AUSTRALIAN CRIMINAL INTELLIGENCE COMMISSION

Writing Style Guide

2023

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Part 1: Writing and tone

Plain language

Use everyday words and grammatical structures that are widely recognised and understood. You may need to use technical language occasionally, but avoid jargon. Write for your average reader, not for yourself. Wherever possible:

- use everyday words
- avoid using agency jargon or obscure words and phrases
- keep abbreviations, acronyms and legal or technical terminology to a minimum
- vary sentence length and avoid long, complex sentences
- be precise
- use personal pronouns such as 'we' and 'you' to engage the audience (except in formal writing)
- choose words that respect all people, including their rights and their heritage
- choose simple words, not complicated expressions
- keep words and phrases with special meaning to a minimum.

Plain language uses familiar words and expressions but is not simplistic or childish. If your reader needs technical or legal details, include them, but remember, even if your audience is made up of lawyers, management or technical people, you should write clearly and simply. Complex technical and legal documents can be written in plain language while maintaining legal accuracy. Good official writing can be both accurate and clear.

Plain language is effective because it focuses on the message, uses only as many words as necessary and avoids jargon and complex language. A plain language document is logically organised and can be understood on first reading.

Sentences

- Vary your sentence structure to suit the content.
- Construct positive, unambiguous sentences.
- Use fewer than 3 adjectives or nouns at a time.

See also *Appendix A: Preferred words and phrases* on page 43.

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Active voice

Our agency prefers the active voice to the passive voice. In an active construction, the doer goes first:

- Active: The delegate signed the contract this morning.
- Passive: The contract was signed this morning by the delegate.

Active voice puts the doer at the start and what was done at the end of the sentence.

To write in active voice, find the doer and start your sentence there:

- The apple was eaten by John.

In this passive construction, John is the doer. To make the sentence active, start with John:

- John ate the apple.

Active voice encourages the use of stronger verbs. It is clearer, more direct and requires fewer words. It can be easier to read than passive voice and is less open to misinterpretation.

Acronyms

Avoid acronyms unless they improve the clarity of your writing. Use an acronym only when:

- you are going to use it more than twice in your document – otherwise, it is simpler to write the term out in full or use another word
- there is no chance the acronym could be confused with another acronym used in the document.

Beware of overusing acronyms and abbreviations unless they are very widely known; they can clutter your text and confuse the average reader.

If you need to use an acronym, spell out the term in full the first time it appears in the text (not the heading), followed by the acronym in brackets:

- Australian Criminal Intelligence Commission (ACIC)

Easily confused words

Affect/effect

Affect is a verb meaning 'to cause change'.

- The decision affected the investigation.

Less commonly, 'affect' can be a verb meaning 'to move emotionally'.

- It was a profoundly affecting moment.

Affect can also be a noun meaning 'mood' or 'emotion', as in 'affective disorder' (mood disorder).

Effect is usually a noun meaning 'a change caused', 'a result' or 'a consequence'.

- What effect will the changes to the National Firearms Agreement have on gun ownership?

However, *effect* can also be a verb meaning 'to bring about'.

- This effected a new direction in the investigation.

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Alternate/alternative

Alternative and *alternate* are not the same. The adjective *alternate* means every second thing in a series. The noun *alternative* means one of a number of possibilities.

- We had to take an alternative route.
- I visit on alternate days.

Confirm/affirm

Affirm means to assert, insist or avow. *Confirm* means to verify, substantiate or prove. You do not affirm that you received an email, you confirm it. *Affirm* is often used in legal proceedings.

- I confirm that I received your email.
- I took an affirmation.

Compared to/with

Use *compare with* when you are highlighting differences or contrasts:

- Compared with last year's figures …

Use *compare to* for likenesses:

- She compared her maths teacher to her English teacher.

Continual/continuous

Continual means 'recurring often':

- The dog barked continually.

Continuous means 'non-stop, without interruption':

- The tap dripped continuously.

Discreet/discrete

Discreet means wise, restrained or cautious. *Discrete* means separate or distinct.

Enquiry/inquiry

Use enquiry for informal queries. Use inquiry when referring to formal investigations:

- He had an enquiry about the parliamentary inquiry.

Forward/foreword

The introductory material sometimes written by a minister or CEO for a publication is a foreword. Forward is the opposite of backwards.

However (but)/however (in whatever way)

The word however is commonly misused. It can be an adverb meaning 'but' or 'despite that' or a conjunction meaning 'in whatever way', but each must be punctuated differently.

Where it means 'but' or 'despite that', it should follow either a semicolon or a full stop and it should also have a comma after it:

- The figures are interesting; however, they are not from a reputable source.

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- The figures are interesting. However, they are not from a reputable source.

Where the word means 'in whatever way', it should have a comma before it but not after:

- The figures are interesting, however they were arrived at.

Its/it's

Do not confuse *its* and *it's*. Use *it's* only when it means 'it is' or 'it has'. *Its* means 'belonging to it'.

Licence/license

Licence is a noun, but license is a verb. It may help to know that words with an 'ed' or 'ing' ending are usually verbs.

- He is licensed to drive a truck
- She has a firearm licence.
- We discussed firearm licensing.

Practice/practise

Use *practice* as a noun and *practise* as a verb:

- Doctors have a medical practice, but they practise medicine.
- This is our usual practice.

Principal/principle

Principal means foremost, first in importance, or the head of a school. It can also mean a capital sum, as distinct from interest or profit.

A *principle* is a general truth or doctrine or a rule of conduct.

- the principle of natural justice
- the principal reason for delay.

Rollout/roll out

Use *rollout* as a noun and *roll out* as a verb:

- We will roll out the next stage of the program, because the first part of the rollout is complete.

Task force/taskforce

The agency's preference is to write *task force* as 2 words, to align with the *Macquarie Dictionary* spelling. For example:

- National Task Force Morpheus.

However, some of our law enforcement partners write it as one word. For example:

- Serious Financial Crime Taskforce (AFP).

When referring to task forces led by our partner agencies, follow their style preference when listing the full name. Any task force led by the ACIC should be referred to as a task force.

- The agency is part of the Serious Financial Crime Taskforce. This joint-agency task force identifies and addresses the most serious and complex forms of financial crime.

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That/which

Use which at the beginning of parenthetical clauses that could be deleted without changing the primary meaning of the sentence. These clauses should generally be enclosed in a pair of commas.

- The policy, which is available on the intranet, must be strictly adhered to at all times.

