

# STYLE GUIDE

FOR AMNESTY INTERNATIONAL AUSTRALIA

Updated: February 2017

**AMNESTY**  
INTERNATIONAL



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# INTRODUCTION

All staff and activists involved in creating written materials for Amnesty International Australia publications or websites should reference this Style Guide.

Material that does not meet Amnesty International's standards for branding, spelling, grammar and formatting or is defamatory, offensive or inaccurate will not be published.

Supplementary resources are:

- The Macquarie Dictionary, Sixth Edition.
- The Australian Government Style Manual for Authors, Editors and Printers, Sixth Edition.
- The Cambridge Australian English Style Guide.
- The Amnesty International Australia Indigenous Style Guide and Terminology.

## USE OF AMNESTY INTERNATIONAL AUSTRALIA AND ABN WITH LOGO

The full name and ABN written as 'Amnesty International Australia ABN 64 002 806 233' as well as the logo, must be included somewhere on any public documents. This is particularly important in relation to fundraising materials, where there must be no doubt that people are giving their money to Amnesty International Australia and not Amnesty International.

Examples of where the full name and ABN are required include: Letterhead, brochures and appeals, annual reports and notices of meetings, and any campaign materials that are accompanied by a request for money. It is not necessary for the web.

If in doubt ensure the full name and ABN appear somewhere on the document, and definitely as part of any fundraising form in the document.

## SUPPLY OF LOGO TO EXTERNAL ORGANISATIONS

The logo should only be supplied for use by external organisations after checking with the communications coordinator. You must ensure that the usage is to the benefit of Amnesty International and will not be used to promote activities or ideas outside of Amnesty International's values, or be used by another organisation for commercial gain. Always keep a record of the approval and usage.

### Questions?

[publications@amnesty.org.au](mailto:publications@amnesty.org.au)

**More resources and guidelines are available on [our website](#):**

- Amnesty's Brand Book (tone of voice, visual personality etc)
- Logos
- Slides and documents templates
- Media consent form
- Indigenous terminology guide
- Ethical use of images/stories

By downloading and using these templates you agree that they will be used solely for the purposes of an Amnesty-approved event or material. If you have any questions, contact [publications@amnesty.org.au](mailto:publications@amnesty.org.au).

# 1. HOW WE REFER TO OURSELVES

In more formal communications such as **media releases, reports and government submissions**, always use **Amnesty International**.

In more informal communications such as **activist toolkits, newsletters, web content, emails and social media**, use a more personable and social tone of voice, like **us, we or Amnesty**. General rule-of-thumb is to use 'Amnesty International' in the first instance of long copy, and 'Amnesty' thereafter.

Only in **staff-to-staff communications** may you use **AIA or AI**.

Do not use **Amnesty International Australia** unless you are writing Australian section-specific material, eg Board and governance matters, financial documents.

Action groups should refer to themselves as Amnesty Newtown group, Amnesty UQ group.

Always refer to Amnesty International as a singular subject:

Amnesty International manages

**not** Amnesty International manage ...

## BRAND DESCRIPTORS

### Tagline

Defending human rights

### Medium descriptor

We campaign for a world where human rights are enjoyed by all.

### Long descriptor

We are an independent, global movement that campaigns courageously for human rights for everyone.

We're ordinary people from all walks of life, standing together for justice, freedom, human dignity and equality. We use our passion and commitment to bring torturers to justice, change oppressive laws and free people imprisoned just for voicing their opinion.

We're independent of any government, political ideology, economic interest or religion to ensure we can speak out on human rights abuses wherever they occur.

Every day we move closer to a world where human rights are enjoyed by all.

## 2. HOW WE WRITE

### 2.1 ACRONYMS, INITIALS, ABBREVIATIONS

Acronyms are initials that are pronounced as a word ie Qantas, ASEAN, AIDS. Initials that are spoken as letters are referred to as initialism eg UN, LMT, IS.

When using acronyms and initials, always type out the full name in the first instance, with the abbreviation in brackets, then use the shortened form thereafter.

*The International Labour Organisation (ILO) is a ... if you want to find out more about the ILO ...*

There are commonly accepted abbreviations, acronyms and initialisms that do not need spelling in out in full. These are:

- eg
- ie
- etc
- HIV
- AIDS
- RSVP
- UN
- UK
- US
- Qantas
- weights and measurements – kg, mm etc

With an end full stop:

- No. (number, for example General recommendation No. 19)
- PS

### 2.2 CONTRACTIONS

Do not use contractions (don't, can't, isn't, it's) in formal communications eg media releases.

You can use them in informal communications – but don't overdo it.

### 2.3 LISTS

If each item is only one or a few words, do not give each point initial caps and only use punctuation after the last item.

Assistance is available in several forms:

monetary assistance

equipment modifications

advisory services.

If each item is made up of one or more sentences, use a full stop at the end of each item.

The committee came to two important conclusions:

1. Research should be funded in the three priority areas.
2. Officers should develop guidelines for future investigations.

## 2.4 NAMES AND TITLES

### 2.4.1 Names of people

In formal communications, always use first and last names and title (if they have one):

John Smith

Mohamed al-Bin

Professor Joan Jones

Minister Raisi Yusuf

The reason for this is the person's sex, and which is their first or last name, is not always clear.

In informal communications, use the person's full name and title in the first instance, then if their gender or name order is known, use their first name or title and surname:

John

Mohamed

Professor Jones

Minister Yusuf

### 2.4.2 Names of things

Always capitalise proper names of things and proper titles:

Australian Government

Minister for Immigration

Baker Street

Refugee Convention

University of Queensland

Prime Minister Julia Gillard

Oxfam

Do not capitalise general reference to things and titles:

The government

The minister

The street

The convention

The university

The organisation

EXCEPTIONS: Heads of state:

The Prime Minister

The President

The Queen

Names of foreign organisations are in English first, then the original language and any abbreviation in parentheses eg:

Renewal Party (Partido da Renovacao, PR)

Do not capitalise Amnesty position titles in general copy, eg:

crisis campaigner

Newtown group convenor

Always capitalise:

Indigenous people / Peoples

Aboriginal person

Italian etc

### **2.4.3 Headings and sub-headings**

Keep headings short – three to four words, no more than six. Add a sub-heading to provide explanation, eg:

Uncensor

End internet repression in China

Write headings and sub-headings in sentence case with no full stop, eg:

Help Afghan women fight for their rights

Stop violence against women

Find out about our campaign plans – **not** Find out About our Campaign Plans

Use single quotation marks in headlines and sub-heads, eg:

Confronting the ‘war on terror’

### **2.4.4 Titles of legislation, documents**

Write these in title case with words longer than three letters capitalised, eg:

Article 6 of the Convention on the Rights of the Child

The Constitution of Australia

Do not capitalise general references, eg:

The new constitution

The article

The convention

### **2.4.5 Titles of publications, TV and radio shows**

Titles of publications, eg films, books, newspapers, albums, TV and radio shows, journals are written in title case and in italics.

