

*The Clan Lindsay Society
of Australia*

*2006 Publication
Style Guide*

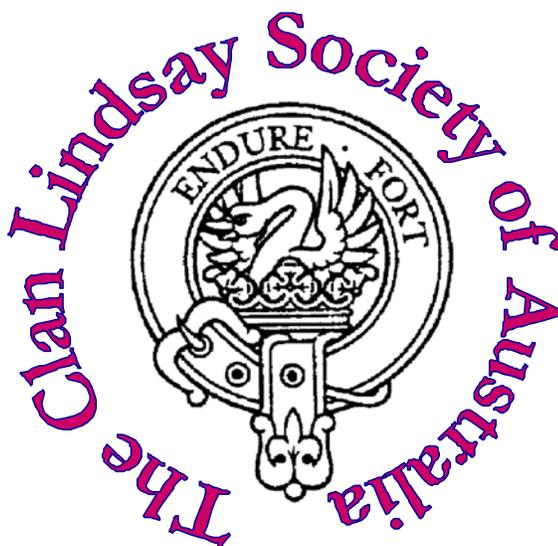


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For further details on writing and publication style, reference can be made to the latest edition of the *Australian Style Guide*, 9th edition, 2006. This book is available from all good booksellers.

1. *The Lindsay Blether* Style Guide

The title of The Clan Lindsay Society of Australia's regular newsletter is *The Lindsay Blether*' (3 words, always italicised). One return between paragraphs. *The Lindsay Blether's* colour scheme reflects the colours found in the Clan's tartan. Thus, the themes of maroon (represented by dark red), dark green (represented by normal green instead of bright green) and blue (dark blue as opposed to bright blue, teal and light blue) are used throughout the newsletter. This colour scheme presents a distinctive style, which is carried through into other publications.

The Lindsay Blether is printed double-sided, saving costs and trees.

1.1 Styles and uses

1.1.1 The title block

The title block for *The Lindsay Blether* should be three paragraphs (entered ¶) long. Each paragraph is aligned right. Paragraph spacing is 0 pt before and 0 pt after. Font is Garamond, bold italic, 48 pt, shadowed, dark blue.

The Clan Lindsay Society of Australia's logo should be aligned left. The picture should be formatted with no wrapping.

The third paragraph should have a customised border. The bottom frame only should have a 6 pt frame, double striped, with a thick stripe at the top and narrow stripe at the bottom. The border should be coloured green.

The fourth paragraph should contain our ABN, website details and email address in Garamond 10 pt bold. Text is black, except for webpage and email addresses, which are bright blue. Webpage and email addresses should be underlined. The webpage address should be preceded with a web symbol,  and the email address should be preceded by a computer symbol, . Spacing is 0 pt before and after. A tabbed space should separate all three items.

The fifth paragraph contains our postal address and phone contact details in Garamond 10 pt bold. Paragraph spacing is 0 pt before and after. The postal address should be preceded with a letter symbol, . The phone details should be preceded with a phone symbol, . The fifth paragraph should have a customised border. The bottom frame only should have a 6 pt frame, double striped, with a thick stripe at the top and a narrow stripe at the bottom. The border should be coloured green.

The sixth paragraph should be in Arial 12 pt bold, dark blue. The word "Newsletter" with a sequence number (numeric) following that word is

aligned to the left. The date of the edition (month – in words - and year - in numeric) should be tabbed to the right.

The title block is a single column.

This title block forms the basis for the title blocks of our *Annual Report*, *Surveys* and other similar documents.

1.1.2 The body of *The Lindsay Blether*

The body is presented in two columns. The text should be selected, and a column break (not a page break) inserted as the rule for this layout (thus resulting in two columns appearing directly below the title block). All text, including headings, have a space of 6pt before and after.

1.1.2.1 Headings

Do not put punctuation at the end of headings. Only the first word of a heading is capitalised, except for words that are proper nouns (for example, names of people or places).

Check your heading hierarchy is correctly reflected in your printout.

The lead article heading is in Garamond 28 pt bold, and is coloured dark red. It is aligned left.

All other main article headings are in Garamond 18 pt bold, and are coloured green.

The following headings are the general topics expected to appear in the newsletter, though in some instances they may miss an edition where there is no news or report. The Publications Committee may change titles from time to time.