Here, the point of the sentence is that the policy must be strictly adhered to. The fact that the policy is available on the intranet is not essential.

- The statistics that were published were surprising.

In the example above, the clause that were published is essential to the meaning. The sentence suggests that not all the statistics were published, only the surprising ones. Commas should generally not be used in this situation.

Compare the above example with the following:

- The statistics, which were published, were surprising.

This sentence implies that all the statistics were published and all were surprising.

Who/whom

Who is used for the person acting, while whom is used for the person acted upon. To figure out which word to use, isolate the clause in question and make it into a separate sentence using either he or him. If the new sentence uses he, use who. If the new sentence uses him, use whom.

- The person who is responsible will be prosecuted. (*He* is responsible.)
- The person whom the police arrested has a criminal history. (The police arrested *him*.)

Whose/who's

Whose means 'belonging to whom' or 'relating to whom'. Who's is a contraction of 'who is' or 'who has'.

- Whose car is that?
- Who's driving?

Spelling

The agency uses the *Macquarie Dictionary*. If you are unsure which spelling of a word is preferable, check the *Macquarie Dictionary*. If the dictionary gives more than one spelling, use the first.

When writing Word documents or using the spellcheck function, check the language settings to make sure Australian English is selected.

Also, be aware of the spellchecker's shortcomings. Some spellcheckers recommend US spellings or others that are not agency style. A spellchecker will not pick up words that, although correctly spelt, are incorrect in the context, such as:

- principle/principal
- elicit/illicit
- effect/affect
- practice/practise

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- licence/license.

For further guidance on preferred spelling, see *Appendix A: Preferred words and phrases* on page 43.

Proofreading

Proofreading is a final check of a document prior to publication. When proofreading, check for:

- errors in spelling, capitalisation, shortened forms, numbers, dates and percentages
- consistent style for headings, footnotes and headers, spacing and alignment
- accurate references, cross-references and page numbers
- accurate table and figure captions
- words, sentences or paragraphs split across pages
- double spaces (a common error).

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Part 2: our agency, portfolio and partners

Our agency

The first reference to our agency in any document should be the full name, followed by the acronym in brackets: the *Australian Criminal Intelligence Commission (ACIC)*.

After this initial use of the agency's full title, if other department or agency names are referred to in the document, use *ACIC*. For example:

- The Australian Criminal Intelligence Commission (ACIC) and the Department of Home Affairs are working closely together to deliver the biometrics at the border solution. The ACIC is delivering this project on behalf of Home Affairs.

If there are no references to other agencies or departments, the ACIC can be referred to as the agency or our agency. For example:

- The Australian Criminal Intelligence Commission's vision is an Australia hostile to criminal exploitation. The agency works with its partners to enhance the national picture across the spectrum of crime.

Certain legal documents such as summonses, notices and dissemination approvals must state that ACIC is the name by which the Australian Crime Commission is known. Contact the Legal Services Branch for advice on wording.

Our portfolio

The agency operates within the Attorney-General's portfolio and is accountable to the Attorney General.

Use capitals for proper nouns – names of people, places and organisations. But when organisations' names have been reduced to a generic element, use lower case.

- the Attorney-General's Portfolio, the portfolio

Our board

Capitalise the word 'board' only when it's accompanied by 'ACIC':

- The ACIC Board recommended …
- The Board of the ACIC noted …
- The board met 4 times this year.

Chair

Capitalise 'chair' only when it's accompanied by 'ACIC Board' or 'Board of the ACIC': referring to the Board of the ACIC and *Chair* for specific references to the Chair of our Board.

- The Chair of the ACIC Board is the Australian Federal Police Commissioner.
- The chair of the board said …

Use the term *chair* rather than chairman, chairwoman or chairperson.

Use lower case in generic instances.

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- There have been 6 chairs of the board.
- Six people have chaired the ACIC Board.

Members of the board

- Commissioner, Australian Federal Police (chair)
- Secretary, Attorney-General's Department
- Commissioner, Australian Border Force
- Chairperson, Australian Securities and Investments Commission
- Director-General of Security, Australian Security Intelligence Organisation
- Commissioner of Taxation, Australian Taxation Office
- Commissioner, New South Wales Police Force
- Chief Commissioner, Victoria Police
- Commissioner, Queensland Police Service
- Commissioner, South Australia Police
- Commissioner, Western Australia Police Force
- Commissioner, Tasmania Police
- Commissioner, Northern Territory Police Force
- Chief Police Officer, Australian Capital Territory Policing
- Chief Executive Officer, Australian Criminal Intelligence Commission (non-voting member)
- Chief Executive Officer, AUSTRAC (non-voting observer)

Our structure

The *Chief Executive Officer* is supported by the *executive team*, or *national managers* (generic).

Capitalise the names of divisions, branches, sections and teams only when the full title is used:

- the Intelligence Operations Division, the intelligence division, the division
- Finance, Property and Procurement Branch, finance branch, the branch
- the Communication and Media Section, the section
- the Internal Communication Team, the team.

Our programs and publications

Capitalise the names of our programs and documents when using the full title. If using a shortened, generic name, do not use capitals. For example:

- National Criminal Intelligence System Program, the program
- *ACIC 2022–23 Corporate Plan*, the corporate plan
- *Illicit Drug Data Report 2019–20*.

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Our website and email addresses

Our web address is www.acic.gov.au.

When referring readers to our website, use the expression go to rather than visit.

Direct your readers to our homepage (preferred) or a next level page. Unless the web address is hyperlinked, avoid multilevel web addresses. Shortened URLs can be created for highly publicised initiatives.

Hyperlinks

s 47E(d) [redacted] (see *Part 5: Intelligence products* on page 27).

In other documents, it is generally better to use a hyperlink than to spell out a web address. For email addresses, include the full address: [redacted]@acic.gov.au rather then linking the name Joe Smith.

Use full stops at the end of sentences with link text, but don't include the full stop in the link itself.

For the benefit of people who use screen readers, the linked text should clearly describe where the link will go. Do not use click here. For example:

- For more information, go to the Australian Criminal Intelligence Commission's website.

Web or email addresses

Write full stops in email and web addresses when you use the full form. s 47E(d) [redacted] begin with www:

- For more information, go to www.acic.gov.au.
- Email [redacted]@acic.gov.au to report misconduct.

Do not use a full stop after a web or email address if it's part of a sentence fragment or on a line by itself.

- Website: www.acic.gov.au

s 47E(d) [redacted] See Part 5: Intelligence products on page 27 for more information.

