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Monash Editorial Style Guide

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Monash University editorial style guide A to Z index. Find out more about our writing conventions like abbreviations, academic terms, titles, accessibility

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Keep your average sentence length short Your average sentence length should be 15 words or fewer. This doesn't mean no sentence should be over 15 words – variety in sentence length creates rhythm and interest. But remember, short sentences are easier for the reader to absorb.

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Punctuation Addresses. Set out addresses without punctuation at the end of a line and don't use shortened forms. Melbourne, Victoria... Ampersands. Avoid ampersands. ... Use 'and' instead. You should only use an ampersand where it forms part of an... Bullet points. End the introductory phrase ...

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In general, remember that Monash University uses Australian spelling, rather than American. Use: 're' rather than 'er' (theatre, centre). Be aware also that proper nouns retain their own spelling and punctuation, even if it's not how we would spell the words they use.

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Monash University Publishing

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Hanging indent: Left align the first line of each reference with subsequent lines indented to the right to a width of. 5 -7 spaces or 1.25 cm. Highlight the reference list then choose "CTRL t" (PC) or "Command t" (Mac). All of the references in the reference list must also be cited in the text.