- Lead Article (title to suit text)
- Flowers of the Forest
- The Family Tree
- Letters
- Music in Review
- Gatherings n' Games
- Upcoming events
- The Heelun' Coo
- Board of Management Reports
- Committee Reports
- Cultural Corner
- Election News
- General Interest Feature
- Historical Feature
- Genealogy Corner
- Deadlines
- Editorial

Subheadings are in Garamond 12 pt bold, and are coloured dark red.

The template in this *Style Guide* has suggestions from past editions of *The Lindsay Bletcher*.

1.1.2.2 Text

The standard font for text is Garamond 12 pt, in black.

Editor’s comments are in Garamond 12 pt, italic in black.

Action items are in Garamond 12 pt bold in black.

Contact details are in Garamond 12 pt bold in black.

Extracts from letters, articles, magazines or other documents are in Garamond 11pt, in black. Italics may be used where a second document is also being extracted within the same article, making it easy to distinguish between the two documents.

Historical extracts may use an ‘Old English’ font to represent the documents ancient origins.

1.1.2.3 Tabs

Generally, tabs should not be used to indent the left margin. If absolutely necessary to indent, select the text and move the triangles in the ruler that control the margin. Tabs can be used to format tabular information, for example, a fees list.

1.1.2.4 Language

Use “they” in the singular (for he or she); there are good historical precedents (see *Shorter Oxford Dictionary*). Ensure your articles are not suggestive of stereotypes for sexes, regions, country of birth, and so on.

1.1.2.5 Page breaks

Try to avoid incomplete paragraphs or a colon at the bottom of a page. Breaking a bullet list is okay. If in doubt, more white space is okay as this adds to readability (and this is very important for our older members!).

1.1.3 Spelling and punctuation

The reference for spelling is the *Australian Concise Oxford Dictionary*, 2nd edition, Oxford University Press, Melbourne, 1992. This dictionary also helps with capitals, italics and hyphens. The word list should only contain words that are not the preferred forms in this dictionary.

1.1.3.1 Capital letters

Capitals disrupt the flow of reading and should be kept to a minimum.

Generic terms do not need capitals, for example:

- clans
- clanfolk

Proper nouns (names of places, people and societies) require capitals.

- Edinburgh
- The Clan Lindsay Society of Australia
- Byres of Tonley

1.1.3.2 Abbreviations

Keep abbreviations to a minimum. Our newer readers are not likely to understand their meaning, and they break the flow of reading. When using an acronym or abbreviation, spell out the full word when it first appears in the text, and enclose the abbreviation in brackets. An abbreviation should never be used in a heading (unless indicating a person's degrees or awards).

The following abbreviations should always be spelt out fully:

- That is (not ie.)
- For example (not eg.)
- And so on (not etc.)
- Per cent (not % unless in a table or equation)

1.1.3.3 Hyphens

Keep hyphens to a minimum. Leave them out of prerequisites, but include them in co-requisites. Use hyphens with these words:

- -based
- -related
- non-
- pre-Highland clearances

Use your discretion for other compound words. Refer to the word list or the dictionary.

1.1.3.4 **Italics**

Italics are used for the full titles of Acts of Parliament (including the date), books and journals. Do not use italics or inverted commas for emphasis (use bold instead).

Use full titles of publications, for example, *Collins Pocket Reference: Scottish Surnames*, *The Lindsay Bletcher*, and *2006 Publication Style Guide*.

The presentation of italics on screen can be misleading. Check that there is only one space before and after an italic section.

In calculations, use *less*, *plus*, *minus*, *divide*, *multiply*.

1.1.3.5 **Bold**

Use bold for words being defined and for occasional emphasis. Bold should also be used to indicate to the reader that an action is required of them (for example, when specifying the place, date and time of an event).

1.1.3.6 **Spaces**

One space after all punctuation. One space before metric symbols, for example, '25 km'.

No space before colon, for example, 2:

No space inside parentheses (), or on either side of backslashes \, or forward slashes /.

1.1.3.7 **Inverted commas, quotation marks**

Use "quotation marks" for direct speech, for quoting words taken from a document or article, or to other references to specific words spoken or written.

For example, She said, "What?"