Specific articles in publications, TV and radio shows are in sentence case and inverted commas, eg:

*The Australian* article, ‘Refugees left in the cold’

ABC TV’s program *The 7.30 Report* showed a segment, ‘Refugees in detention’

*Scholarly Journal*, Vol 2, February 2013, ‘The dilemma facing persecuted minorities in Egypt’.

‘Chimes of freedom’ is a song that features on Bob Dylan’s album, *Another Side of Bob Dylan*.

## 2.5 NUMBERS

### 2.5.1 Numbers – general

Numbers one to nine should be written in full. Numbers 10 and above must be written numerically. Some examples:

There were nine axolotls.

There were 20 axolotls.

#### Other factors

There are some instances where words or numerals are always required. See the number styles below for specifics, but generally, use words for numbers that:

- start a sentence eg Twenty axolotls escaped, 10 remained.
- are part of a proper name eg Let's go to the 7-Eleven.
- are ordinal numbers eg fourth not 4th

Use numerals for numbers:

- used with a symbol of measurement 7°C, 34km
- that are decimal fractions 10.8
- in tables
- in related series of numbers provided for comparison Chapters 1, 2 and 4.

### 2.5.2 Dates

**The only correct way is 4 June 2013.**

June 4 2013, 4th June etc are incorrect.

Spans of years can be written 12–14 years (unspaced en dash).

Sets of years do not need apostrophes eg 1900s.

### 2.5.3 Measurements

Use numerals.

Use abbreviations for weights and measurements and use a space between the number and the measure, for example:

14mm, 12cm, 5m, 8km, 12g, 10kg, 80km/h

30 °C or 30 degrees for Australian audience

tonne not ton

2.5 miles

US\$6

5 million

**Time measurements:** Generally, stick to the one to nine rule. Numerals and abbreviations OK for tables, or for documents with lots of hour/minute measurements eg 2 hrs 5 mins.

### 2.5.4 Thousands

Numbers that are four digits or longer are in three-digit groups with commas: 250,000.

### 2.5.5 Millions

The word 'million' is spelled out, with a preceding numeral: Amnesty International's 7 million supporters

Amnesty International uses billion to mean a thousand million, and trillion to mean a million million.

### **2.5.6 Money and currency**

Use numerals eg \$6

When writing for Australian distribution and speaking only of Australian dollars within the article, just use the \$ sign.

When writing for the web or international publications, dollar figures should be preceded by the relevant currency '\$':

US\$ for US dollars

A\$ for Australian dollars.

Currency other than dollars is in word form: 20 000 rupees, 20 euros.

When writing for international distribution only, give the US dollar or euro equivalent in brackets, for example \$20 (US\$15), 65 roubles (2 euros).

When writing about other currencies in articles for Australian distribution, give Australian dollars in brackets using just the dollar sign, for example 60 rupees (\$45)

Do not add '.00' for full dollar amounts.

Numbers greater than 999 are set with a comma after each group of three figures: \$12,000.

### **2.5.7 Percentages**

Per cent is two words (not percent).

Only use the symbol % in headings, documents full of figures, or a table.

Always use numerals for percentages, even for figures below 9, except at the beginning of a sentence:

Only 30 per cent of people can flare their nostrils.

Ninety per cent of us rely on alarm clocks to wake up.

### **2.5.8 Spans of numbers**

Use numerals with an unspaced en dash:

5–6 per cent

5 billion–6 billion

5m–6m.

8–12kg

### **2.5.9 Telephone numbers**

No parentheses around the area code.

Numbers within Australia: 02 9217 7663

International: +61 2 9217 7663

### **2.5.10 Time**

Write as 10am or 10.30am

10.00am is also acceptable, but be consistent within the publication.

**Hours and minutes:** Generally, stick to the one to nine rule. Numerals and abbreviations OK for tables, or for documents with a lot of hour and minute measurements.

The flight is three hours (general copy, follow one to nine rule)

A 30-minute drive (general copy, follow one to nine rule)

Thirty minutes drive (at the start of a sentence)

3.5 hours drive (numerals for fractions)

2 hrs 5 mins (tables)

## 2.6 PUNCTUATION

### 2.6.1 Ampersand &

Never use an ampersand, unless referring to registered trading and service names.

Web: Use the code entity `&amp;` for web pages.

### 2.6.2 Colons

Use to introduce lists (see 'Lists').

Also use in titles to introduce sub-clauses eg 'Public panel: leading from the streets'. Do not use a capital after the colon in this context.

### 2.6.3 Commas

Do not add a comma before the last item in a list eg Portugal, Spain and France.

### 2.6.4 Dashes and hyphens

Use a hyphen when:

- the second element begins with a capital (un-Australian)
- the second element is a date (pre-1914)
- an expression would be ambiguous without it (re-creation not recreation)
- dealing with two or more separate words (cold-shoulder, surface-to-air)
- the words that are used as compound adjectives (we are having sugar-free cake; he was a good-hearted boy).

Use an en dash ( – ) with a space either side to:

- connect similar thoughts and sentences
- signify an abrupt change.

Cycling to work is a healthy pastime – but not in traffic.

Web: Use the code `&ndash;` for web pages.

Use an unspaced en dash for number ranges eg 1912–1914 unless 'from precedes the numerals eg from 1960 to 1963.

**How to insert an en dash in a Word document:** Microsoft Word will automatically create an en dash if you type: word, space bar, hyphen, space bar, word.

Do not use an em dash (—).

### **2.6.5 Ellipsis points ( ... )**

Use to show the omission of a word or words from quoted material:

The Minister said ‘The new plan will benefit various groups ... by containing measures to compensate for low income.’

Use only three points, even at the end of a sentence (do not add a full stop). Add a space before and after ellipsis points.

Web: code ellipses using the correct numerical entity &#133;

### **2.6.6 Exclamation marks**

Do not overuse – they can make your writing way too excited!

### **2.6.7 Full stop**

Do not use:

- after headings and subheadings, including poster and flyer headlines
- after captions and teaser text that are not complete sentences
- in a bulleted list of incomplete sentences, except for the final bullet point.

### **2.6.8 Quotation marks**

Use double quotation marks for direct quotes.

Use single quotation marks for quotes within quotations.

Use single quote marks in headers and sub-headings.

Correct style for quoting from a written source is:

“There was no doubt that they were deprived of their most basic human rights ...” – The New York Times

Single quotation marks are also used to enclose technical terms, colloquialisms, slang and coined terms when first mentioned in the text. Use this device sparingly to avoid confusion or misunderstanding, for example:

The President said it was a win for the ‘war on terror’.

## **2.7 WEB ADDRESSES/LINKS**

If a web or email address is the last thing in a sentence, do not use a full stop.

