. The exception is where you are using a photograph as a decorative banner on a web page – in this case, do not include a caption.

Image captions should include:

- a short, descriptive title of the image, in roman (not italics)
- the date
- the series number and control symbol.

Separate the title and date with a comma, and place a full stop after the date. Do not use a full stop after the control symbol:

Title, date. NAA: Series number, Control symbol

Example

Space angels in orbit, 1969. NAA: A1200, L81933

Note: This is the style for image captions in print publications and on the web. Image captions in exhibitions are set out slightly differently – see 'Exhibitions'.

When titling images in captions, you do not need to use the title exactly as it appears in RecordSearch. Rather, use the information in RecordSearch to create a descriptive title.

Use your discretion when deciding what information to include in a caption and how long to make it. For example, you may decide to significantly shorten the title for a caption on a postcard or in a magazine article. If the image caption is appearing in a book or exhibition, you may want to include extra or different information.

You may also wish to modify an image caption where the original caption in RecordSearch includes offensive or racist terminology. If unsure, seek advice from staff in the Aboriginal and Torres Strait Islander Engagement section.

Example

Title in RecordSearch:

New flats at Woomera, the town that sprang from nowhere in the South Australian desert when the British and Australian Governments started their joint guided missiles testing programme in 1947

Image caption (for a promotional postcard):

New flats at Woomera, 1959. NAA: A1200, L81933
If only showing part of the image – for example, where it has been cropped or deep etched – include the word 'detail' in brackets.

Whether or not the image is a detail is a matter for your judgement. Something is usually considered a 'detail' if a significant or substantial part of the original image has been removed or cropped out.

Example

May Day march, Sydney, 1966 (detail). NAA: A9626, 150

If captioning an artistic work, include the creator of the image (if known).

Whether or not the captioned image is an artistic work is a matter for your judgement and may depend on the nature of the work, the context in which it appears, or the reputation of the creator.

Example

Bourke Street at night, Melbourne, 1959. Photographer: Clifford Bottomley. NAA: A1200, L30155

If a photograph is documentary, rather than artistic, including the creator's name is optional.

Example

Robert Hirschbolz, photographed at the time of his internment in Liverpool camp. NAA: D3597, 1361

Photographs from other collections

When using a photograph from another collection, include the name of the institution (and the registration number, if there is one):

Title, date. Organisation, Registration number

Example

Two dogs that were the mascots for unidentified units, 1915–18. Australian War Memorial, COO599

Naming people in a photograph

Where there are multiple people in a photograph, use 'Left to right', 'Clockwise from left' and so on to give the name of each person. Separate names with commas. Do not use a full stop at the end of the caption.

Example

Clockwise from left: s 47F(1) , Louise Doyle

Example

Left to right: Yaso Arumugam, David Fricker, Steven Fox

Plain language

Style manual – plain language and word choice

At the National Archives, we are committed to using plain language in all our written communication.

Plain language writing is 'writing that gives a cooperative, motivated person a good chance of understanding it at first reading' (*Oxford guide to plain English*).

Writing plainly doesn't mean 'dumbing down' your message or using baby talk. It means respecting and valuing your audience by writing in a way that doesn't confuse them or waste their time. Even experts appreciate clear, well-organised and easy-to-follow writing.

There are many techniques for ensuring your writing meets your intended audience's needs – see the 'Plain language resources' section of this guide.

Punctuation

Style manual – punctuation marks

Apostrophes

Style manual – apostrophes

For proper names ending in s, add an apostrophe and another s.

Example

Dickens's cat [not Dickens' cat]

For plural nouns ending in s, add an apostrophe only.

Example

the National Archives' state and territory offices [not National Archives's or National Archive's]

Dashes

Style manual – dashes

Use a spaced en dash to set off non-essential information.

Example

War widow Freda Bennett Neill – better known as Anne Neill – became an ASIO agent in her fifties.

Ellipses

Style manual – ellipses

An ellipsis is a character of exactly 3 dots. It is used to show that words have been omitted – for example, from a quote.