Use single, curly 'quotation marks' and apostrophes to indicate when a word or phrase is being defined or explained, or where there is a quotation within your main quote. Sometimes quote marks are displayed the wrong way around; check on your printout.

Do not use inverted commas or quotation marks if the quote is longer than a single paragraph. Introduce longer quotes with a colon in the preceding paragraph, and indent the quote, using 11 pt font.

1.1.3.8 **Other punctuation**

Use a spaced **en dash** (–) for dash (found in Insert Symbol, Special Characters).

Follow 'Note' with a colon, space and capital. No indent. For example:

Note: The author of this article accepts no responsibility for its historical accuracy.

1.1.3.9 Numbers

In article text, spell out numbers up to and including nine, except for numerals for money and percentages. In tables, use numerals.

Replace commas with non-breaking spaces (found in Insert Symbol, Special Characters). Group numerals in sets of three, except four figure numbers, for example:

- Balance: \$33 567 (not \$34,567)
- *Less:* \$1000 (not \$1,000)

In tables and columns, put a space in four-figure numbers so they line up with larger numbers above and below.

Use:

- 50/50 chance
- 90 day period

Only use % symbol in tables and equations. When spelling out per cent in text, always use a non-breaking space between the figure and per and between the two words.

Use 'x' for multiply, '/' for divide, '-' (en dash) for minus. Spell out fractions, for example, one-third, or use an equation. Use one space on either side of the operators '+', '-', '=', but not for '/'. Line up '=' signs down the left-hand margin.

Use metric units (kilograms, kilometres, hectares) except in historical cases or when referring to the system currently in use in a particular country. Put the metric equivalent in brackets for those of us who are only familiar with that system. Use standard metric symbols, where using abbreviations (such as km, mL, ha)

Using first, second, 31st, 35th, is permitted when indicating the position in which something occurs. It should not be used in dates.

1.1.3.9 Dates

The correct order for referring to dates is by day/month/year. For example, 1 January 2006. To refer to the day and date, the correct order is the day, followed by a comma, then the date. For example, Saturday, 17 June 2006.

If talking about a fiscal year, use 2000-01 year, not 1998-9 or 1990/91.

Leave commas out of dates, for example:

- 1 January 2001
- pre-1 November 1715

Abbreviated dates can be used in tables to save space (26.01.01)

1.1.3.10 Money

‘\$’ assumes Australian currency. ‘A\$’ is used if there are other currencies mentioned, for example ‘US\$’, ‘£’ or ‘¥’. When referring to an amount under \$1.00, use the cents symbol, for example, 45¢, unless in a table, then use decimals.

In tables containing monetary figures, put \$ at the top of the column only. In other columns of money, only use \$ beside the top figure and for the total.

Where money figures are along one line, put \$ in front of each figure.

Always put the decimal point and cents in a dollar amount, for example, \$1.00 or \$12.50. Never \$1.

1.1.4 General page layout and formatting

1.1.4.1 Lists

All lists should be dot bullet points or, where logical, numeric bullet points. Where the bullet points complete a sentence or each point is a very short sentence or a phrase, start each point with a lower case letter and put a full stop only after the final point. Avoid full sentences within otherwise unpunctuated points; use a semi-colon or a dash instead.

Only use **and** or after the section last point where necessary for meaning. If the initial part of the sentence ends with **either**, use **or** after the first point (there should only be two alternatives).

Where the initial sentence is a complete sentence and each of the points is a complete sentence, use a full stop after the initial sentence and a capital letter at the beginning of each point and a full stop at the end of each point.

Where the points are steps or a process or are referred to separately in the text that follows use Arabic numbers for bullets. Use Numbers for primary points, then letters for subsidiary points. Put a full stop after each number.

For example:

1. Insert text
2. Format text
 - (a) Set Font
 - (b) Set indent, paragraph and line spacing

If a list looks more like a table (that is, it has columns), put a full stop at the end of the sentence before the list. Punctuate the list like a table.

1.1.4.2 Paragraph spacing

One return between paragraphs. Paragraphs should normally be spaced 6 pt before and after.

Spacing before and after dot bullet points should be 0 pt, where the text for each dot point fits on a single line. Where the text is more than a single line, 6 pt spacing should be before the first dot point and after the last, with 3 pt spacing before and after in all other places.

