

# Style guide summary

See the Employee Handbook for more information

## About us and our region

- **Brisbane North PHN** for first reference, **the PHN** for subsequent references
- the North Brisbane and Moreton Bay region
- communities within North Brisbane, Moreton Bay and parts of Somerset region
- **the PHN region** for subsequent references
- **Metro North Hospital and Health Service** for first reference, **MNHHS** or **Metro North** for subsequent references.

## Acronyms

- always introduce acronyms by writing them out in full the first time, and giving the abbreviation in brackets, use the acronym for all subsequent mentions.

## Capitalisation

- use minimal capitalisation
- capitalise the proper names of people, places, organisations and programs
- capitalise people's positions, but not their professions
- terms such as mental health, diabetes and allied health professional, should not be capitalised.

## Bullet points

- Unless your bullet points are full sentences:
- use a lower case first letter
  - use no punctuation at the end of each point
  - put a full stop after the last point.

## Numbers

- within text, write numbers one to nine in words, and 10 and above in figures
- date format: 22 October 2020
- time format: 6.30 am.

## Spacing

- use only one space after a full stop
- to remove double spaces in Word: Select 'control+H', enter two spaces in 'find what' and enter one space in 'replace with'
- use only one return between paragraphs (that is, press return only once).

## Language

- people from culturally and linguistically diverse backgrounds - not CALD
- Aboriginal and Torres Strait Islander peoples (for first reference), Indigenous peoples (for subsequent references) - not ATSI
- people with a mental illness OR people with a lived experience of mental illness
- people with problematic substance use OR individuals, families and communities affected by alcohol and other drugs
- lesbian, gay, bisexual, transgender, intersex and queer people (for first reference), LGBTIQ+ (for subsequent references)
- died by suicide OR suicided.