Our phone numbers

s 47E(d) [redacted] phone numbers should be written as follows:

- Phone: 1800 XXX XXX
- Phone: 02 XXXX XXXX
- Phone: +61 2 XXXX XXXX
- Phone: 134 XXX
- Phone: 0400 000 000.

Always prefix the number with the word phone to ensure screen readers refer to the number correctly. s 47E(d) [redacted]

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Governments and parliament

Government

Capitalise the full official name of Australian government bodies, but use lowercase when referring to more than one body or when referring to government in a general sense:

- Liverpool City Council, Liverpool council, the council, the local government
- the Queensland Government, the state government
- the Australian Government
- The Australian Government and the Victorian Government will meet …
- The Australian and New Zealand governments agreed …
- state governments
- state and territory governments
- The states and territories were asked …

Commonwealth

Commonwealth should only be used when referring to the legal entity of the Commonwealth of Australia, as in *Commonwealth, state and territory governments*.

You can refer to federal elections, federal responsibility and the Federal Budget, but do not use 'Federal Government'. The preferred term is *Australian Government*.

Parliament

Capitalise *Parliament* when referring to the specific entity (the Australian Parliament), but use *federal parliament*, *parliamentary* and *parliamentary inquiries* for non-specific references.

Refer to the Australian Government Style Manual for more details.

Ministers

Capitalise the word *minister* only when it's used as part of a full, correct title or as a form of address:

- the Minister for Home Affairs, the home affairs minister
- Minister Clare O'Neil, Minister O'Neil, the Hon Clare O'Neil MP
- the Minister for Immigration, Citizenship and Multicultural Affairs, the Hon Andrew Giles MP
- the minister's office
- the ministers for home affairs and finance
- The Minister for Home Affairs and the Attorney-General made a statement. Both ministers emphasised …
- I spoke to the minister.

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States and territories

Use the full names of states and territories in text, but abbreviate them in tables. You can also abbreviate the names where you use them as an adjective:

- the people of New South Wales (noun)
- the NSW legislation (adjective).

For clarity, refer to *states and territories* rather than *jurisdictions*.

Generally, states and territories should be listed in order of population, as shown below.

STATE OR TERRITORY (IN TEXT)	ABBREVIATION (IN TABLES OR USED AS AN ADJECTIVE)
New South Wales	NSW
Victoria	Vic
Queensland	Qld
Western Australia (never West Australia)	WA
South Australia	SA
Tasmania	Tas
Australian Capital Territory	ACT
Northern Territory	NT

Police

Police agencies

Spell out the full names of police agencies for the first reference, followed by the abbreviation in brackets. Subsequent references may use the abbreviation if space is limited or to avoid repetition.

Refer to *police agencies* rather than *jurisdictions*.

When referring to police agencies, list the Australian Federal Police first, then the states and territories in alphabetical order.

The correct full name and abbreviation for each Australian police agency is shown below:

Police agency	Abbreviation
Australian Federal Police	AFP
Australian Capital Territory Policing	ACT Policing
New South Wales Police Force	NSWPF
Northern Territory Police Force	NTPF
Queensland Police Service	QPS
South Australia Police	SAPol
Tasmania Police	TasPol
Victoria Police	VicPol
Western Australia Police Force	WA Police Force

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Police commissioners

The correct title of the head of each of Australia's police agencies, including postnominals, is listed below:

Note: where a person has more than one postnominal, use a comma to separate them.

Police agency	Abbreviation
AFP	Commissioner Reece Kershaw APM
ACT Policing	Chief Police Officer Neil Gaughan APM
NSWPF	Commissioner Karen Webb APM
NTPF	TBC
QPS	Commissioner Katarina Carroll APM
SAPol	Commissioner Grant Stevens APM
TasPol	Commissioner Donna Adams APM
VicPol	Chief Commissioner Shane Patton APM
WA Police Force	Commissioner Col Blanch APM

Police titles

Ensure police officers are addressed by their proper titles. Police should be given their full title at first reference and an abbreviated title after that. Do not use full stops in the abbreviated title.

Police ranks refer to rank, not division of activity:

- Detective Sergeant Mary Smith (first reference), Det Sgt Smith (thereafter), not Det Smith
- Constable Brown (first reference), then Const Brown
- Detective Inspector Jones (first reference), then Det Insp Jones.

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Part 3: style and formatting

Font and font sizes

To ensure consistency and professionalism, all documents should use Calibri, our preferred typeface. Where Calibri is not available, use Arial, which is a standard system font.

- Body text should be 11 point Calibri.
- Footnotes should be in 9 point Calibri.
- Table heading text should be 11 point Calibri.
- Table body text should be 11 point Calibri.
- Footnotes should have 0 point spacing before and after.
- The last footnote on any page should have 6 point spacing afterwards, s 47E(d) [redacted]

Capital letters

Capital letters should be used for proper nouns, names of people and places and the full names of organisations.

The following should also be capitalised where the full title is used:

- names of government programs (National Wastewater Drug Monitoring Program, the wastewater program)
- position titles (Attorney-General, Chief Executive Officer, State Director Queensland, Executive Director Intelligence Operations)
- legislation - acts, bills, ordinances and regulations (*Australian Crime Commission Act 2002*)
- distinct groups of people - names that identify people of a particular nationality, ethnicity, religion, language or region (Chinese, Aboriginal, Muslim, West African)
- distinct periods of time - days, months, historical events and holidays (Battle of Long Tan, the Depression, Good Friday, Ramadan, Wednesday, April) brand names and trademarks (Harley Davidson, Android).

When a title is truncated, it should be written in lower case.

Italics

Titles of published works should be italicised. Titles of unpublished works and of articles or chapters within a published work are distinguished by single quotation marks.

- *Illicit Drug Data Report 2019–20*
- 'A study of drug use in detainees'.

Legislation– should also be italicised:

- *Australian Crime Commission Act 2002 (Cth)*

Bills, ordinances and regulations are not italicised.

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- Australian Crime Commission Amendment (National Policing Information) Regulation 2016.

Headings

Capitalise only the first word in a heading, unless a component word is capitalised in its own right:

- *Methylamphetamine use in Australia 2022*

Because headings help readers find their way around a document, they should be clear and concise. Avoid using acronyms. Do not underline headings or use a full stop. Headings should be left-justified, not centred.

Use the heading styles available in the ACIC template for the document you are producing.