Where a list has sub points, 6 pt spacing should be used before the first point and after the last. 0 pt spacing should occur between a main point and all of its sub points. 6 pt spacing should occur after the last sub point and before the next main point.

1.1.4.3 Borders and boxes

If possible, avoid using boxes. Boxes tend to disrupt the layout and cause auto-formatting to occur, especially when they cross a page break.

1.1.4.4 Tables

Generally, tables would not be used in the Lindsay Blether, as it will cause formatting errors in the column set up.

Use tabs to develop the columns for a table, rather than the table function. This will mean that flowing across pages will not cause formatting problems.

Where tables are required, the table title should aligned to the left, be in Garamond 12 pt bold and be in dark red. It should have 6 pt paragraph spacing before and after.

The column headings should be in Garamond 12 pt bold in green. There should be no paragraph spacing before or after. There should be a single line (Customised border function) ½ pt lower frame, in dark red under the column headings. The tabs should be middle aligned, centering over the position for the column text.

The column text should be aligned left in the left hand column, centre or middle aligned for middle columns, and right aligned in the right hand column. It should be Garamond 11 pt in dark blue. It should have 6 pt paragraph spacing before and after to assist the reader across the page. The final row should have a single line (Customised border function) ½ pt lower frame, in dark red under the last line of text.

Membership List

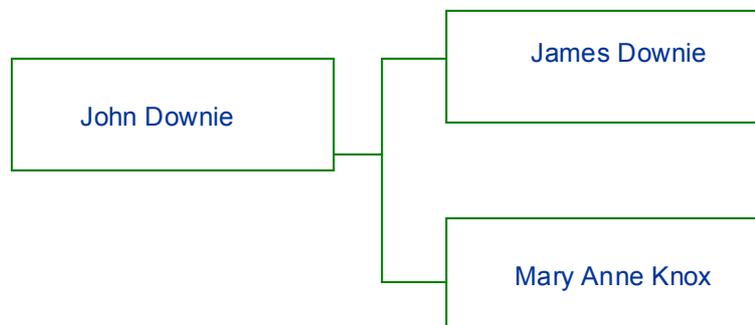
Name	Membership type	Cost
------	-----------------	------

Lindsay Cobb	Individual	\$20.00
Morag Deuchar	Pensioner	\$10.00
Angus Affleck	Student	\$10.00

1.1.4.3 Diagrams

Diagram Heading text is in Arial, 12 pt bold, in dark red. Diagram Body text is in Arial 10 pt in dark blue. Lines, boxes and arrows in diagrams are in green or dark green.

Family Tree



1.1.4.4 Pictures and illustrations

Our members have expressed a desire for pictures and illustrations in their newsletters and other publications. Accordingly, editors should make an effort to include relevant pictures as often as possible. These may be photographs of persons and things connected with the clan, a particular story, diagrams or illustrations.

As *The Lindsay Bletcher* is photocopied and posted to most of our members, care should be had to ensure that the photographs and illustrations continue to be clear when photocopied. Photographs of people and places will usually be converted to 'greyscale', to ensure the picture quality survives the photocopying process. Complex illustrations and diagrams should similarly be converted to greyscale. However, some illustrations and some photographs are simple enough to reproduce without reducing the quality of the final product. These photographs and illustrations can be included in colour versions - which will also enhance the appearance of the newsletter to those who receive it electronically.

Pictures should have a line of explanation, unless self-evident.

Use images from PowerPoint if they will brighten up the overall look of the document – but keep them relevant and no more than one or two per page.

1.1.4.5 Headers and footers, and page numbers

There are no Headers or Footers in *The Lindsay Blether*, apart from the page numbers.

Page numbers are included on the bottom, outside corner. A page number is shown on front page.

1.2 Drafting *The Lindsay Blether*

1.2.1 Draft versions - version control

Each draft of an edition of *The Lindsay Blether* should be saved as a file indicating the date of the last revision.

For example, 'News#15 v1', and 'News#15 v 2', and so on.

When the final draft is cleared (spelling and formatting checked, pictures converted where necessary), and ready for production, it will be converted to a PDF file to reduce its size. This version will be the official version of that edition of *The Lindsay Blether*, and will remain in the archives.

