

SSAA TERMINOLOGY & STYLE

When writing for SSAA Publications, please use the following as a starting point:

- Animal species in lowercase, except for proper Latin names (always in italics) or when named after a geographical location (such as German shepherd, African gemsbok)
- a SSAA member = not an SSAA member (we say 'double S double A' out loud – not S.S.A.A)
- the Association = when referring to the SSAA only
- and/or = not and or
- dollars written as \$US100 or \$AU100 = not US\$100 or AU\$100
- numbers one to nine are spelled out, 10 and up are written as the number
- dates written as August 25, 2000 = not 25 August 2000
- years written as 2005/06 = not simply 2005/6
- Abbreviations
- bar = pressure (one space between number and measurement)
- bench rest (rest for gun)
- Benchrest (discipline)
- black powder (the powder)
- Blackpowder (shooting)
- bolt-action
- Capitalise position titles within the SSAA (CEO, National President, Secretary) and lowercase titles
- chequering/chequered
- cm = centimetre (no space between number and measurement)
- dB = decibels (one space between number and measurement)
- Down the Line (discipline)
- eg, and ie, (no full stops, but one comma)
- fewer (not less or lesser) holes, fewest (not least) holes in the target
- fewer than (for countable numbers) and less than (for mass numbers)
- fps = feet per second (no space between number and measurement)
- ft-lb = foot pounds
- g = gram (no space between number and measurement)
- gr = grain (no space between number and measurement)
- handload/-ing
- Inc (no full stop in abbrev)
- machine gun (two words)
- Inc = Incorporated (no full stop)
- kg = kilogram (no space between number and measurement)
- km = kilometre (no space between number and measurement)
- lb = pound (no space between number and measurement)
- licence (n) = permit
- license (v)
- licensed shooters
- licensing laws

- m = metre (no space between number and measurement)
- nm = nanometer (no space between number and measurement)
- Nm = Newton metres (one space between number and measurement)
- sq ft or sq m = square feet or metres (one space between number and measurement)
- phone numbers written as 1800 555 777 = no space between 1 and 8
- phone numbers written as 08 8272 7100 = no brackets around 08
- The *Australian Shooter*, *Australian Hunter* etc = in full and in italics, not with quote “ ” marks
- The Australian Government or Commonwealth Government (government is only capitalised when referring to a specific country. No capitals are required when talking about a government in general. Same principle for state government)
- one in 10” twist (not 1-10” twist)
- 38th (not 38th) = the ‘th’ is not superscript
- \$7.50ea
- (The) state governments...
- (The) state of SA
- (The) states and territories...
- .30-calibre bullet or .30 cal - always with the period (.) in front of the number
- 10-thousandths of an inch
- 100g
- 10mm-08
- ½ MOA
- 1lb 2oz - no space after numbers
- 2005-06 - use '06, not just 6
- 20-gauge gun
- 20gr (bullet)
- 2-Gun, 3-Gun, 4-Gun - not Two-Gun, Three-Gun, Four-Gun
- .22LR
- .22-250 (not #.22/250)
- 3-die set
- 3-Pos (Positional)
- 3-9x40/3-10x40 for scopes - no # between numbers
- 3-volt battery (or 3v)
- 6mm calibres
- 7mm BR
- 17HMR
- 1000fps (feet per second)
- 8000 sq ft (use spaces)
- 65-year-old
- 30-yr warranty
- 4-5 hrs' drive
- .30-calibre bullet
- 12-gauge shotgun
- 20-grain bullet = hyphenated (20gr preferred)
- 20 grains left over = no hyphen
- 6mm calibres = no spaces between number and measurement
- 65-year-old
- 30-year warranty
- 5-Stand (not Five-Stand)

- fore-end
- palmswell
- past (don't use last)
- Picatinny
- rule book
- US (not U.S.)
- World War One (first mention) then WWI, WWII

Embellishments

- Books and newspapers are italicised with no quote marks
- Stories and articles are put in single quote marks
- Only use double quotes when something has been said using words out loud
- Use single quote marks when something had been thought

Don't include

- silencer – use suppressor instead
- sniper – use target
- anti-aircraft/tanks
- armour piercing (only collectors)
- tracer rounds (only collectors)
- weapons – use firearms instead