Leave http:// off web addresses in printed materials.

## 3. HOW WE WRITE FOR DIGITAL

### WRITING FOR THE WEBSITE

Online writing is very different to print writing, because people read differently on the web. Web readers scan rather than read. Documents written for the web must be concise and structured for scanning.

Key web writing points:

- Use headings, lists, and typographical emphasis for words or sections you wish to highlight. Keep these elements clear and precise – use your page and section heads to describe the material.
- Use the inverted pyramid style. Place the important facts near the top of the first paragraph where users can find them quickly.
- Use small paragraphs.
- Be concise. Assume readers will print anything longer than half a page and read it offline.
- Avoid technical terms, large tomes of information or jargon.

### USE KEYWORDS

Keywords and key phrases are the words a user would type in to a search engine to find information on a particular subject. They are important for determining a site's position on a search engine's results page.

Put yourself in the shoes of the reader. Think about the keywords they would use to find information similar to yours. Keywords and phrases should describe the content of the page on which they are placed. Try and use these keywords and phrases three or four times in your page, including the heading.

### LINKS

Links can help the audience gain a better understanding of the information and ideas. Limit linking to information that enhances a reader's understanding. Too many links on a page can be distracting.

Only use words that make it clear what the link will deliver. Use titles or names instead of ambiguous verbs.

Avoid:

Find out more about [human rights]

Instead use:

Read the [Universal Declaration of Human Rights] to further understand human rights.

Avoid:

To get the urgent action: [click here]

Instead use:

Get the [urgent action]

### ACCESSIBILITY

If you are uploading content to the web, always add alternative text to photos. This is important so that our web content is as accessible as possible to people with disabilities. Keep in mind also that introducing non-text elements to web design reduces accessibility. Text is the ultimate content type because it is easiest to adapt for different devices and assistive technologies.

## 4. COPYRIGHT

### WHAT DOES COPYRIGHT PROTECT?

The Copyright Act 1968 sets out several categories of material eligible for copyright protection. One of these categories is “literary works”. Materials protected by copyright as literary works include novels, poems, song lyrics, reports, articles in newspapers and magazines, and compilations (such as tables of statistics, catalogues and directories). Plays and screenplays are protected as “dramatic works”. All material taken from any of the above sources must be cited.

### COPYRIGHT INFRINGEMENT

An infringement of copyright will occur where a “substantial part” of a work is used in one of the ways exclusively reserved to the copyright owner. A part may be considered “substantial” if it is an important, essential or distinctive part.

However, it will depend on the circumstances of each case whether a part is so important that permission is needed to reproduce it. The quality of the part is more important than the quantity or proportion. The part may be a “substantial part” even if it is a small proportion of the whole work, particularly if it has resulted from a high degree of skill and labour. The purpose of the use may also be relevant; if you are using the part for a commercial purpose or to include in a competing work, it is more likely you will need permission. Copyright in a literary or dramatic work may be infringed by quoting directly from the work or by paraphrasing the work if either involves a reproduction or communication of a substantial (in the sense of important, essential or distinctive) part of the work.

### EXCEPTIONS

If you want to quote from a published text, you are allowed free use for the purposes of criticism or reporting current events (under the concept of “fair dealing”, which allows exceptions to copyright) or if the use is “insubstantial”.

When seeking permission, you should specify:

- the publication in which the quote will be used: title, planned date of publication
- the type of publication: printed or web feature or membership action
- distribution: the anticipated number of copies that will be distributed, including potential number of readers on a website
- typical users: for example, Amnesty International members, human rights activists, governments, intergovernmental organisations

For further information see The Australian Copyright Council.

### QUOTES FROM AMNESTY INTERNATIONAL AUSTRALIA INTERVIEWS

Check when using text from Amnesty International interviews, particularly those of victims of human rights abuses, that permission has been given to name or otherwise identify the interviewee. If explicit written permission has not been given, take care to conceal the identity of the interviewee, for example by giving them an invented name and not reporting their place or date of interview, as appropriate.

## 5. IMAGES

### CAPTION

Photos do not necessarily explain themselves.

All images, including photos, maps or illustrations, used in print publications must be accompanied by a caption and a credit.

As a minimum, captions should name the event or person portrayed, and when and where the photo was taken.

### CREDIT

All images must have a credit line. Credit lines are the only place you may use AI for Amnesty International.

© AI

© AI/[photographer's name] (if we are sharing copyright with the photographer)

© Joan Bloggs

© Jason Smith/AP

Web: For ©, use the code &copy;

### COPYRIGHT CLEARANCE

If an image does not belong to Amnesty International or has not been purchased for use by Amnesty International Australia for the specific purpose you wish to use it for, written permission to use it on the web or in print must be provided. An email from the copyright holder is sufficient but it must be kept on the shared drive so that it can be easily accessed. All information relating to attribution and identification of the photograph **must** be stored with the image file.

**The fact a photograph appears on a website does not mean it is free for everyone to use.**

Photographs may be downloaded free from Amnesty International's database ADAM (intranet access is necessary) but must be used only in accordance with the usage agreements for each photograph.

### IMAGES AND TESTIMONIALS: SENSITIVE USE

#### Empowerment

In portraying people, we don't want to show them as victims, passive or somehow fundamentally 'other', but as ordinary people facing and often changing their situation.

This sense of active commitment to change should also be present in photographs of our supporters, whose inclusion should reinforce not only that Amnesty is about doing, but that it is ordinary people – “people like me” – who are making a difference.

#### Tips for empowering subjects *(Courtesy of 'Photographers Without Borders, 'Code of Ethics')*

- Care must be taken in photographing people in times of crisis. Do not exploit an individual's vulnerability at times of trauma or grief.
- Photograph all people with respect and dignity. Special care and compassion must be exercised with vulnerable subjects.
- All photographs must have free, prior and informed consent from the individuals portrayed. (all commissioned Amnesty photographs will follow ethical collection guidelines when photographing rights holders, but be careful with third-party photographs.)

- Do no harm. Individuals or groups may be put at risk of reprisal, violence, harassment by authorities or rejection in their communities as a result of exposing their identity or personal story through the publication of their image. Consult the appropriate campaigner if in doubt.
- Do not misrepresent the individual, situation, context or location of the photo.

## **STOCK IMAGERY** (Courtesy of 'A Progressive's Style Guide', SomeOfUs)

Where possible, avoid using stock images of people who don't necessarily have anything to do with your campaign.

If stock imagery must be used, here are some questions to ask when choosing imagery.

Does the image:

- Play into racist or international stereotypes, such as the "sad African", cute Indigenous kid in need of saving or the "all-American" blonde family?
- Play into sexist stereotypes, such as a male doctor or female housewife?
- "Out" people as LGBTIQ who might not be out?
- Depict gratuitous violence – in other words, not essential to telling your story?
- Overtly sexualise the subject, especially women or children?
- Body-shame its subject for being too fat, thin, ugly, unhealthy, etc?