1.2.1.1 Length of *The Lindsay Blether*

Each edition of *The Lindsay Blether* should be no less than 12 pages, and preferably not exceeding 18 pages unless there is a special occasion. The ideal length is 14-16 pages. Even numbered editions are preferred, unless the final page is a tear-off page, for example, a form to fill out for an excursion.

If the editor finds they have an over-abundance of material, they may select some material for transfer to a later edition of *The Lindsay Blether*. The comments section of the *Newsletter Roster* should be noted, so that efforts in creating articles are not duplicated.

1.2.1.2 The template

The template begins on the following page. It shows some of the suggested headings, and provides guide to formatting the document. The graphics may be changed to suit the contents of the newsletter.



The Lindsay Blether

ABN 55 506 921 427 www.clanlindsay.org.au info@clanlindsay.org.au
PO Box 1068 CIVIC SQUARE ACT 2608, Australia 0414 253 724 or leave a message at (02) 6238-0290

Newsletter 15

April 2006

Lead Article

- We're Official
- A thousand welcome to our members
- Election time!
- The Crawford family
- The Clan Commander's Christmas Message
- The Declaration of Arbroath
- Affleck family
- Which badge?
- Scotland's last Royal wedding
- Annual General Meeting soon!
- The Lindsays of Crete
- A short history of the Byres
- The John Downie Memorial Grant
- Happy Christmas and a Merry New Year!
- The John Downie Memorial Grant

Name of the person who submitted the article

Flowers of the Forest

***John Downie - 1928 (Fife, Scotland)
to 1997 (Sydney, Australia)***

Nigel Wilkinson

***George Francis Lindsay (15 March
1895 - June 2001)***

***William Lindsay (2 September 1877 -
October 1918)***

***Sir Ronald Lindsay of Dowhill, 2nd Bt
x2***

Alice Lindsay

Vale Denis Lindsay

Name of the person who submitted the article

The Family Tree

This section of our Newsletter introduces new members of the Clan. If you know of any recent births or marriages, we would love to include them in this section!

Welcome to:

- Angus John Dillon
- Leila Jayne Patch (24 June 2002)
- Brock Wesley Batey
- Sienna Lily Palamara (12 April 2005)
- Tobias and Oscar Lindsay (16 July 2004)
- Ailsa Mary Bader Lindsay (14 October 2005)
- Kemp William Seville (28 December 2005)

Congratulations to:

- Jane O'Keefe (married member John Nunan)
- Nadia Lea Hickson and William Frank Seville on their marriage on 29 April 2006

- Best wishes from all o' us, Shirley Lindsay

Name of the person who submitted the article

Letters

Name of the person who submitted the article

Music in Review

- Battlefield Band
- Wrigley Sisters
- Burach
- Dick Gaughan
- Fine Friday
- Singing in Gaelic (opportunity to join choir)
- Steeleye Span
- Reynardine

Name of the person who submitted the article

Book Reviews

- No Great Mischief - Alistair McLeod
- Cross Stitch and other novels - Diana Gabaldon

Name of the person who submitted the article

Gatherings n' Games

Reports on those attended and those coming up! Those that are coming up are listed before the reports on the ones we've attended.

Date:

Place:

Cost:

Bring:

Name of the person who submitted the article

The Heelun' Coo

Does anybody have any second hand Lindsay tartan items for sale? You can list them in the Heelun' Coo.

Name of the person who submitted the article

Board of Management/Committee Reports

- The insurance blues...

Name of the person who submitted the article

Report on the Postal AGM

- Which motions got up, and which didn't...

Name of the person who submitted the article

Election news/Elections and AGM/ Introducing your new Board of Management

Name of the person who submitted the article

Cultural Corner

Quizzes, poems and so on - Lindsay Tartan contest.

