**A**

appeals

Academic Board

academic honesty and plagiarism

advice and advise – double check correct use

advice – do not use the word advice when referring to legal information seminars or events

among (not amongst)

associate dean – (use capitals only if specific title of person mentioned, otherwise lower case (as with ‘the prime minister’)

**B**

Bachelor’s degree

**C**

The SUPRA Council

the current SUPRA council

Co-Vice President

co-vice president

Coordinator

Co-Coordinator

SUPRA Councillor (insert name)

General Councillor

councillor/s

Councillor-elect (insert name)

COVID-19 (not Covid-19, Covid 19, Covid, COVID)

**D**

dean – (use capitals only if specific title of person mentioned, otherwise lower case (as with ‘the prime minister’)

Disabilities Officer

drop-in

decision-maker; decision-making

**E**

everyday and every day – double check correct use

Equity Officer (insert name)

Equity Officer-elect (insert name)

equity officer/s

e.g. (but it is preferable to write 'for example' if you have space, especially on a webpage, to help with accessibility)

etc.

Equity Election

**F**

face-to-face

Faculty, when referring to specific faculty, otherwise don’t capitalise

flyer (not flier)

Full-time student; studies full time. Hyphenated before noun, not after

**G**

General Election

graduate certificate

graduate diploma

**H**

HDR; ‘an HDR student’, not ‘a HDR student’. But use lower case when spelled out in a sentence, higher degree by research, same as masters degree etc.

**I**

International Officer

i.e.

**J**

**K**

**L**

**M**

members

maybe and may be – double check correct use

Master’s of … [e.g]

master's degree

**N**

NB

**O**

Office not offices ('our office is located …’)

OK not ok

officer-bearer (lower case and hyphenated)

**P**

Part-time student. Hyphenated before noun, not after

progress review or PR, no longer APR

Policy, when referring to specific policy, otherwise don’t capitalise

Q

Queer Officer

**R**

Research Period 1 when referring to specific research period, otherwise don’t capitalise

Research Integrity and Ethics and Research Integrity Advisors

Registered Migration Agent/s (always capitalise)

**S**

SAAO (not Saao or S.A.A.O)

SAAO or caseworker, but be consistent within the document. Always write Student Advice and Advocacy Officer and explain what it is before abbreviating to SAAO

Satellite Campus Officer

Show Good Cause when not a verb in the sentence (show good cause when it is a verb)

Semester 1 when referring to specific semester, otherwise don’t capitalise

Stage 1 – for Show Good Cause

Stage 2 – for Show Good Cause

Stage 3 – for Show Good Cause

Staying on Track (for Show Good Cause)

similarity-detection software

**T**

Traditional Owner

Turnitin

TV (not tv) for television

U

Usyd (not USYD or USyd)

The University

The University of Sydney

university (when referring to other institutions, or generically)

unit of study/uos

unit coordinator

UniKey

**V**

Vice President

**W**

Women's Officer (never Womens’ Officer)

working days (not business days)

while (not whilst)

whom – use appropriately, refer to Style manual