Headings must:

- state the main point
- not use an underline
- use fewer than 70 characters
- avoid questions as headings
- not use a full stop in the heading
- use keywords to start headings
- only use numbered headings for steps.

Numbers

The numbers zero and one should be written as words, while numbers 2 and up should be written as numerals. There are 2 exceptions to this rule: percentages and decimals should be written as numerals, and numbers at the beginning of a sentence must be written in words.

- 3 months
- 6.8 tonnes
- 11 targets
- Twenty-four agencies were involved.

Percentages

Percentages should be written in numerals followed by a percentage sign:

- 15%

Avoid starting a sentence with the percentage. Reword the sentence if possible, or write the percentage out in words.

- Fifty-five per cent of the council's revenue came from rates.

Where possible, round percentages to one decimal place; you can round to 2 decimal places if you need to be precise.

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Fractions

Use a hyphen when writing fractions in words, except where preceded by ‘a’ or ‘an’:

- one-third
- three-quarters
- an eighth.

Thousands

Use a comma to separate thousands. For example:

- 1,000
- 10,000
- 100,000.

Millions and billions

Spell out *million* and *billion* in text. If you need to be precise, use numerals:

- 2 million people
- 14 million
- In 2014–15, the National Firearms Licensing and Registration System recorded a total of 5,087,765 firearms.

In tables, large numbers can be abbreviated as follows:

- $1.5m
- $36b.

Ordinal numbers

For ordinals from *first* to *ninth*, use words. For higher ordinals, use a numeral with the appropriate suffix. Do not use superscript. For example:

- fifth report
- 23rd seizure (not 23rd)
- 20th century (not 20th).

Times

When writing time, use lower case for *am* and *pm* and include a space after the number. Use a colon to separate the hours from the minutes.

- 9 am to 5:30 pm.
- Open 2–5 pm, 7 days a week.

Use *noon* and *midnight* rather than 12 am or 12 pm, to avoid confusion.

Australian time zones can be indicated using the appropriate abbreviation.

- 11 am Australian Eastern Standard Time (AEST).

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s 47E(d) [redacted] see *Part 5: Intelligence products* (page 27).

Days and years

Do not abbreviate days of the week or months in text; always use the full name.

Days and dates should be written in full, without punctuation.

- 22 July 2010
- Thursday 22 July 2010
- July 2010.

Currency

Express currency using numerals and symbols:

- $150
- 10c
- 3.5 million or $3,500,000 (in tables: $3.5m).

Where currencies other than Australian dollars are mentioned, clarify each figure with the appropriate abbreviation or symbol, without spaces.

- A$10,000
- NZ$100,000
- US$50m
- Rp650
- €10,000.

For unspecific amounts, use words rather than numerals:

- thousands of dollars
- a few hundred euros.

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Abbreviations

Use abbreviations only if they are well known and will not cause confusion. If in doubt, spell out the word or phrase in full.

If you do use an abbreviation, follow the style of the *Macquarie Dictionary* and be consistent. Some common abbreviations are listed in the table below.

Titles	Police ranks
MR/Mrs/Dr	Ch Insp (Chief Inspector)
the Hon	Const (Constable)
CEO (Chief Executive Officer)	Det (Detective)
ED (Executive Director)	Insp (Inspector)
IO (Intelligence Officer)	Snr Sgt (Senior Sergeant)
NM (National Manager)	Supt (Superintendent)
Units of measurement	**Other**
Km, m, cm, mm	a/g (acting)
Km/h	Co.
Kg, g, µg	e.g. (exempli gratia, meaning for example)
GB, MB	i.e. (id est, meaning that is)
ML, l, mL	Inc.
Note: put a space between the number and the unit of measurement.	no. (number), nos (numbers)
	Pty Ltd
	QC, SC (Queen's Counsel, Senior Counsel)

Bullet points

Bullet points help readers absorb information quickly, particularly when they are scanning or reading on a screen. Do not overuse them; reserve them for important information you want to emphasise.

There are 2 kinds of lists for which bullet points are suitable:

- lists in which each point is a full sentence in its own right
- menu-style lists, in which the points are not full sentences.

Use a colon to introduce bullet points.

Use minimal punctuation for all bullet points. In a bullet or numbered list, don't use:

- semicolons or commas at the end of list items
- 'and' or 'or' after list items.

Only include 'and' or 'or' after the second-last list item if it is critical to meaning, for example, you are writing in a legal context. Make sure the lead-in is a clear guide for how this kind of list should be interpreted.

Lead-ins for incomplete lists can use 'for example', 'including' or 'includes'.

Don't write 'etc.' at the end of the list to show the list is incomplete.

When listing items that may be additional or optional, write a lead-in to explain any variables.

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Bullet points that form full sentences

If all bullet points in a list are full sentences, the normal rules for sentences apply. Each sentence in the list should start with a capital letter and finish with a full stop. For example:

The committee came to 2 important conclusions:

- Officers from the agency should investigate the matter.
- Research should be directed into new growth areas.

Menu-style bullets

If the bullet points are not full sentences, begin each point with lower case and use a full stop for the final point only. For example:

Help is available in several forms:

- monetary assistance
- equipment or environmental modifications
- advisory services.

Use the bullet style available in the template you are using.

Tables

Tables can be used to present related items of information in a clear and compact way. They are commonly used to present statistical and financial data too complex to describe in words.

Number tables and figures by chapter.

- The first table in chapter 4 will be Table 4.1.
- The first table in Appendix A will be Table A1.

Use initial capitals when referring to tables and figures in the text.

- See Table 4.1, which shows ...

Table headings should have the following format:
Table 1 [tab] Title with first word capitalised

Note:

- *na* means 'not available'
- – means 'not applicable'
- *np* means 'not published'.

Measurements used in a table should be identified using the appropriate symbol (%, $) in the table or figure title or the column or row headings, not in the body of the table.

All notes or sources should be one font size smaller than the body text in the publication. If longer than one line, they should be aligned with the start of the note or source rather than the margin and finish with a full stop. Use the appropriate template source style.

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Footnotes

Footnotes make reading a document difficult, so use them only where absolutely necessary. It is better to include the information in the text if possible.

Footnotes can be used where a fact is likely to be questioned or disputed, where a term requires clarification, or where the author wishes to direct the reader to additional contextual information.

Referencing is also required where the information or fact noted is not the author's work.

The footnote should direct your reader to a document, electronic material or source material supporting or relating to the fact or assessment. Footnotes should include reference to the classification of the information, either with the reference or as a bracketed classification at the end of the footnote.

