

DANZ Writers Style Guide

The aim is to produce publications with a clean and consistent style and layout. Submitted articles should have minimal formatting – No indents, tabs, underlining etc.

Language

- Spelling in New Zealand English (not US English) e.g. organisation not organization.
- Māori language – use macrons.
- Avoid abbreviations, especially NZ.

Quote marks

- “double quotation marks” when quoting speech. ‘single quotation marks’ for quotes within quotes.
- ‘single quotation marks’ to emphasise expressions/idioms or words e.g. Creative New Zealand will be looking at ‘in kind’ support as well.

Titles

- Titles of publications, art & dance works and events in *italics*
- Job/position titles should have initial capitals when following a name. e.g. Linda Lim, Communications Manager but not when used descriptively e.g. Linda Lim became Communications Manager of DANZ.

Numbers

- Spell out one to nine. Write 10 and above in figures.

Dates

- 16 April 2004 (only use numbers, don’t use ‘5th’ and ‘3rd’), Festival of Contemporary Arts, 14–16 July 2009 at the Arts Centre

Websites and email

- Don’t underline web or email addresses.
- No full stop after web address even at the end of a sentence.
- Omit ‘http://’, e.g. www.danz.org.nz

Interviews

- For interviews in the question and answer format, questions will be in bold.

Names

- Use first name/Christian name and surname on first mention. Thereafter use just first name.
- Spell acronyms on first mention, with abbreviations in brackets e.g. New Zealand Association of Dance Teachers (NZADT). Thereafter use either full name or acronym.

Image credits

- In capitals, next to the photo, in the format:
JON TRIMMER IN THE ROYAL NEW ZEALAND BALLET’S *DON QUIXOTE*, 2008
PHOTO: MAARTEN HOLL

GATHERING CLOUDS BY NEIL IEREMIA
PHOTO: DUNCAN COLE