Include a space on each side of the ellipsis.

Do not include ellipses at the start or end of quoted material.

Example

In his famous speech, Whitlam declared: 'The proclamation which you have just heard … was countersigned "Malcolm Fraser" who will undoubtedly go down in Australian history from Remembrance Day 1975 as Kerr's cur.'

Hyphens

Style manual – hyphens

There are many rules about correctly using hyphens. If you are not sure whether or not a word is hyphenated, check the *Macquarie dictionary* online.

When joining a prefix to a phrase, use an en dash (rather than a hyphen) to join them. This shows that the prefix applies to all the words in the phrase.

Example

pre–First World War policies ['pre' applies to the phrase 'First World War']

If the phrase is already hyphenated, use a hyphen to join the prefix to the phrase.

Example

mid-20th-century furniture ['mid' applies to the hyphenated phrase 20th-century furniture]

Quotation marks

Style manual – quotation marks

Use single (not double) quote marks.

Only use double quote marks for a quote within a quote.

Use curly quote marks (') rather than straight quote marks (').

To get curly quote marks in Word:
- File
- Options
- Proofing
- AutoCorrect Options
- AutoFormat As You Type
- under 'Replace as you type', check the "Straight quotes" with "smart quotes" box.

Example: quotation

'My mother was way ahead of her time,' Hawke said.

Example: quote within a quote

'My mother referred to herself as a "kitchen commando" – a pretty accurate description!' laughed Kwong.

When quoting a fragment, place the punctuation mark outside the closing quotation mark. When quoting a full sentence, place the punctuation mark inside the closing quotation mark.

Example: fragment

She called him 'a bloody great fool'.

Example: full sentence

He stated: 'Here I stand; I can do no other.'

Format long quotes (more than 30 words) as block quotes (indented, smaller font, not italics, no quote marks).

Example

Hawke said of his mother:

> She was way ahead of her time. She was a woman's liberationist. I remember Dad had a church out in the country in South Australia, Yorke Peninsula, and … Mum used to berate the farmers, really knock their ears off because they would save money to send their kids to college in Adelaide, the sons, not their daughters.

Referencing

Use the author–date system

Style manual – author–date

Use the author–date (Harvard) system of citation.

The author–date system is:

- the accepted referencing style for government reports
- more accessible than the documentary–note system, as there are no superscript numbers or symbols
- useful when you have many sources to cite.

Note the source in brackets in the text, then list it in full in a reference list at the end of the document or chapter.

The *Style manual* includes examples of how to cite a range of print and online materials using the Harvard system, including:

- books
- journal articles
- websites
- reports
- social media posts.

The *Style manual* does not currently provide guidance about how to cite:

- newspaper articles with no author
- books with an approximate date of publication
- spans of page numbers, including in newspapers
- collection material.

Examples of the National Archives' preferred style for these cases are provided below.

Newspaper article, no author

Where a newspaper article has no author listed, for the in-text reference use a small number of words from the start of the title in place of the author's name:

('Abbreviated article title' Date:Page number)

Use your judgement about how many words to include, depending on where it makes sense to break the title.

Example

In a radio broadcast, Menzies spoke about his modest upbringing and emphasised that he was not 'born to the purple' ('Ministry's policy' 1939:9).

Cite the article title in full in the reference list, and include the full date of publication:

'Article title' (Date of publication) *Newspaper Title*, page number.

Example

'Ministry's policy. Broadcast by Mr Menzies' (27 April 1939) *The Sydney Morning Herald*, p 9.

Approximate date of publication

For an approximate date of publication in a citation, use c. This is an exception to the usual preference for not using Latin abbreviations.

Example

In-text reference:

The photocopy machine changed workplaces beyond recognition (Batterham c. 2008).

Reference list:

Batterham I (c. 2008) *The office copying revolution: history, identification and preservation*, National Archives of Australia, Canberra.

Spans of page numbers

For spans of page numbers in citations, use an en dash without any spaces on either side. Only include as many digits in the second number as are needed for clarity.