All footnotes should, if possible, appear after end-of-sentence punctuation. It is preferable to avoid using footnotes mid-sentence; however, if there is no alternative, mid-sentence footnotes should follow any mid-sentence punctuation.

Please note, footnotes are only to be used in ACIC publications. s 47E(d) [redacted]

Ampersands

Avoid using ampersands in general text, unless they form part of a proper name (for example, *Marble & Grain*) or an acronym (PM&C).

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Part 4: punctuation

Commas

Too many commas could slow the reader; too few can lead to confusion. Use commas to clarify your meaning, not to indicate a pause in the sentence.

Some of the most common uses of commas are described below.

Separating clauses

A comma can break up a long sentence which is made up of 2 or more clauses joined with a conjunction (for example: 'and', 'but', 'not', 'or', 'so' or 'yet') if each clause could stand as a sentence on its own:

- The operators declined to participate, and this impeded our analysis of drug trends.
- The operators declined to participate and impeded our analysis of drug trends.

Commas can also separate an introductory clause from the rest of the sentence:

- Although results varied, there was a slight reduction in the level of methylamphetamine used nationally.
- If there is no substance to the rumour, you should say so.

A pair of commas can also be used to separate a phrase that clarifies or adds extra information to a sentence but is not essential to meaning of the sentence. The sentence should still make sense if the phrase between the commas is deleted. For example:

- Two synthetic cannabinoids, JWH-073 and JWH-018, were included in the study.
- Ponzi schemes, which attract victims with promises of high financial returns, can cost victims their life savings.

Separating items in a list

Use commas between items in a simple list within a sentence:

- High-value commodities include real estate, precious gems and metals, art and antiquities, luxury vehicles and gold bullion.

Separating adjectives

Use commas between adjectives describing the same noun if you could insert 'and' in between:

- Cybercrime actors are adaptable, resilient and sophisticated.

Semicolons

Semicolons have 2 functions. First, they link 2 grammatically complete sentences that are closely related in meaning:

- These providers and the activities they undertake can be legal; however, their services can also allow criminals to conceal the beneficial ownership of assets.

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Second, semicolons can separate the items in a list containing one or more commas:

- The meeting was attended by the Attorney-General, The Hon Mark Dreyfus KC MP and the Minister for Home Affairs, The Hon Clare O'Neil MP.
- Samples were collected in Logan, Queensland; Esperance, Western Australia; and Nowra, New South Wales.

Full stops

Use only one space after a full stop. Full stops should be used at the end of footnotes but not headings.

Hyphens

Hyphens (-) are used to connect parts of a compound word or phrase.

- ACIC-led investigations
- Twenty-one (if used at the beginning of a sentence)
- amphetamine-type stimulants
- Australia-based
- drug-related.

Use hyphens in phrases describing a person's age.

- 16-year-old
- 40-year-old male
- a 5-year-old.

Dashes

Use hyphens (-) for compound words and to attach some prefixes – for example, Attorney-General's Department, law-abiding citizen.

Use a spaced en dash (–) to signify an abrupt change, or to introduce examples. You can also use it to set apart text that you might otherwise bracket, particularly if you want to emphasise it.

- Most departments – particularly the latter group – will need to bear this in mind.
- Yes, I agree with you – but that is not what we came here to discuss.

The en dash is also used as a minus sign.

- –5 (without a space when it indicates a negative number)
- 28 – 5 = 23 (with a space on each side when it indicates subtraction).

Avoid using en dashes for spans or ranges of numbers. Instead, use the phrases:

- 'from' paired with 'to' – for example, 'from 57 to 65 years'
- 'between' paired with 'and' – for example, 'between Monday and Friday'.

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The exceptions to this general rule are date ranges for:

- financial years
- terms of office
- lifespan (birth and death).

Apostrophes

Use apostrophes to show possession:

- Beatrice's telephone
- the boss's office
- Emma Thomas's birthday
- the children's behaviour.

However, apostrophes are not used for possessive pronouns, because the pronoun already indicates possession:

- theirs (not their's)
- hers (not her's).
- a driver licence (a licence for driving, not a licence belonging to a driver).

Do not use an apostrophe where the idea of possession is vague or the word is used as an adjective:

- a boys high school (a school for boys, not belonging to them)

Do not use apostrophes to make something plural:

- They took their HSCs (not HSC's)
- the 1960s (not 1960's)
- The MPs (not MP's) took their seats quickly.

Do not use an apostrophe for expressions of time, except where the unit of time is singular:

- 6 weeks effort
- 2 hours work
- a day's travel.

Quotation marks

Use single quotation marks first and double quotation marks for quotes within quotes.

- 'The program will benefit all Australians,' the speaker said.

Note the use of a comma before the closing quotation mark.

- The reporter said, 'The Prime Minister stated, "We are planning to give drought relief".'

Note the placement of the final full stop in this example of a quote within a quote. However, double quotation marks are used first in media releases. See *Appendix D: Media materials* on page 59 for details.

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Brackets

Parentheses

Try to avoid using parentheses in text; use commas instead. Parentheses can be used (sparingly) to enclose information that clarifies, but is not essential to, a sentence.

A comma should only follow parentheses if one would be necessary in that spot without the brackets.

Slashes

Use a slash (/) when you want to show alternatives in tables, but use them sparingly in text.