Name of the person who submitted the article

Scottish humour

Name of the person who submitted the article

Cooke's Corner

- Baps
- Scotch Broth
- Athole Brose
- Stovies
- Cullen Skink
- Abernethy Biscuits
- Colcannon
- Pot haggis
- Neaps
- Scotch pies
- Ormidale Steak Pie
- Cock-a-Leekie soup
- Ecclefechan Butter Tart
- Aberdeen Angus, MacAlpine, Atholl Brose, Het Pint, Christmas Cheer, Christmas Toddy, Scotch Mist, MacLaran, Clansman's Coffee
- Finnan Haddie

Name of the person who submitted the article

Scottish Handicrafts

- Lindsay tartan crochet rug
- Crawford tartan crochet rug
- Angus District tartan crochet rug

- Black Watch tartan crochet rug

Name of the person who submitted the article

Member's story

- David Lindsay of WA
- Noel & Shirley meet Alex and Bette
- Susan's trip back home
- Susan's granny tales
- Happy 111th Birthday Alice Lindsay!
- Alexander Crawford

Name of the person who submitted the article

General Interest Feature

- The Great Highland Bagpipe - a Clan tradition
- What should ye wear?
- Traditional wedding outfits
- Women with passion can apply here
- Southland no-more
- The Domestic Annals of Scotland - the Reign of James IV, 1578-1585

Name of the person who submitted the article

Historical Feature

- The early Lindsays
- The first recorded Clan member in Australia
- A Snapshot of Scottish history
- David Lindsay, explorer!
- 1776 Almanac
- World War I, the Lindsay Clan at war
- Demography and the movement of people
- 16th Century life
- Making news 105 years ago
- The Lindsays of Creswick
- Lindsay women of Port Albert
- A short history of the Australian Afflecks
- Odd spots (history of the clan)
- The Crawfords, the Villa Palmieri and the Protestant Cemetery in Florence
- James Bowmen Lindsay 1799-1864

- David Lindsay, Explore, post-script
- Historical Scotland - Downies, heirs of the Stewarts
- The history of the Lanarkshire and Northern Irish Downies
- State records of NSW, Colonial Secretary Index 1788-1825

Name of the person who submitted the article

Heraldry/Genealogy Corner

- Clan Lindsay VCs
- DNA testing of Lindsays
- DNA and the Lindsays
- International DNA Project
- A message from the international DNA project coordinator
- Births, deaths and marriages ... clan firsts for NSW
- Crests & Crest-badges
- Heraldry lecture by Mrs Elizabeth Roads
- Heraldry lecture by Sir Conrad Swan

Name of the person who submitted the article

Clan Society Address Details

Our contact details are in the letterhead.

Deadlines

We welcome all contributions from our clanfolk. If you have something of interest that you would like to share with us, please send it to 'The Editor', at the addresses in the letterhead. We will include it in the next available edition of *The Lindsay Bletter*.

Editorial

Until next time, keep yourselves well!

Teresa Bostle

2. Style Guide for other publications

2.1 Styles and uses

From time to time, The Clan Lindsay Society of Australia will produce other documents, including Ballot papers, Annual Reports, Surveys, Promotional Brochures and other documents. Generally, these publications should reflect the scheme and layout of our major publication, *The Lindsay Bletter*.

The publication's colour scheme should reflect the colours found in the Clan's tartan. Thus, the themes of maroon (represented by dark red), dark green (represented by normal green instead of bright green) and blue (dark blue as opposed to bright blue, teal and light blue) should be used throughout the publication. This colour scheme presents a distinctive style, exclusive to The Clan Lindsay Society of Australia.

It is permissible for bulk printing documents to lay out a colour scheme in black and white, as this is generally cheaper for printing.

For webpages and other presentations, The Clan Lindsay Society of Australia, and other headings, may be done in Kelt Font, bold and coloured green. The size and whether it uses shading depends on the page or presentation.

2.1.1 The title block

The Title Block for all publications referring to, produced by or advertising The Clan Lindsay Society of Australia should have The Clan Lindsay Society of Australia logo inserted into the title block. A description of the purpose of the publication may be included in the title block, where the title is not self-evident. The title block must include our ABN, address and contract details, plus a reference to the edition and date of publication.

The title block for other publications should be three paragraphs (entered ¶) long. Each paragraph is aligned right. Paragraph spacing is 0 pt before and 0 pt after. Font is Garamond, bold italic, 48 pt, shadowed, dark blue. However, it is acknowledged that some flexibility in managing the formatting of other publications may be necessary due to the nature of the document and the length of titles or descriptions.