Example

'Ministry's policy. Broadcast by Mr Menzies' (27 April 1939) *The Sydney Morning Herald*, pp 110–11. [*not* pp 110–1 or pp 110–111]

Waters WJ (1969) 'The opposition and the "powers" referendum, 1944', *Politics*, 4(1):99–107.

Collection material

Material from the National Archives' collection

When citing material from the National Archives' collection, for the in-text reference, in brackets write 'NAA:' followed by the series number and control symbol:

(NAA: Series number, control symbol)

Example

Menzies struck up a friendly relationship with John F Kennedy, who promised to 'definitely' visit Australia (NAA: M2576, 20).

Include the full details of the item in a reference list at the end of the document or chapter:

Title, date, NAA: Series number, Control symbol

Example

Beale to Menzies, Australian Embassy, Washington, regarding discussion with President Kennedy, 25 April 1963, NAA: M2576, 20.

Offensive or racist terminology in RecordSearch

In support of *Our way: Aboriginal and Torres Strait Islander protocols* (R580772021) the National Archives is undertaking ongoing work to address offensive or racist terminology used in RecordSearch.

If you encounter material with an offensive or racist title or description in RecordSearch and are unsure how to cite it, talk to staff from the Aboriginal and Torres Strait Islander Engagement section.

In some instances, it may be necessary to reproduce offensive terminology when citing material from the National Archives' collection -- for example, a Commonwealth agency title such as Board for the Protection of Aborigines.

Material from other collections

For the in-text reference, in brackets write the author's name and the date of the material:

(Author name Date)

Example

Menzies's relationship with his father was strained. Menzies described his father as 'very intense' and 'serious' (Dawes 1951–52).

In a reference list at the end of the document or chapter, include the full details of the item, including the name of the organisation or institution:

Author name Initials (date of material) Name of item, item details, organisation.

Example

Dawes A (1951–52) Interview with Robert Menzies, Papers of Frances McNicoll, MS 9246, Series 7, Box 12, File 1, National Library of Australia.

Footnotes

Avoid using reference markers and footnotes.

They can be inaccessible to:

- people who have low vision
- people who use screen readers to access content
- users of mobile phones.

Titles: print and online publications

Books, reports and plans

Use sentence case for the titles of books, reports and plans, even if the original version used title case, and whether or not they are published by the National Archives.

Example: book

The Whitlam years

Example: plan

Corporate plan 2018–19 to 2021–22

When referring to books, reports and plans, use italics.

Example: book

The Whitlam years consolidates essays by historians Ian Hancock and Kellie Abbott.

Example: plan

Due to the COVID-19 pandemic, our *Corporate plan 2020–21 to 2023–24* will not be available until 30 November 2020.

Chapters

Use sentence case for chapter titles.

Example

3. Diaries and notebooks

When referring to chapters in publications, use single quote marks.

Example

'Diaries and notebooks' is the third chapter in *Keeping family treasures*.

Conferences

Use title case for the names of conferences.

Example

Designing the Archives

When referring to conferences, use roman (not italics).

Example

The team attended the Designing the Archives conference in 2019.

Policies

Use sentence case for the titles of policies, including subtitles.

Example

Digital continuity 2020 policy

When referring to policies, use italics. Only italicise the word 'policy' if it is part of the official title of the policy. Check the title page of the policy document.

Example

The *Building trust in the public record: managing information and data for government and community* policy aims to improve how Australian Government agencies create, collect, manage and use information assets. ['policy' is not part of the official title]

Example

The *Digital continuity 2020 policy* supports the Australian Government's digital transformation agenda. ['policy' is part of the official title]

Projects

Use title case for the names of projects.

Example

the Integrated Archival Management System Project

When referring to projects, use roman (not italics).

Example

The team is developing a schedule for the Business Continuity Policy and Framework Project.

Magazines, journals and newspapers

Use title case for the titles of magazines, journals and newspapers.

Example

NAA Magazine

When referring to magazines, journals and newspapers, use italics.