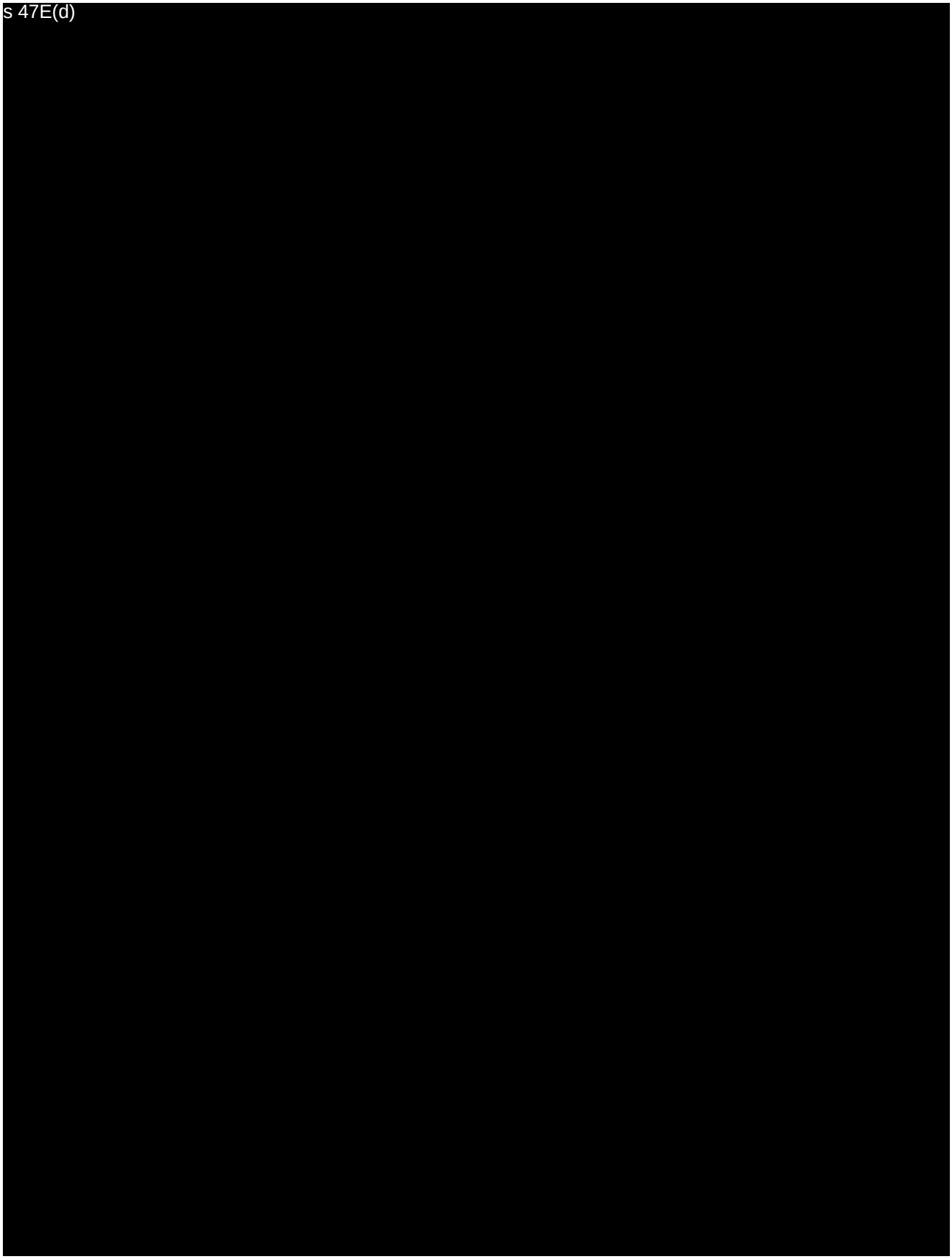
- yes/no
- male/female.

Avoid using *and/or* in text; instead use *or*.

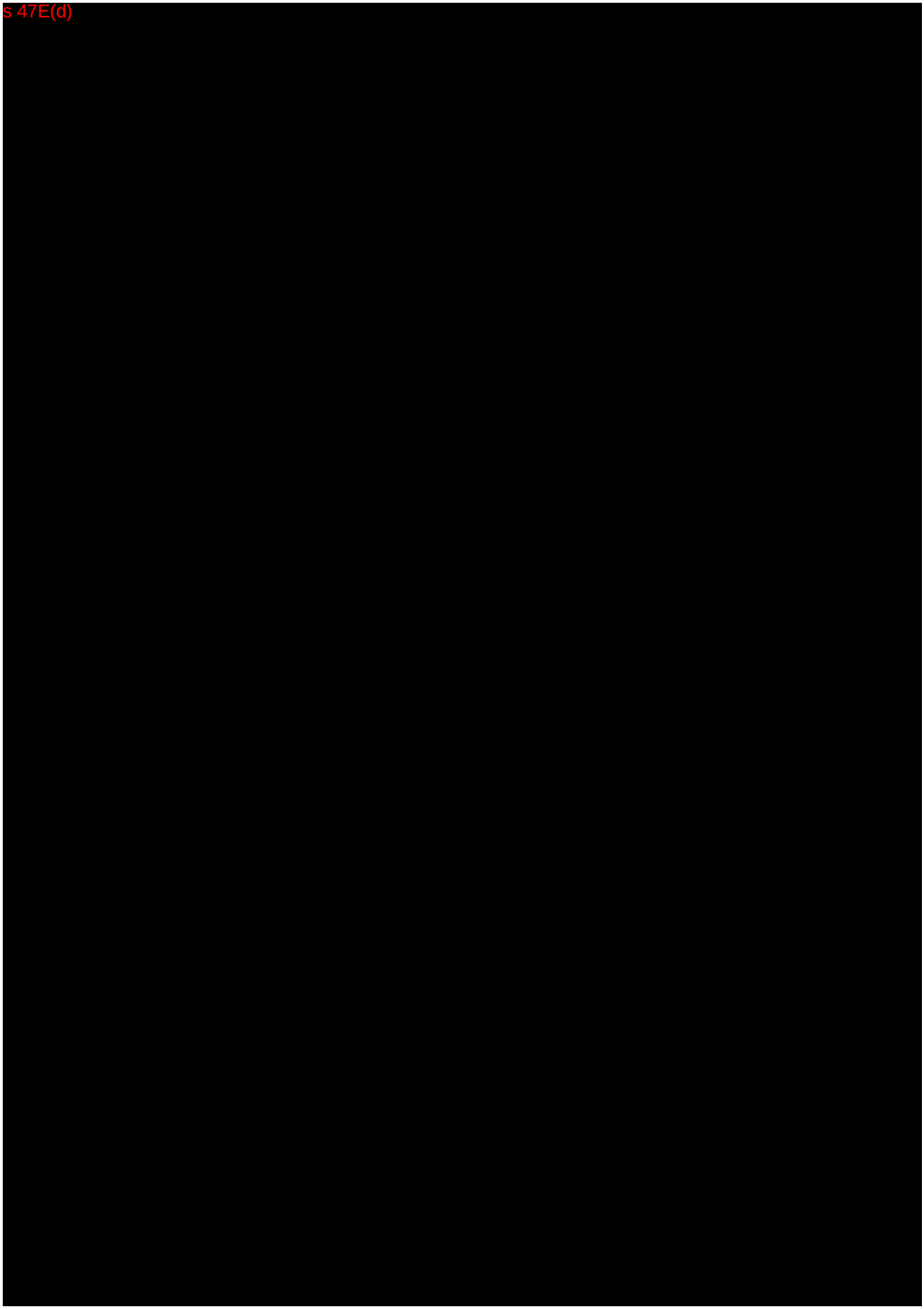
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Part 5: Intelligence products