If so, could you choose a different image that more fully represents our organisation's values?

Stock imagery of people, if it isn't very clear that it's a stock image, should be noted as 'stock image used'.

## **PURCHASED IMAGERY OF INDIGENOUS PEOPLE**

Take extra care if using photographs of Indigenous people out of context / that aren't necessarily connected to a campaign eg. we may come into strife if we use stock imagery of an Indigenous person from one clan/language/group on an issue that's in a different area. Follow the above guidelines, and be extra careful to note:

- Indigenous communities are close-knit. Even when non-identifying shots of a person are used, they are still likely to be recognised in the community.
- If individuals, even in stock imagery, may be seen negatively in connection with the content, do not use the image.
- Do not misrepresent the individual, situation, context or location of the photo.
- Check with the Indigenous rights manager before using stock images or news agency images without a model release from the Indigenous person photographed eg. this Getty image without a model release.

### **Images of deceased Indigenous people**

Generally speaking there is a limited period after death that an image of an Indigenous deceased person is taboo.

There's no hard and fast rule here, except to check before use with an Amnesty Indigenous rights campaigner.

Photos of Indigenous people should be dated in the consent information and flagged to be checked in two years by an Indigenous rights campaigner, and if the photo subject has passed away, removed from use in consultation with the family.

## **PERSONAL TESTIMONIALS**

Personal testimonials from someone experiencing human rights violations can bring an issue to life for the reader, and help them connect the concept to people.

When writing or editing their story, all of the points outlined above in ‘empowerment’ apply.

Consider how the testimonial is received by the reader: it can elicit pity – but it would be better if it engendered admiration for the person’s strength in overcoming their plight.

Personal testimonials are best told as first-person; this positions the person as an active part of the push for change, and having licence over their own story.

The other main use for testimonials is to reflect the experiences of Amnesty activists: here testimonials can should encourage the reader, by reflecting a journey that they too may be on.

## TAKING YOUR OWN PHOTOS

In order for Amnesty International to be able to publish photos we need all identifiable people photographed to fill in [a media consent form](#) providing us with permission to use their image. We must also have signed consent from parents to use identifiable photos of people under 18.

### More information:

- [Collecting content for Amnesty](#)
- [Media consent form](#)

Whenever you take a photo:

1. Get the names of people in photos as you take them and ask them to read and sign a media consent form. Make sure to print off copies of the form before the event. When photographing crowd shots or large public demonstrations it’s not necessary to ask for individuals’ consent – however please ask for consent of any people you’re shooting close up.
2. Record the photo number (camera allocated number) and the name of the person on the running sheet.
3. For Amnesty events with an ‘entry’ area, a standard sign at the registration/entry to the event is acceptable. You may also add this note on event notices/invites. If someone requests not to be photographed, the volunteer or staff member informed must go through the final photos and delete any of the individual. [For more information, read the photography at events guidelines.](#)
4. Go for quality not quantity – this saves file space and precious search time. Pick your best couple of photos and send them to your Community Organiser. Include the relevant signed consent forms and running sheet.
5. We MUST get permission from a parent or guardian for identifiably photographing people under 18.
6. After the event please provide your Community Organiser with:
  - The high resolution (over 600kb) photo files as jpegs.
  - The list of people you photographed and the signed media releases.
7. Amnesty International Australia will have unlimited use, in both print and online media, of the photos provided. We prefer joint copyright – meaning the photographer and AI will be credited eg © John Smith/AI. If the photographer line is left blank on the running sheet then the photos will be © AI. The photographer can also use the images but please ensure you indicate joint copyright credit.
8. We do not intend to sell the photos. If you wish to do so, please contact AI first. Please feel free to contact your community organiser if you have any queries.

## UNDER 18

Unless we have signed consent from parents to use photos of people under 18, we cannot use photos (eg of school actions) that identify student’s faces.

## 6. WHAT TO REMEMBER WHEN WRITING

### 6.1 BIASED, POLITICALLY LOADED OR OFFENSIVE LANGUAGE

Words to avoid (unless in quotes):

Barbaric, civilised/uncivilised, dictator, extremist, fundamentalist, fanatic, savage, terrorist, tyrant.

### 6.2 JARGON

Avoid jargon, management-speak and foreign phrases.

SMT, pix, joie de vivre

Creating stronger mechanisms to deliver increased impact globally.

### 6.3 FOREIGN PHRASES

Avoid Latin and foreign phrases except when quoting legal documents. If used there is no need to italicise.

### 6.4 OUTDATED LANGUAGE

Do not use outdated language, eg:

through not via

while not whilst

amid not amidst

among not amongst

three times a year, not three times per annum

### 6.5 GENDER-SENSITIVE LANGUAGE

Take particular care not to use gender-biased language.

- Be as accurate and specific as possible. If a group of people includes both women and men, try to make this clear to the reader without suggesting that male is the norm:  
Three hundred prisoners – 275 men and 25 women – have been denied medical care  
(not: Three hundred prisoners, including 25 women ...)  
'police officers' not 'policemen', unless you are sure that all those concerned are men.
- Avoid gender-biased terms and use more inclusive words, such as:  
people, humanity, human beings (not mankind), representative, spokesperson, chairperson, chair
- Use woman in preference to female where both are acceptable.  
The woman passenger was severely injured.
- Use 'he', 'him' and 'his' only when the reference is to a particular man.

There are a number of ways to avoid using masculine pronouns in a gender-biased way:

Use the plural: "A lawyer needs his wits about him." becomes "Lawyers need their wits about them."

Delete the pronoun: "The prisoner serves the first six months but he is then released on remand." becomes "The prisoner serves the first six months but is then released on remand."

Use an article in place of a pronoun: "The accused is entitled to contact his lawyer." becomes "The accused is entitled to contact a lawyer."

Replace the pronoun with a noun: Write to the ambassador. He may respond saying ...” becomes “Write to the ambassador, who may respond saying ...”

Use the plural pronoun for a singular noun: Every writer has their own style.

**Writing about reported rapes:** Use the term ‘reported’ or ‘reportedly’ rather than ‘alleged’ when the case is still under investigation.

## 6.6 NON-DISCRIMINATORY AND CULTURALLY SENSITIVE LANGUAGE

Use culturally-sensitive language to avoid offending readers’ religious, ethnic or cultural identities.

Use adjectives (Muslim children, black people, Chinese communities, white prisoners) instead of nouns (Muslims, blacks, Chinese, whites).

Follow best practice in British English and use appropriate terminology that is current to the particular region you are talking about. Check the index of common words at the back of this guide.

### More information:

- [Indigenous style guide](#)

### Common cultural terms

#### Caucasian

This is an ambiguous term that should be avoided as it has different meanings when applied in US or Russian Federation contexts.