Example: magazine

Get your copy of *NAA Magazine* today.

Example: journal

Archives and Manuscripts is the Australian Society of Archivists' scholarly journal.

Example: newspaper

We have early copies of *The Sydney Morning Herald*.

Legislation

Style manual – Acts of parliament

When first mentioning a piece of legislation, use the full title, including the date. Use title case and italics.

For subsequent mentions, you can use a short version of the title. Use title case and roman (not italics).

Example

The *Archives Act 1983* governs access to Commonwealth archival records. Under the Archives Act, you can access most Commonwealth records in the open access period. The Act does not apply to court records.

Standards

When referring to standards, use sentence case and italics.

Example

ISO 15489 Records management was the first global standard for records management.

Websites

When writing for the web, use sentence case and roman (not italics) to refer to the title of a website. Hyperlink to the website.

Example

The Destination: Australia website features thousands of photographs of people arriving and living in Australia.

When writing for print, use sentence case and italics to refer to the title of a website.

Example

The *Australia's prime ministers* website has been updated.

When writing for print, do not include www in the URL.

Example

You can find more information on the National Archives' website: naa.gov.au.

Word list (preferred spelling, capitalisation and hyphenation)

ABCD	EFGH
Aboriginal and Torres Strait Islander people [note the capitals]	ecommerce [no hyphen]
adviser [*not* advisor]	enquiry [unless used in relation to government inquiries or the Australian Curriculum – for these, use 'inquiry]
the *Archives Act 1983*; the Archives Act	Federation [capital f]
Archives Store [National Office; caps]	First World War; Second World War [*not* World War I, World War II or WWI, WWII]
The Archives Way	
atrium [National Office; lower-case]	*Functional and efficiency review of the National Archives of Australia* (Tune Review)
Attorney-General's Department	Gallery Three [National Office temporary exhibitions gallery]
audiovisual	
the Bringing Them Home name index	
Building trust in the public record: managing information and data for government and community; the *Building trust in the public record* policy [*not* the *Building trust* policy]	
Australian Labor Party [*not* Labour]	
cafe [no accent]	
Cafe Constitution [no accent, caps]	
central hall [National Office; lower case]	
Check-up PLUS	
*Connections	Mura gadi*	
Connections Gallery [caps, no italics]	
Constitution [when referring to the Australian Constitution, use a capital c]	
constitutional [lower-case c]	
cyber safety [two words]	
cybersecurity [one word]	

Department of the Prime Minister and Cabinet [note the 'the'] decision-making; decision-maker [hyphenated] Director-General [hyphenated] Assistant Director-General [hyphenated]	
IJKL Infonet information desk [National Office; lower case, *not* reception desk] inquiry [only when used in relation to government inquiries or the Australian Curriculum – otherwise, use enquiry] International Council on Archives [*not* of] Liberal–National Coalition [use en dash, capitalise coalition]	**MNOP** NAA Members Program [capitals, no apostrophe, *not* Programme] Members Lounge [capitals, no apostrophe] member [of the NAA Members Program, lower-case m] multimedia [one word] parents room [no apostrophe] Peter Durack Building [*not* NAPF] Policymaking; policymaker [one word; not hyphenated] prewar; postwar [one word] program [*not* programme] Protect the Past, Defend the Future Program Public Record Office Victoria (PROV) [*not* Records; *not* of Victoria]
QRST recordkeeping RecordSearch records authority; agency-specific records authorities; general records authorities (GRAs) Research Centre; research centres	**UVWOYZ** White Australia policy [lower-case p] Voices Gallery [caps, no italics] *Voices	Dhuniai* wi-fi [hyphenated, lower-case]

re-use State Library Victoria [*not* of Victoria] security desk [National Office] state and territory offices [lower case] *Strategy 2030: a transformed and trusted National Archives* [abbreviate to: *Strategy 2030*] the *Tandanya–Adelaide declaration* toilets [*not* restrooms]	

Plain language resources

What is plain language?

Plain language isn't just about using plain words. Learn what plain language is (and isn't).

