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Monash University editorial style guide A to Z index. Find out more about our writing conventions like abbreviations, academic terms, titles, accessibility

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Keep your average sentence length short Your average sentence length should be 15 words or fewer. This doesn't mean no sentence should be over 15 words - variety in sentence length creates rhythm and interest. But remember, short sentences are easier for the reader to absorb.

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Punctuation Addresses. Set out addresses without punctuation at the end of a line and don't use shortened forms. Melbourne, Victoria... Ampersands. Avoid ampersands. ... Use 'and' instead. You should only use an ampersand where it forms part of an... Bullet points. End the introductory phrase ...

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nouns, such as Methodist Ladies' College, retain their own apostrophes.) Contractions.

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Monash University Publishing

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