The Clan Lindsay Society of Australia's logo should be aligned left. The picture should be formatted with no wrapping.

The third paragraph should have a customised border. The bottom frame only should have a 6 pt frame, double striped, with a thick stripe at the top and narrow stripe at the bottom. The border should be coloured green.

The fourth paragraph should contain our ABN, website details and email address in Garamond 10 pt bold. Text is black, except for webpage and email addresses, which are bright blue. Webpage and email addresses should be underlined. The webpage address should be preceded with a web symbol,  and the email address should be preceded by a computer symbol, . Spacing is 0 pt before and after. A tabbed space should separate all three items.

The fifth paragraph contains our postal address and phone contact details in Garamond 10 pt bold. Paragraph spacing is 0 pt before and after. The postal address should be preceded with a letter symbol, . The phone details should be preceded with a phone symbol, . The fifth paragraph should have a customised border. The bottom frame only should have a 6 pt frame, double striped, with a thick stripe at the top and a narrow stripe at the bottom. The border should be coloured green.

The sixth paragraph should be in Arial 12 pt bold, dark blue. A descriptor word or phrase, indicating its place in the order of the publication (for example, “First Annual Report”, or a name with a sequence number (numeric) following that word, is aligned to the left. The date of the edition (day - number, month – in words, and year - in numeric) should be tabbed to the right.

The title block is a single column.

2.1.2 The body

The rules for text and formatting of Annual Reports, Surveys, Manuals, Style Guides, Official Letters, Minutes and similar publications are the same as those for *The Lindsay Blether*.

Text for all other publications (for example, The Constitution, Ballot Papers and notification of Election Results) is in Arial 11 pt. A space of 6 pt before and after should be included.

The rules for punctuation, numbering, formatting and layout are those found in the Style guide for *The Lindsay Blether*.

2.1.3 Listing the eligible surnames

The surnames of eligible members are always listed in alphabetical order, indicating that there is no preference given to those possessing (or descended from someone possessing) a particular surname.

- Affleck/Auchinleck
- Byers
- Cobb
- Crawford
- Deuchar
- Downie
- Fotheringham/Fotheringhay
- Lindsay
- Rhynd/Rhind
- Summers/Sumner

The two alternatives Summers and Sumner should always be listed. The other alternatives are generally understood, and need not be listed, though it is appropriate to alternate through the differing spellings across a range of publications.

Where possible, the full title of the Society should appear in the sentence directly before the list of eligible surnames, thus awarding the Society's name suitable prominence.

“you may be eligible to join **The Clan Lindsay Society of Australia** if your surname is Affleck, Byers, Cobb, Crawford, Deuchar, Downie, Fotheringham, Lindsay, Rhynd, Summers or Sumner (or an alternative spelling of these surnames).”

2.1.4 Preferred word list

This is a list of preferred forms. It does not include words where the preferred form is in the form given in the *Australian Concise Oxford Dictionary*.

A	Acknowledgment	De facto (not italics)
	All day	Duty-free
B	Backup (noun)	E
	Bank-draft	Ex-husband
	Bi-monthly	F
	Bypass	Federal
C	Colour	Full-time
	Cooperate	G
	Coordinate	Give-away
	Co-ownership	H
	Customs	Halfway
D	Database	Hands-on
	Daughter-in-law	Highlander (capital); Highlands (when referring to the Scottish or NSW Highlands) or highlands (general)
		IJK

	In-house		Prerequisite
	In kind		Pre-war
<i>L</i>			Prime Minister
	Labour		Print-out
	Long-term		Pro rata
	Long-standing		Program
<i>M</i>		<i>R</i>	
	Moneys		Rolls-Royce
	Multi-colour	<i>S</i>	
<i>N</i>			Second-hand
	New South Wales or NSW in addresses		Short-term
	Non- as the first part of a compound word		Standby
	No one		State
<i>O</i>		<i>T</i>	Straightforward
	One-off		
	Outgoing		Territory
<i>P</i>		<i>U</i>	Time frame
	Paid-up		Underpaid
	Part-time		Upkeep
	Pay-day	<i>V</i>	
	Per cent		Vice President
	Postwar	<i>WXYZ</i>	
	Precondition, predetermined, predecease, prepaid, prepayment		Worldwide
			Worn-out