[What is plain language?](#)

Plain language for specialised audiences

Get some useful insights into how to write for specialised audiences.

[Plain language is for everyone, even experts](#)

[Writing digital copy for domain experts](#)

How people read

Understand how people read and digest written material so you can write in a more user-friendly way.

[How people read](#)

[Sentence length: why 25 words is our limit](#)

[Capital letters: less is more](#)

Plain language guidelines

Get some tips for making your writing more readable. Learn how to better understand your audience, organise your material and make complex material easier to understand.

[Federal plain language guidelines](#) (These US guidelines focus on writing clear and effective legal material, but are useful for any kind of government writing)

[Readability guidelines](#) (Evidence-based guidelines for more readable writing.)

Glossary

En dash

A mid-sized dash.

En dashes are longer than hyphens. This is an en dash: – This is a hyphen: -

En dashes have different uses to hyphens.

Hyphens are used to join words or parts of words (for example: non-smoking).

En dashes are used for things like financial years (for example: 2019–20 budget) and to create a pause in a sentence (for example: There was no time to plan – a shortcoming that would later cost millions).

Minimal capitalisation

The principle of writing with the minimum amount of capitalisation required to make the context understood.

Minimal punctuation

The principle of writing with the minimum amount of punctuation required to make the context understood.

Roman

Roman font is font that is upright – that is, not italicised.

Sentence case

Apart from the first letter of the first word, words in the title are only capitalised if they would have a capital in a normal sentence.

Example

A vision splendid: how the Griffins imagined Australia's capital is a fascinating book.

Title case

The first letters of all the words in a title, including the subtitle, are capitalised except for:

- articles (for example, 'the')
- conjunctions (for example, 'and')
- prepositions (for example, 'in', 'on').

Example

Archives and Manuscripts is the Australian Society of Archivists' scholarly journal.

Keyboard shortcuts

Ellipsis

Ctrl + Alt = . (full stop)**En dash**

Ctrl + – (minus sign on the numeric keyboard)

Roman

Roman font is font that is upright – that is, not italicised.**Vertical slash**

Shift + \

Video Production Guide

2023

Contents

The NAA Video Production Guide has been produced by the Communications, Marketing, Partnerships and Events team. Updated November 2023

Videos are an important medium for communication. Video works best when it is short, accessible and shows something people need to know quickly.

At National Archives we use video to communicate with our staff and the public. Some uses are to:

- promote best practice in record keeping and archival practices.

- communicate strategic direction, policies or procedures to employees.

- promote the collection through interpretation and storytelling.

Videos produced for National Archives should be of the highest quality to properly represent the organisation and its identity. These guidelines set a minimum production quality standard to ensure we provide our audiences with a highest quality viewer experience.

Further advice can be found
by visiting the Australian
Government Style Guide:
Video and audio | Style Manual

ASPECT RATIO

Recommended aspect ratio = 16:9

VIDEO FORMAT

Preferred file types to upload to YouTube: MPEG (.mp4)

RESOLUTION

High Definition (HD) video at either 1920x1080 or 1280x720

SOCIAL MEDIA CONSIDERATIONS

If you intend to produce and share a video on social media, consider how the video will be distributed and on which platform as this will help guide the video's aspect, duration and framing.

For all social media videos, consider the following:

- Keep your video short as possible with a clear structure that is easy to understand.

- Capture attention in the first few seconds with a creative hook and powerful visuals.

- Produce a video that is easy-to-consume by using simple edits and transitions.

- Incorporate subtitles as viewers multitask and watch videos without sound.

- Use an external microphone to clear, crisp, and consistent audio.

- Check if captions or other features will be overlayed on the video once published.