#### Indigenous Peoples

Always capitalise the word Indigenous when referring to Indigenous Peoples and Aboriginal when referring to Aboriginal Peoples.

Distinguish between Aboriginal and Torres Strait Islander Peoples. Use ‘Aboriginal person’ or ‘Torres Strait Islander person’ if referring to a singular person.

Do not use the nouns aborigines, natives, islanders or indigenes.

Do not refer to Indigenous Peoples as minorities.

Use the terms communities or populations when you are referring to an actual, physical community or population.

#### Minorities

Amnesty International uses this term to refer to non-dominant ethnic, religious or linguistic communities who may not necessarily be numerical minorities.

Some groups or communities may not wish to be referred to as minorities for various reasons. In such cases, use the terminology preferred by the group/community wherever possible.

#### Mixed race/mixed parentage

Both can be used depending on context. It may also be useful to use ‘of X descent’ eg:

The daughter of the leader of the local community group, who is of Eritrean and Italian descent .

## 6.7 WRITING ABOUT PEOPLE WHO IDENTIFY AS LGBTI

The specific terms people use and identify with in matters of sexuality and gender identity vary widely from culture to culture. The LGBTI(Q) acronym often has national and cultural variations, and further research is needed into including further categories, such as asexual, is necessary.

### What is the difference between L, G, B, T and I?

**Lesbian:** A woman who is primarily physically, sexually and/or emotionally attracted to other women. It can refer to same-sex sexual attraction, same-sex sexual behaviour, and same-sex cultural identity for women.

**Gay:** Men or women who are primarily physically, sexually and/or emotionally attracted to people of the same sex. ‘Gay’ is not gender-specific, in that it can refer to both men and women who experience same-sex sexual attraction or identifies as such. However, in common usage, many people mean only gay men when they say ‘gay.’

**Bisexual:** A bisexual person is defined as a person who is attracted to and/or has sex with both men and women. It can also refer to a cultural identity.

**Transgender:** Individuals whose gender expression and/or gender identity differs from conventional expectations based on the physical sex they were assigned at birth. Commonly, a transgender woman is a person who was assigned ‘male’ at birth but has a female gender identity; a transgender man is a person who was assigned ‘female’ at birth but has a male gender identity. However, not all transgender individuals identify as male or female; transgender is a term that includes individuals who identify as more than one gender or no gender at all. Transgender individuals may or may not choose to seek surgical assistance or hormone therapy.

**Intersex:** Individuals who possess intermediate or atypical genital, chromosomal or hormonal characteristics which do not correspond to the given standard for ‘male’ or ‘female’ categories for sexual or reproductive anatomy. Intersexuality may take different forms and cover a wide range of variations.

**Queer or Questioning:** ‘Q’ is sometimes used to refer to questioning or queer. Queer is a broad umbrella category for sexes, sexualities and gender identities that are seen to contest the assumptions of a male/female sex. However, the term has been used to vilify sexual and gender minorities, so it is not appropriate to use in all contexts.

## LGBTI guidelines

- Avoid the term ‘corrective’ rape. ‘Corrective’ is sometimes used to describe the rapes that are happening to lesbian women in South Africa in order to ‘cure’ women of their lesbian sexual orientation. Please use the terms ‘hate crimes’ against lesbian women, or just rape targeting lesbian women. If the term ‘corrective’ rape is mentioned, single quotation marks must be used around ‘corrective’, rather than ‘corrective rape’ as a whole.
- Never use the phrase ‘lifestyle choice’, or any language that suggests that gender identity and sexual orientation can be/are chosen by an individual.
- Never use the word ‘condition’ when referring to intersex people, instead use ‘variations’ or ‘differences’.

## 6.8 WRITING ABOUT PEOPLE WITH DISABILITIES

When writing about people with disabilities make sure that the language used does not unintentionally reinforce discriminatory views and attitudes. Opinions about language are varied and constantly changing. The following guidelines are intended to help avoid negative, offensive or insensitive terminology.

Use	Avoid
People with disabilities	Disabled people
Person with mental illness	Mentally ill person
Children with specific learning disabilities	The learning disabled

Use emotionally neutral terms.

Use	Avoid
She had a stroke	She is a stroke victim
He has cerebral palsy	He is afflicted with cerebral palsy
She has multiple sclerosis	She suffers from multiple sclerosis
He is a wheelchair user	He is confined to a wheelchair
Person living with AIDS	AIDS sufferer

**Retardation:** In many cultures the term ‘retardation’ has pejorative connotations. However, it is a term used in some national and international legislation. You should avoid the term unless you are quoting someone or legislation. If you have to use it, use people with mental retardation rather than mentally retarded people.

Do not use: cripple, deformed, crazy, brain damaged, birth defect/deformity.

Avoid terms such as normal or able-bodied to describe people without disabilities. Better to use:

Children, with and without disabilities, benefit from a school environment that encourages them to learn together.

### Resources for people with disabilities

Wherever possible, publications should be made accessible to people with disabilities. Print magazines can be adapted to audio form for supporters who request it. Speak to the brand and marketing department for more information.

## 6.9 WRITING ABOUT PEOPLE LIVING WITH HIV/AIDS

UNESCO has developed a set of guidelines to help those writing HIV/AIDS-related materials.

The following suggestions are drawn from the UNESCO guidelines.

One of the most common mistakes is the use of the term AIDS to refer to HIV infection. AIDS is a range of conditions that occurs when a person’s immune system is seriously weakened by HIV infection. Someone who has HIV infection has antibodies to the virus but may not have developed any of the illnesses that constitute AIDS.

UNESCO gives the following definition:

“AIDS, the acquired immunodeficiency syndrome, is a disease caused by HIV, the human immunodeficiency virus. Currently, antiretroviral drugs can slow down replication of the virus, but they do not cure AIDS.”

Avoid	How and why to avoid them
full-blown AIDS	This implies there are varying stages of AIDS. People have AIDS only when they present with an AIDS-defining illness such as an opportunistic infection.
terminal disease	AIDS is not necessarily a terminal disease. AIDS can and, in many cases, does lead to death, but HIV medication treatment exists. Use the phrase life-threatening illness instead.
catch AIDS / contract AIDS / catch HIV	AIDS cannot be caught or transmitted. People can become infected with HIV or contract AIDS.
Victims / sufferer / carrier	Use people living with AIDS
sensation terms such as AIDS scourge, plague, the dreaded HIV/AIDS	Use AIDS epidemic / AIDS pandemic
die of AIDS	AIDS is not a disease. It is a syndrome or a group of illnesses resulting from a weakening of the immune system. People die from opportunistic infections or AIDS-related illnesses, such as tuberculosis (TB) or bronchitis.

## 7. EXPLANATION OF COMMON TERMS

**Note: Some of these terms are internal and specific to Amnesty International. They should not be used in external documents or without explanation in the first instance.**

### **Abduction**

The forceful and unlawful seizure and detention of a person by government agents or armed groups. Please use the term 'abduction' rather than 'kidnapping'.

