

# Scouts Victoria

## Writing like a Scout



Scouts Victoria has prepared this Fact Sheet to outline our Writing Style Manual for members of Scouts Victoria. In written form it is important we are consistent and uniformed in our approach to the English language and most specifically Scout related words and terminology in written form. This applies to both external promotion materials and official internal communications ie Scout Victoria's weekly enews, Be Informed.

### Spelling

- Always Australian spelling
  - Eg. Organisation not organization (just one example)

### Capitalisation

Minimal capitalisation as follows:

- At the beginning of a sentence
- When using a proper noun including:
  - a person's name eg 'Brendan Watson'
  - an organisations name eg 'Scouts Victoria'
- Scouting, Scout, Scouts, Scouts Victoria, Scouts Australia, The Scout Association of Australia Victorian Branch
- Joey Scout, Joey Scout Mob, Joey Scout Leader (JSL), Assistant Joey Scout Leader, Joey Scouting
  - Joey Scout in full at first mention then Joey or Joeys ok
- Cub Scout, Cub Scout Pack, Cub Scout Leader, Assistant Cub Scout Leader, Pack Council, Cub Scouting
  - Same for in full at first then Cub or Cubs ok
- Scout, Scout Troop, Scout Leader, Assistant Scout Leader, Patrol, Patrol Leader, Assistant Patrol Leader, Troop Council,
- Venturer Scout, Venturer Scout Unit, Venturer Scout Leader, Assistant Venturer Scout Leader, Unit Council, Venturer Scout Coordinator, Venturing
- Rover Scout, Rover Scout Crew, Crew Leader, Rover Scout Adviser, Rover Scout Council, Rovering, State Council, National Rover Council,
- Scout Group or just Group in context of Scout Group (not group of people)
- Section, District and Region – when referring to Scout specific
- State and National (Scouting) plus State, Federal Government
- Group Leader, Leader in Charge, Assistant Group Leader, Group Council, Group Committee
  - Lower case 'leader' for other uses, eg "he is a natural leader", "leaders of tomorrow"
- Youth Helper, Adult Helper, Activity Leader
- District Leader, District Commissioner, Assistant District Commissioner, District Adviser
- Region Commissioner, Assistant Region Commissioner, Area Commissioner, Assistant Area Commissioner
- Branch Executive Committee, Chief Commissioner, National Commissioner, National Executive Committee, National Operations, Branch Sub-committee
- National Council, National Office
- President, Chair, Chairman, Secretary, Treasurer
- Australian Scout Fellowship, Victorian Scout Foundation, Scout Heritage
- Scout hall
  - not Hall unless it's the proper name eg 1st Balwyn's Thomas Hall
- Lord Robert Baden-Powell (hyphenated)
- Basic Training, Advanced Training, Wood Beads
- Extranet

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- Lower case:
  - youth member
  - formations
  - office bearers
  - Scout movement

### Dates

- January 1
- January 1 2017
- January 1-4 (single hyphen, not an em dash, no spaces before or after)
  - Incorrect The 1st of January, January 1st, January 1 – 4

### Numbers

- Spell out one to nine
- Numbers/numerals from 10 onwards
  - Correct            Respect is one of our values. There are 12 values
  - Incorrect          Respect is 1 of our values. There are twelve values
- Except if the number is first in a sentence ie “Thirty members attended the event.”
- No commas until 10,000

### Currency

- Abbreviate where possible
  - Correct            \$15
  - Incorrect          \$15.00

### Time

- 12 hour clock
- Single dot in between
- am and pm in lower case
- Space in between digit and am/pm
- Abbreviate where possible
  - Correct            9.30 am and 6 pm
  - Incorrect          9:30, 1500, 6PM

### Abbreviations

- Abbreviations such as ‘it’s’ or ‘don’t’ are ok.
- Do not use:
  - Ampersands (&) instead of the word ‘and’
  - Hashtags (#) instead of the word ‘number’
  - Plus sign (+) instead of the word ‘plus’

### Quotation marks

- “...” Are used when quoting someone
- Eg “It was an excellent event and a great example of Scouting”, Brendan said.
- ‘...’ Are used in any other instance such as an example of something.
  - Eg When you are filling out the application, write ‘Scouts Victoria’ in the top box.

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### Punctuation

- Always use full stops to end a sentence
- Avoid using semi colons unless it is absolutely necessary
- Use exclamation points sparingly
- Use question marks at the end of a question only

### Other – word specific spelling and hyphenation

- Program not programme
- Promise and Law not Law and Promise
- Enquiries not inquiries (enquiry not inquiry unless for example, a formal Inquiry into Institutional Abuse)
- Campsite one word
- State-wide with a hyphen
- Youth leading, adult supporting or youth leading, adults supporting
  - no longer youth-led, adult-supported
- Dot / bullet points – we like them (as you can see!)
  - Start bullet points with Capital but no full stop

### Acronyms (avoid wherever possible please!)

Some acronyms are acceptable based on popular culture eg CEO and also frequently used Scout terms. For the latter words capitalised written in full must be used in the first instance followed by the acronym thereafter eg. State Leadership Team then SLT.

Some other Scout specific, internal-use only examples include (which also encompass correct capitalisation):

- |                                   |                     |
|-----------------------------------|---------------------|
| • State Leadership Team           | SLT                 |
| • Branch Executive Committee      | BEC                 |
| • Lord Robert Baden-Powell        | Baden-Powell or B-P |
| • Annual Report and Presentations | ARAP                |
| • Youth Program Review            | YPR                 |
| • Friends of Scouting Victoria    | FOS Vic             |

### Role related:

- |                                     |            |
|-------------------------------------|------------|
| • Assistant Chief Commissioner      | ACC        |
| • Group Leader, Leader in Charge    | GL and LIC |
| • District and Region Commissioners | DC and RC  |
| • Victorian Scout Centre            | VRC        |
| • Australian Scout Foundation       | ASF        |
| • World Scout Foundation            | WSF        |
| • Victorian Scout Foundation        | VSF        |
| • Quarter Masters Store             | Q-Store    |
| • Quarter Master                    | QM         |
| • Adult Recognition Awards          | ARAs       |
| • State Youth Council               | SYC        |
| • Australia Scout Medallion         | ASM        |
| • Yours in Scouting (sign off)      | YiS        |

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Other exceptions – where acronyms ok - youth program specific:

- MC4, PC4, TC6
- AJ2019, AV2018, VG/AG etc
- JOTA / JOTI / JOTT

### Formatting

- Email addresses and urls underlined and where possible hyperlinked for easy access
  - [marketing@scoutsvictoria.com.au](mailto:marketing@scoutsvictoria.com.au)
  - [www.scoutsvictoria.com.au](http://www.scoutsvictoria.com.au)
  - Don't have to use www for websites unless it assists with creating an automatic hyperlink
- Manual file web page pathways for website/Extranet use '>'
  - Admin > Meeting rooms > Book a meeting room
  - Age sections & adults > Member resources > Forms & tTools

### Tone

- Tone of voice is important – be aware of what and who you are writing for.
  - Eg Be Informed – Audience is Adult Leaders, adult members, Rovers and Staff. It is important to write content aimed at adults, not Youth Members.

### Tense

- First tense is generally the preferred form when writing about something that is happening or upcoming.
- Past tense can be used when talking about something that has happened. It is important to not mix these up.

### Child Safe Scouting statement

Scouts Victoria is a child safe organisation with zero-tolerance for any harm, abuse or neglect.

We value the diversity of our members, including gender, sexuality, race, religion and ability. Visit our Child Safe Scouting webpage for more information.