- End the video with a strong call-to-action that encourages viewers to do something.
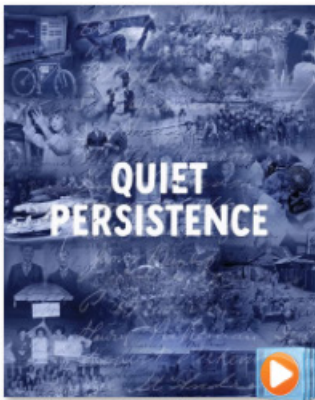
Disrupt Persist Invent - Portrait Promo 1080 x 1350_no dates_fa.mp4
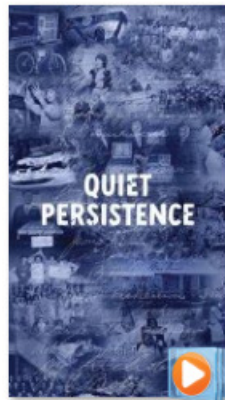
Disrupt Persist Invent - Reel Promo 1080 x 1920_no dates_fa.mp4

Disrupt Persist Invent - Square Promo 1080 x 1080_no dates_fa.mp4

VISUAL STYLE

- Capture genuine expressions to convey authenticity, intimacy and relatability.

- Minimize 'talking head' shots; instead, use engaging B-roll that compliments the content.

- Use natural light and shallow depth of field to keep the focus on the subject and prevent backgrounds from being distracting.

DIGITAL ACCESSIBILITY

As government agency, National Archives is legally required to make all of our digital resources accessible.

Closed captioning, also known as subtitling, is an on-screen / visual transcription of the audio portion of the video. Many video platforms, such as YouTube, offer automatic captioning, but this can often have errors, especially when the audio quality is low. It's important to check and edit automatic captioning, or have your video transcribed by a professional service.

Readability is important. To ensure people can easily read words you put on the screen, keep these factors in mind:

- Sizing – Many people consume video on mobile devices, so always test your videos on a smartphone.

- Contrast – Make sure there's proper contrast between the text and its background. Use our Interactive Colour Palette, and don't overlay text on busy backgrounds.
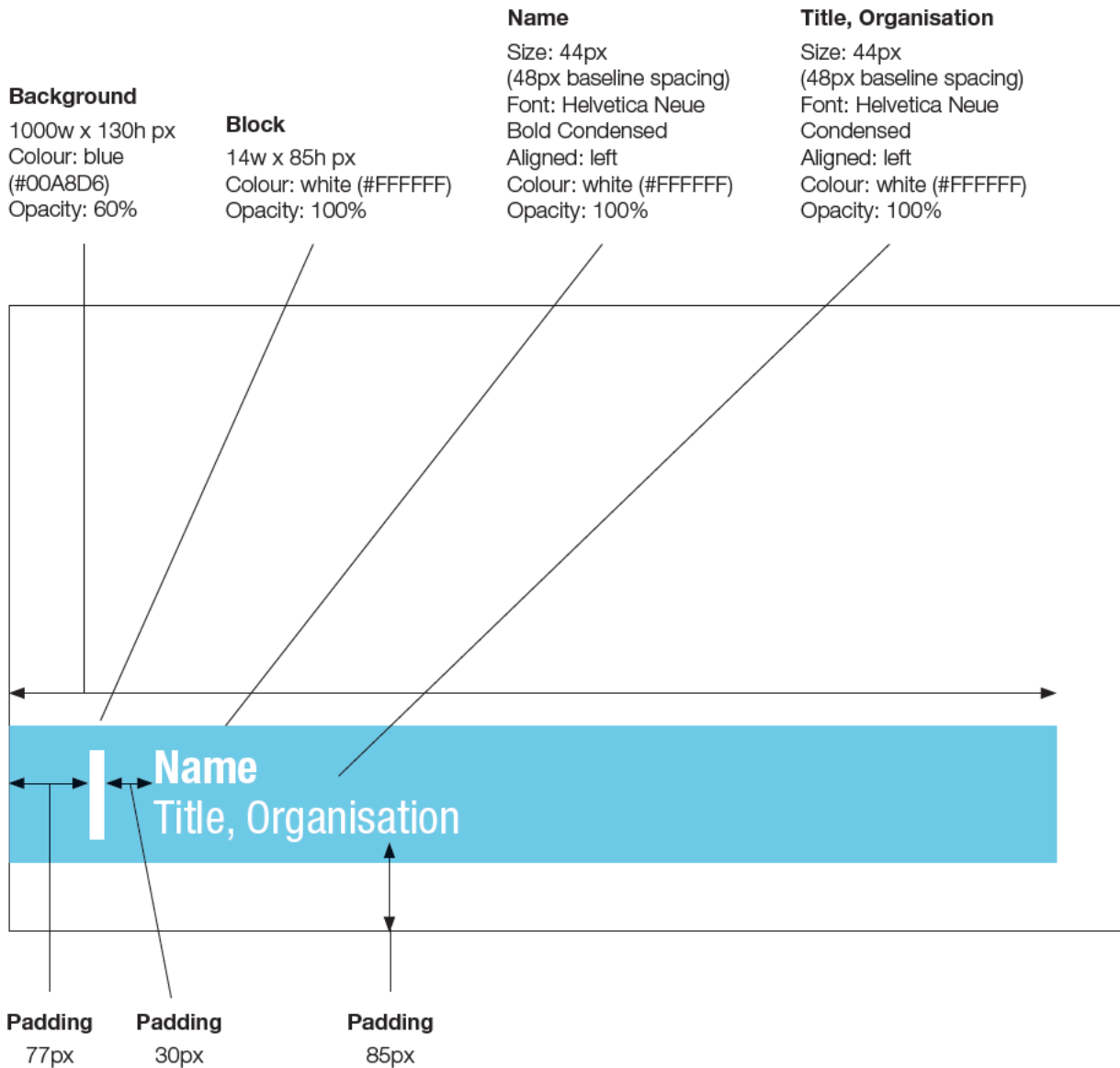
LOWER THIRDS