### **Action group**

Groups of supporters who meet to take action on Amnesty International campaigns.

### **Action centre**

These are our offices. Action centres are there to assist people in defending human rights.

### **Activism**

Using vigorous campaigning to bring about political or social change.

### **Administrative detention**

Detention by order of an executive authority rather than a court or judge, often with no intention of bringing the detainee to trial.

### **Arbitrary detention**

This term describes any one of three situations:

1. Where there is no legal basis for detention. This includes people being held without charge or trial, or despite a judicial order for their release, or being kept in prison after their sentence has expired.
2. When an arrest or detention is legal under the national law of the country concerned, but arbitrary under international standards. For example, if the national law is vague, excessively broad, or violates the right to freedom of expression.
3. When there has been a grave violation of the detainee's right to a fair trial.

### **Asylum seekers**

People who are outside their country of origin and are seeking protection from persecution, but have not yet been formally recognised as refugees.

Amnesty International opposes the forcible return of people seeking asylum to countries where they will be at risk of serious human rights abuses. This is known as the principle of non-refoulement.

Amnesty International also opposes the detention of people seeking asylum, unless they have been charged with a recognisably criminal offence, or unless the authorities can demonstrate that the detention is both necessary and lawful in the individual case.

*Related terms: non-refoulement, refoulement, refugee*

### **Child offender**

Someone aged under 18 who has committed a criminal offence. In death penalty cases, a child offender is a person aged under 18 at the time of the offence – whatever their current age or the age at which sentence was passed.

### **Civilians**

International humanitarian law distinguishes between civilians and combatants, and gives civilians certain protections. People who do not meet the definition of combatants under international law are civilians. They may lose civilian status if they take direct part in hostilities.

*Related terms: direct attacks on civilians, war crimes*

### **Commute**

To replace one punishment with another that is less severe; most often used when a death sentence is replaced by a long prison term.

### **Conscientious objection**

Refusal to perform military service on the grounds of conscience or profound personal conviction. This can include refusal to participate in a particular war (selective objection). Generally, Amnesty International considers anyone imprisoned for exercising their right to conscientious objection to be a prisoner of conscience, unless they have rejected an alternative non-military service that is not punitive or discriminatory.

### **Corporal punishment**

Physical punishment imposed by judicial or administrative order. It includes amputation, branding, caning and flogging. Corporal punishment always constitutes cruel, inhuman and degrading treatment, and in some cases can amount to torture.

### **Crimes against humanity**

Certain acts – including murder, torture, enslavement, enforced disappearance and other

inhumane acts – are considered crimes against humanity if they form part of a widespread or systematic attack directed at a civilian population as a state or organisational policy.

### **Death penalty**

State-imposed death as a punishment for a crime, following a judicial process.

### **Death row**

Part of a prison where prisoners under sentence of death are held.

### ***The Declaration on the Rights of Indigenous Peoples***

Adopted in 2007, the UN *Declaration on the Rights of Indigenous Peoples* is a guide for writing laws in countries with Indigenous populations, to make sure that Indigenous culture is respected and communities are involved in decisions that affect them.

*Related terms: The Universal Declaration of Human Rights*

### **Detainee**

A prisoner who has not been convicted of an offence.

### **Direct attacks on civilians**

Deliberate attacks on individual civilians or the civilian population during an armed conflict. Such attacks constitute a war crime.

### **Enforced disappearance**

When someone has been apprehended by the authorities, their agents or people acting with their acquiescence, but that person's fate or whereabouts are concealed or not acknowledged by the authorities.

### **Extrajudicial executions/killings**

Unlawful and deliberate killings carried out by order of a government or with its complicity or acquiescence, or by an official or state agent acting without orders.

### **Forced eviction**

The permanent or temporary removal, against their will, of individuals, families or communities from their homes or land, without appropriate forms of legal or other protection. For an eviction to be lawful, international human rights law requires safeguards, including adequate notice, consultation, due process and provision of adequate alternative accommodation.

### **Grassroots Working Group**

The Grassroots Working Group was established in 2011 to develop Amnesty International Australia's effectiveness as a grassroots organisation. The group is made up of activists with a diverse range of experiences, including participation in local, branch and national groups or committees.

### **GO Program**

The Group Organising Program (GO Program) assists Amnesty International action groups across the country to achieve greater human rights impact.

Group organisers (GOs) are volunteers who work one-on-one with action groups for one to two years. Each GO volunteer supports two or three action groups.

### **Habeas corpus**

The right to seek access to a judge to challenge the legality of one's detention and to be released if the detention is found to be illegal.

### **Homelands**

The terms 'homelands' and 'outstations' can be used interchangeably to define 'small decentralised communities of close kin, established by the movement of Aboriginal Peoples to land of social, cultural and economic significance to them'.

Amnesty International favours the term homelands because this is the term used by the Alywarr and Anmatyerr Peoples. Homelands is the term that they believe most strongly reflects their traditional, ancestral and spiritual links to the language, kin and land that forms part of their home.

### **Human rights**

Human rights are rights inherent to all human beings, whatever our nationality, place of residence, sex, national or ethnic origin, colour, religion, language, or any other status. We are all equally entitled to our human rights without discrimination. These rights are all interrelated, interdependent and indivisible.

Universal human rights are often expressed and guaranteed by law, in the forms of treaties, customary international law, general principles and other sources of international law. International human rights law lays down obligations of governments to act in certain ways or to refrain from certain acts, in order to promote and protect human rights and fundamental freedoms of individuals or groups.

### **Human rights abuses**

Can be used to mean breaches of human rights by governments, armed groups, individuals or groups.

## Human rights defenders

People who act to promote or protect human rights. Human rights violations Applies to breaches of human rights by governments.

## Immunity

A doctrine of international law that allows an accused person to avoid prosecution for a crime, either because of the function that the individual performs or the office they hold.

## Impunity

The failure to bring perpetrators to justice, to establish the truth and to ensure that victims receive full reparations.

## Incommunicado detention

When a detainee is denied access to people outside the place of detention.

## Indigenous Peoples

Peoples with a historical continuity with pre-invasion and pre-colonial societies that developed on their territories, who have retained social, cultural, economic and political characteristics that are distinct from those of the dominant societies in which they live.

## Indiscriminate attacks

Attacks in which armed forces fail to take the necessary measures to distinguish between civilian and military targets.

## Individuals at risk

A person somewhere in the world who is at risk of, or currently experiencing, human rights violations such as discrimination, violence, imprisonment or death.

Amnesty's individuals at risk campaign takes action on behalf of people who are denied their rights and lets human rights abusers know the world is watching.

## Internally displaced people

People forced to flee their homes because of armed conflict, generalised violence, human rights abuses or natural or human-made disasters, and who remain in the same country rather than fleeing abroad.