A lower third is a graphic overlay that is used to introduce and identify a subject featured in a video. It includes the individual's name and title in a title-safe area of the screen.

The format is:

[First Name] [Last Name]

[Title] [Organisation]

Example:

Name

Size: 44px
(48px baseline spacing)
Font: Helvetica Neue
Bold Condensed
Aligned: left
Colour: white (#FFFFFF)
Opacity: 100%

Title, Organisation

Size: 44px
(48px baseline spacing)
Font: Helvetica Neue
Condensed
Aligned: left
Colour: white (#FFFFFF)
Opacity: 100%

Background

1000w x 130h px
Colour: blue
(#00A8D6)
Opacity: 60%

Block

14w x 85h px
Colour: white (#FFFFFF)
Opacity: 100%

Name
Title, Organisation

Padding
77px

Padding
30px

Padding
85px

WATERMARK

The only instance of watermark usage is for audiovisual material from the collection. This watermark is added when exported for use from Media flex.

END CREDITS

End credits can be used to acknowledge others involved in the production of the video, including partners and sponsors.

It may be appropriate to use end credits for videos that include:

- Unlicensed music, images or graphics with permission of use at no charge, or that requires attribution.
- Sponsorship, funding or partnership acknowledgements.

*Note: End credits should appear after the main content is finished and before the closing slide.

CLOSING SLIDE AND ANIMATION

While the beginning of the video sets the tone, the ending should always feel like a friendly goodbye.

The closing slide should feature the widely recognisable NAA logo and fade in animation (provided).

Please avoid adjusting the style and length of the animation provided.

PERMISSIONS

Anyone featured in a National Archives produced video, including interviewees and other individuals clearly visible, must complete a media release form permitting National Archives of Australia's use of their identity.

MEDIA ASSETS AVAILABLE

- Logos as static graphic formats (vector, jpg etc).

- Animated logos in various formats (alpha channel/colour background; inverse colour option; horizontal/vertical; duration; HD/4K etc).

- Motion Graphics Templates (MOGRT)

- Animated brand elements – lower thirds, full screen graphics, logo animations

- Static graphics/text screen templates – Introduction screens; call to actions/end tags; full screen bullet points/slides

For information, media release forms
and media assets, please
email: @ .au
Please allow 3 working days for a response.