## International Council

The International Council is the main governing body of Amnesty International. They meet at the International Council Meeting (ICM).

## International human rights instruments

Intergovernmental agreements on human rights,

some of which are legally binding, such as treaties, pacts and protocols.

## International human rights mechanisms

These include:

- Bodies established by international or regional human rights treaties to monitor the implementation of a treaty by state parties.
- Working groups, experts, representatives or rapporteurs appointed by intergovernmental organisations to monitor and report on member states' human rights records or human rights themes.

## International human rights standards

Standards set out in international human rights instruments.

## International human rights treaties

Legally binding agreements between states relating to human rights. States take on treaty obligations in two ways: by signature and ratification (two steps) or by accession (one step after the treaty is no longer open for signature).

## International humanitarian law

Principles and rules regulating the protection of people and the conduct of hostilities in armed conflict. It seeks primarily to protect civilians, and combatants who have surrendered or are incapacitated (and are therefore no longer participating in hostilities).

## International Secretariat (IS)

The International Secretariat of Amnesty International is led by a team of Senior Directors headed by the Secretary General. The Senior Directors work closely with the directors and deputy directors of the IS' programs (departments) and together they provide strategic direction, operational management and direct support to the secretariat's staff and volunteers. They also work closely with the directors of Amnesty International's country sections.

## Non-refoulement

A principle in international law that obliges states not to return anyone to a country where he or she would be at risk of serious human rights abuses.

*Related term: refoulement*

## Political prisoner

Any prisoner whose case has a significant political element. This may include the motivation of the prisoner, the prisoner's acts or the motivation of the authorities. Political prisoners include both prisoners

of conscience and those who, for political reasons, are held in administrative detention or have been accused or convicted of criminal acts.

### **Prison conditions**

Amnesty International calls on governments to ensure that laws and practices relating to prison conditions conform to international human rights standards.

### **Prisoner**

A person held under any form of detention or imprisonment, including people held in pre-trial and administrative detention.

### **Prisoner of conscience**

Someone who has not used or advocated violence or hatred, and is imprisoned or placed under other physical restriction (such as house arrest) because of their political, religious or other conscientiously held beliefs, ethnic origin, sex, colour, language, national or social origin, economic status, birth, sexual orientation or other status.

### **Protocol**

A formal, legally binding supplement to a treaty or agreement.

### **Ratification of treaty**

A decision by a state to adhere to a treaty that it has signed and to be legally bound by its provisions.

*Related term: signature of treaty*

### **Recognisably criminal offence**

An offence that would be evidently criminal under international or national law.

### **Refoulement**

The expulsion or forcible return of anyone to a country where he or she would be at risk of serious human rights abuses. Refoulement is prohibited under international law.

*Related term: non-refoulement*

### **Refugees**

The UN Refugee Convention defines a refugee as a person who 'owing to well-founded fear of being persecuted for reasons of race, religion, nationality, membership of a particular social group or political opinion, is outside the country of his nationality and is unable or, owing to such fear, is unwilling to avail himself of the protection of that country'.

*Related terms: asylum seeker*

### **Rendition**

The transfer of people from one state to another or into the custody of another state, by state agents or others working on behalf of a government, using means that bypass judicial and administrative due process.

### **Reproductive rights**

The rights to decide freely the number, spacing and timing of children, to have the information and means to do so, and to attain the highest standard of sexual and reproductive health free of discrimination, coercion and violence.

### **Sections**

An Amnesty International section is a national or organisational body, usually supported by an office, which co-ordinates and develops the campaigning of Amnesty International groups and members within a country.

An Amnesty International structure co-ordinates and consolidates Amnesty International's campaigning and or organisation in a particular country or region, but does not meet the criteria for recognition as an Amnesty International section, usually in terms of member numbers or level of organisational development.

### **Signature of treaty**

The expression by a state of its intention to ratify a treaty.

*Related terms: ratification of treaty*

### **Solitary confinement**

Isolation of a prisoner or detainee from other inmates.

### **Special rapporteurs**

Fact-finding experts or representatives appointed by international or regional intergovernmental bodies to assess the human rights situation in specific countries or to report on specific themes.

### **State party**

A state that has ratified or acceded to a treaty and is legally bound to follow its provisions.

### **Summary executions**

Executions carried out after speedy and grossly unfair trials or without any judicial proceedings at all.

### **Summary trials, summary proceedings**

Speedy trials or proceedings often conducted without the normal procedural safeguards.

### **Three freedoms**

Freedom of expression, peaceful assembly and association.

### **Torture**

The UN defines torture as ‘any act by which severe pain or suffering, whether physical or mental, is intentionally inflicted on a person for such purposes as obtaining from him or a third person information or a confession, punishing him for an act he or a third person has committed or is suspected of having committed, or intimidating or coercing him or a third person, or for any reason based on discrimination of any kind, when such pain or suffering is inflicted by or at the instigation of or with the consent or acquiescence of a public official or any other person acting in an official capacity’.

### ***The Universal Declaration of Human Rights (UDHR)***

A milestone document in the history of human rights. It sets out, for the first time, fundamental human rights to be universally protected. It is not legally binding. Instead governments are expected to introduce laws and policies to make sure the obligations in the declaration are met.

*Related terms: The Declaration on the Rights of Indigenous Peoples*

### **Unlawful killings**

Killings that are unlawful by international human rights or humanitarian law and standards. The term can apply to killings committed by, or on the authority of, armed forces under the control of a government and to those committed by by armed groups.

### **Unlawful detention**

Unlawful detention means keeping in custody unlawfully. Under criminal law it means keeping or confining a person in custody without any lawful reason.

### **Urgent Action**

Amnesty International's Urgent Action Network provides an effective and rapid response to urgent situations involving prisoners of conscience, detainees, and other individuals whose human rights are being imminently threatened. Members of the Urgent Action Network compose and send letters, e-mails, and faxes to government officials who have the power to stop the human rights violations.

### **Violence against women**

Any act of gender-based violence that results in, or is likely to result in, physical, sexual or psychological harm or suffering to women.

### **War crimes**

Serious violations of international humanitarian law committed in either international or non-international armed conflict.

## 8. INDEX OF COMMON WORDS

### A

Aboriginal Peoples (always capitalise; do not use Aboriginal on its own)

acknowledgement

action centre

action group (not just group)

Adivasi

adviser

aeroplane

Afghan refugee

Al-Jazeera

al-Qa'ida

Alyawarr Peoples

Amnesty International (not AI)

Amnesty International Australia (not AIA or Amnesty Australia)

Asia Pacific (no hyphen)

Association of Southeast Asian Nations (ASEAN)

ASIO (Australian Security Intelligence Organisation)

asylum seeker (no hyphen)

Aung San Suu Kyi

Australian Human Rights Commission

### B

Bush administration

### C

cannot

catalogue

ceasefire

childcare

Claire Mallinson (Amnesty International Australia National Director since Oct 2007)

consul (refers to the person)

consulate (refers to the office)

cooperate

convenor (not convener)

coordinate

counter-terror (and counter-terrorism). Preferred to anti-terror

### D

decision-maker

Democratic Republic of Congo

Department of Immigration and Citizenship (DIAC)

developing country/nation and developed country/nation (as opposed to Third World and First World)

disappeared – or subject to enforced disappearance

dissatisfied

### E

email (no hyphen)

end user (noun) end-user (adjective)

enforced disappearance

equalled

### F

### G

Geneva Convention

grassroots (one word)

Grassroots Working Group

GO Program

Guantánamo Bay

guerrillas

### H

Han Dynasty (not Han dynasty)

healthcare (one word)

Hezbollah

homelands (one word)

Human Rights Defender (when used describing a person pledging money)

human rights defender (when used describing a person defending human rights)

**I**

ill-treatment  
 Indigenous (always capitalise)  
 inquire, inquiry (not enquire)  
 intercultural (not inter-cultural)  
 inter-governmental  
 International Committee of the Red Cross (ICRC)  
 International Criminal Court (ICC)  
 International Youth Parliament (IYP)

**J**

Janjawid  
 Julian Assange

**K**

Kandahar

**L**

lead-up  
 letter writing (two words)  
 LGBTI  
 login  
 long-term (adjectival as in long-term detention),  
 long term (meaning a long time)

**M**

Mainland China (not mainland China)  
 Médecins Sans Frontières  
 Middle East and North Africa (MENA)  
 modelled  
 multicultural  
 muslim (not moslem)

**N**

Naga City ('C' is upper case where used as proper noun; delete the word City if the place is well known ie do not use Tokyo City, Sydney City)  
 non-governmental organisation (NGO). In the first instance spell out non-governmental organisation (NGO)  
 northeast Asia

**O**

organised  
 organiser  
 online  
 offshore

**P**

Papua and Papuans (not West Papua or West Papuans)  
 Peter Benenson (founder of Amnesty International)  
 Powerpoint presentation (do not use Powerpoint on its own as this is copyrighted)  
 practice (noun), practise (verb)  
 pre-eminence  
 preventive (not preventative)  
 program  
 Province (cap P for proper noun use, eg Rayong Province)

**Q**

Qur'an

**R**

recognise  
 redesign  
 Refugee Review Tribunal (RRT)  
 Roma (noun) or Romani (adjective)  
 Rangoon (not Yangon)

**S**

Salil Shetty (Amnesty International Secretary General from June 2010)  
 self-defence  
 Shan Women's Action Network (SWAN)  
 shariah law  
 Shi'a  
 short-term (adjectival, as in short-term car park), short term (as in for a short period of time)  
 southeast Asia (not South East)  
 socio-economic

State (capital for proper noun eg Rakhine State) X-ray  
Stolen Generations (capital S and G and plural) **Y**  
Stop Violence Against Women campaign (SVAW) Yangon – do not use, use Rangoon  
stun gun (not taser. Taser is a brand name and can only be referred to as such and capitalised) **Z**

## **T**

Taliban  
Taser – no, use stun gun (see above)  
tear gas  
temporary protection visa (TPV)  
Tiananmen  
Timor-Leste  
Torres Strait Islander Peoples  
T-shirt

## **U**

Universal Declaration of Human Rights (UDHR)  
Uighur (not Uyghur)  
US (United States, no full stops; not USA)  
username (one word)  
Utopia homelands

## **V**

Vietnam (not Viet Nam)  
via – do not use, use through

## **W**

‘war on terror’ (always use single quotation marks)  
website (not Website, Web-site etc, also the web not the Web)  
WOMADelaide  
World War II  
worldwide (not world-wide)  
*Wire Australia* (italics for print, single quotations for web)

## **X**

## 9. ABBREVIATIONS

Abbreviations should always be used in full in the first instance with the abbreviation in brackets.

ADAM	Amnesty Digital Asset Management (online audiovisual database)
AI	Amnesty International (do not use this abbreviation)
AIDAN	Amnesty International document library (online database)
ASC	Activism support coordinator
ATT	Arms Trade Treaty
BRICS	Brazil, Russia, India, China, South Africa – emerging national economies.
CO	Community organiser
DP	death penalty
ESCR	economic, social and cultural rights
GI	global identity
GWG	grassroots working group
HIV/AIDS	human immunodeficiency virus/acquired immunodeficiency syndrome
HRD	human rights defender
HRE	human rights education
HRIAs	Human rights impact areas
HRIF	Human Rights Innovation Fund
IAR	Individuals at risk
ICM	International Council Meeting
IEC	International Executive Committee
IEP	Internet and E-communications Program
IFP	International Fundraising Program
IGO	intergovernmental organisation
IS	International Secretariat
ISOP	International Secretariat Operational Plan
ISP	Integrated Strategic Plan
LGBTIQ	lesbian, gay, bisexual, transgender, intersex and queer
MAV	Media and Audio-Visual Program
MENA	Middle East and North Africa
MSP	military, security and police (transfers)
NGO	non-governmental organisation
OP	Operational Plan
OSG	Office of the Secretary General
PD	Program Director
PEP	Policy and Evaluation Program
POC	prisoner of conscience
RAP	Reconciliation Action Plan

SEG	Supporter Engagement Group
SG	Secretary General
SIG	Strengthen Grow Inspire
SNOT	Schools Network Outreach Team
SVAW	Stop Violence Against Women (campaign)
TG	to government (correspondence)
UA	Urgent Action
UDHR	Universal Declaration of Human Rights
WOOC	work on own country
WWA	Worldwide Appeal

### **Abbreviations used by intergovernmental organisations**

ASEAN	Association of Southeast Asian Nations
CAT	UN Convention against Torture or Convention against Torture and Other Cruel, Inhuman Degrading Treatment or Punishment
CEDAW	UN Women’s Convention on the Elimination of All Forms of Discrimination against Women
CEDAW	UN Committee on the Elimination of Discrimination against Women. To avoid confusion with Convention on the Elimination of All Forms of Discrimination against Women (above), avoid abbreviating where possible.
CERD	UN Convention against Racism or International Convention on the Elimination of All Forms of Racial Discrimination
CRC	UN Children’s Convention or Convention on the Rights of the Child
ECHR	European Convention for the Protection of Human Rights and Fundamental Freedoms
ECHR	European Court of Human Rights. Avoid abbreviating to avoid confusion with European Convention on Human Rights (above).
ILO	International Labour Organisation
OSCE	Organization for Security and Co-operation in Europe
UNESCO	United Nations Educational, Scientific and Cultural Organisation
UNHCHR	United Nations High Commissioner for Human Rights
UNHCR	United Nations High Commissioner for Refugees or UN Refugee Agency
UNICEF	United Nations Children’s Fund