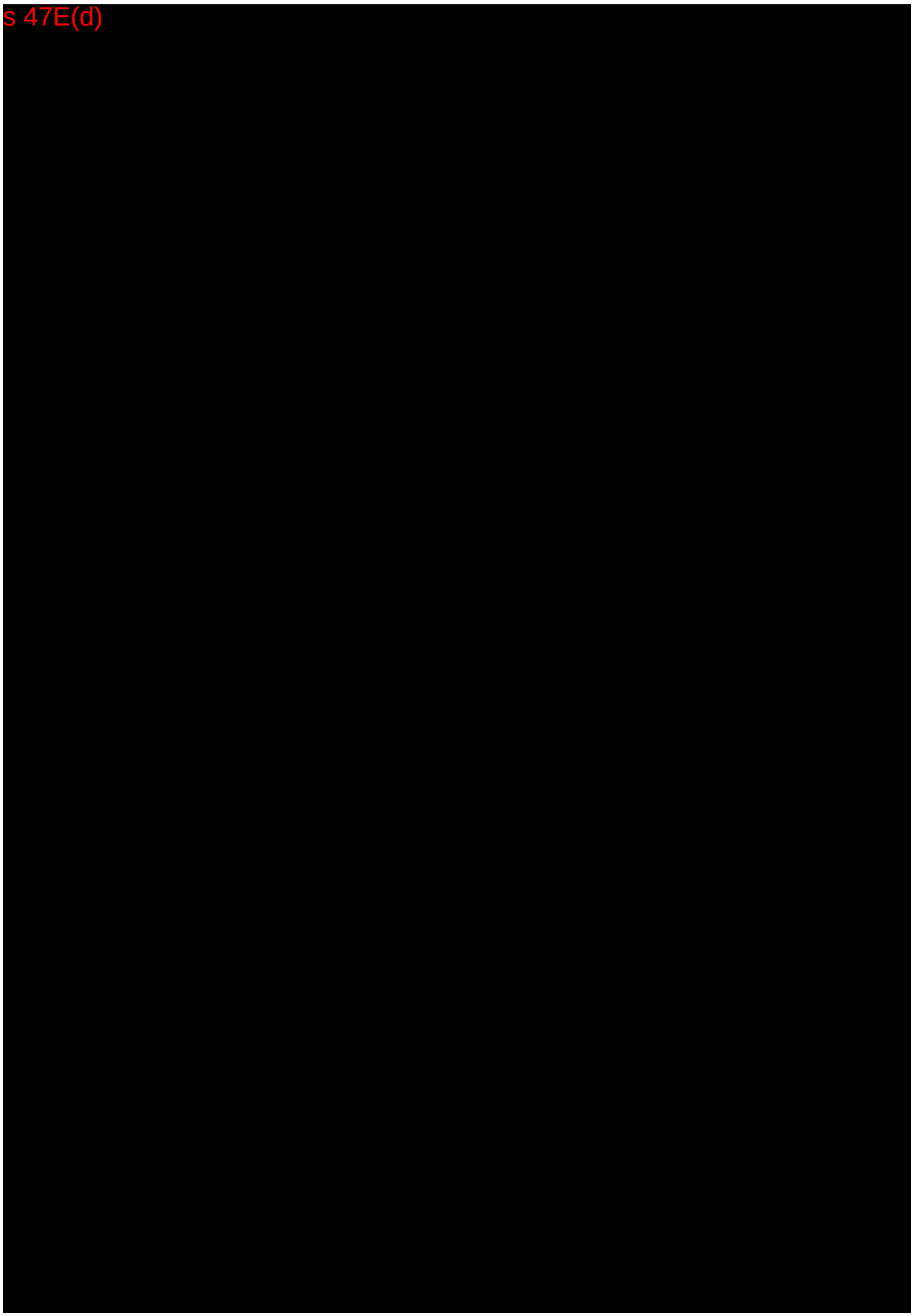
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Protective markings

Consistent with the Australian government's *Protective Security Policy Framework*, protective markings are as follows:

- UNOFFICIAL
- OFFICIAL
- OFFICIAL: Sensitive
- PROTECTED
- SECRET
- TOP SECRET

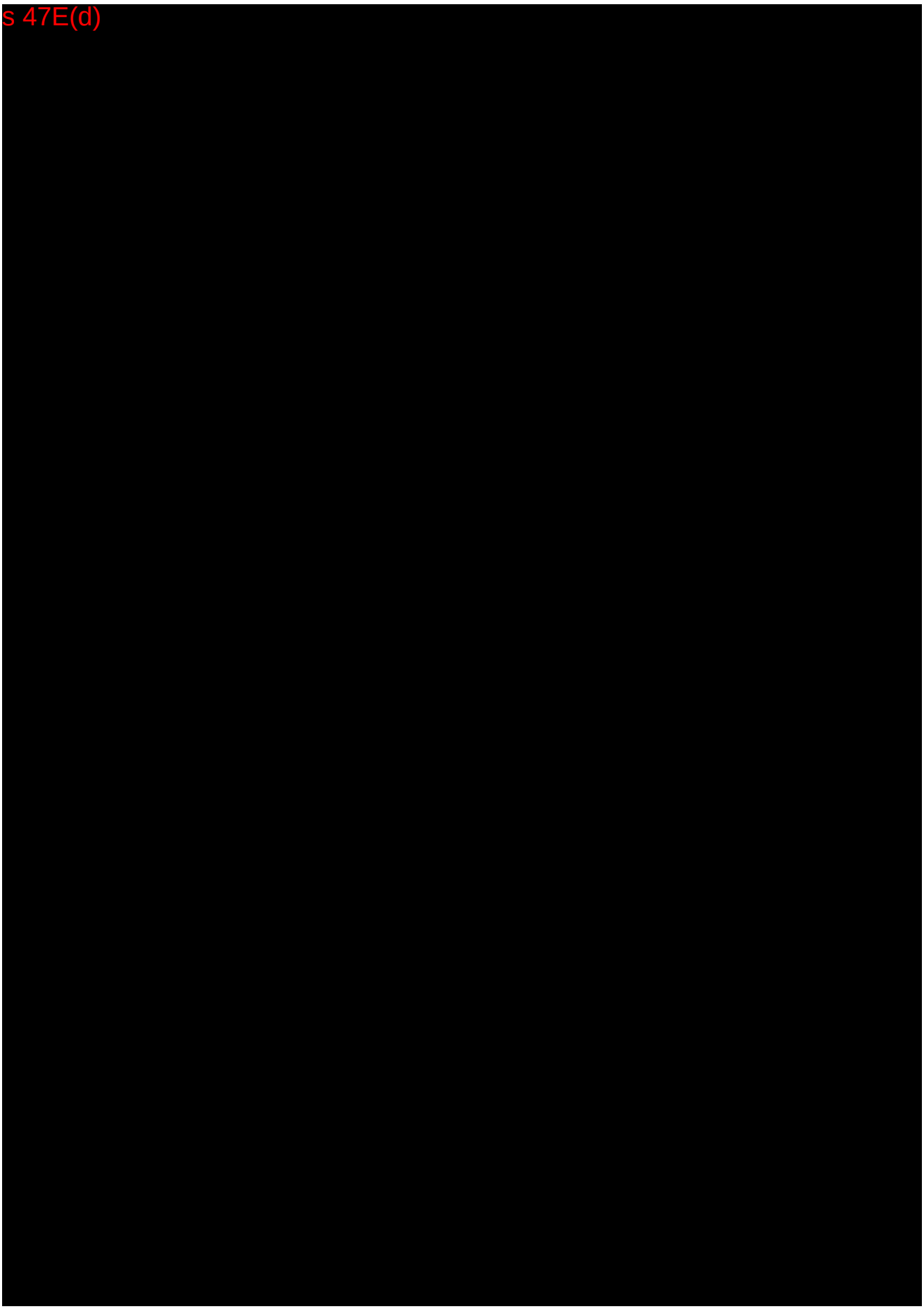
			Sensitive information	Security classified information		
	UNOFFICIAL	**OFFICIAL**	**OFFICIAL: Sensitive**	**PROTECTED**	**SECRET**	**TOP SECRET**
Compromise of information confident-iality would be expected to cause ➔	No business impact	Low business impact	Low to medium business impact	High business impact	Extreme business impact	Catastrophic business impact
	Not applicable. This information does not form part of official duty.	Not applicable. This is the majority of routine information created or processed by the public sector.	**Limited damage** to an individual, organisation or government generally if compromised.	**Damage** to the national interest, organisations or individuals.	**Serious damage** to the national interest, organisations or individuals.	**Exceptionally grave damage** to the national interest, organisations or individuals.

When applying a protective marking to a single paragraph, use a non-breaking space (Ctrl+Shift+space) between the final full stop and the marking. This prevents the marking being moved to the next line or over the page.

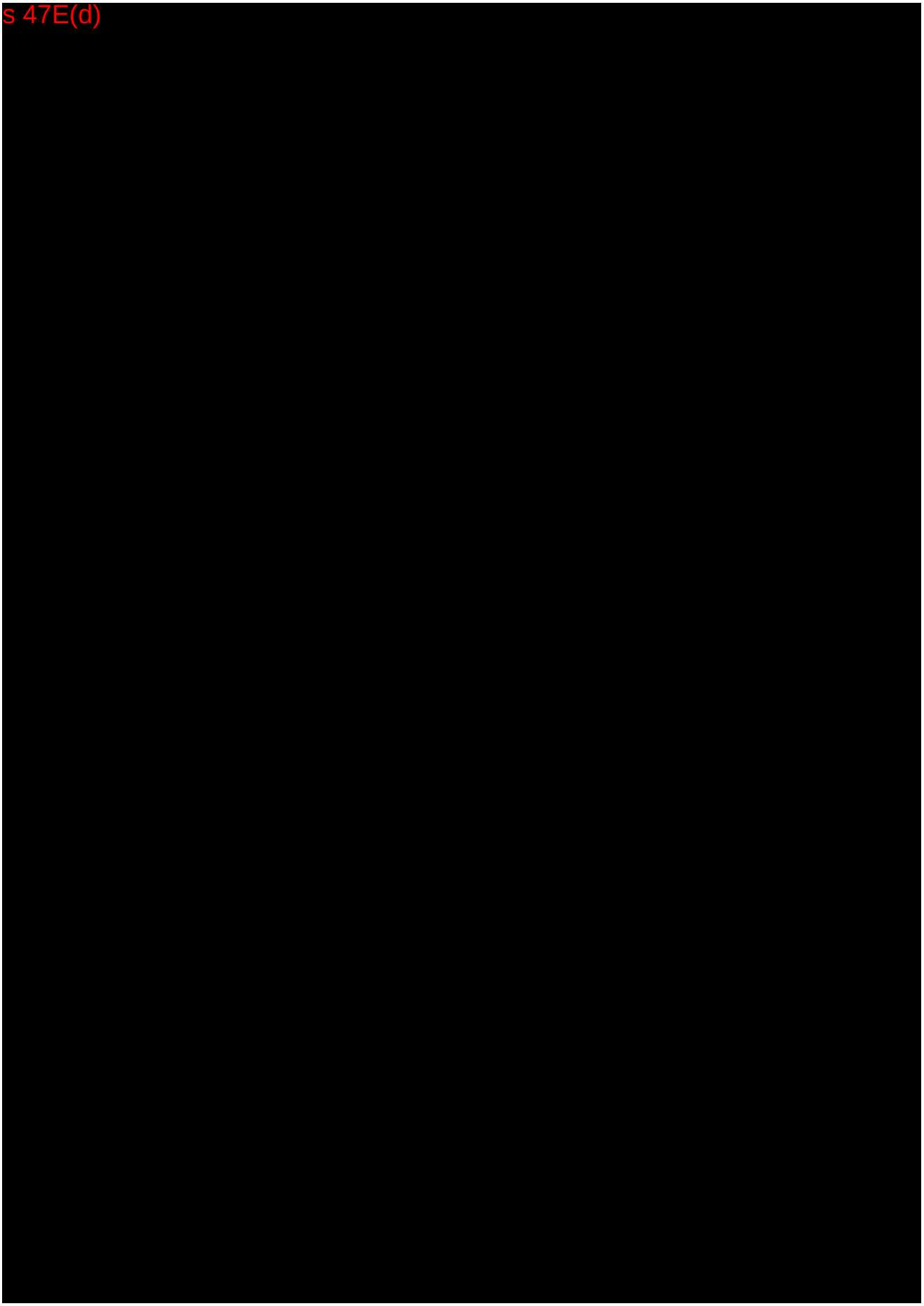
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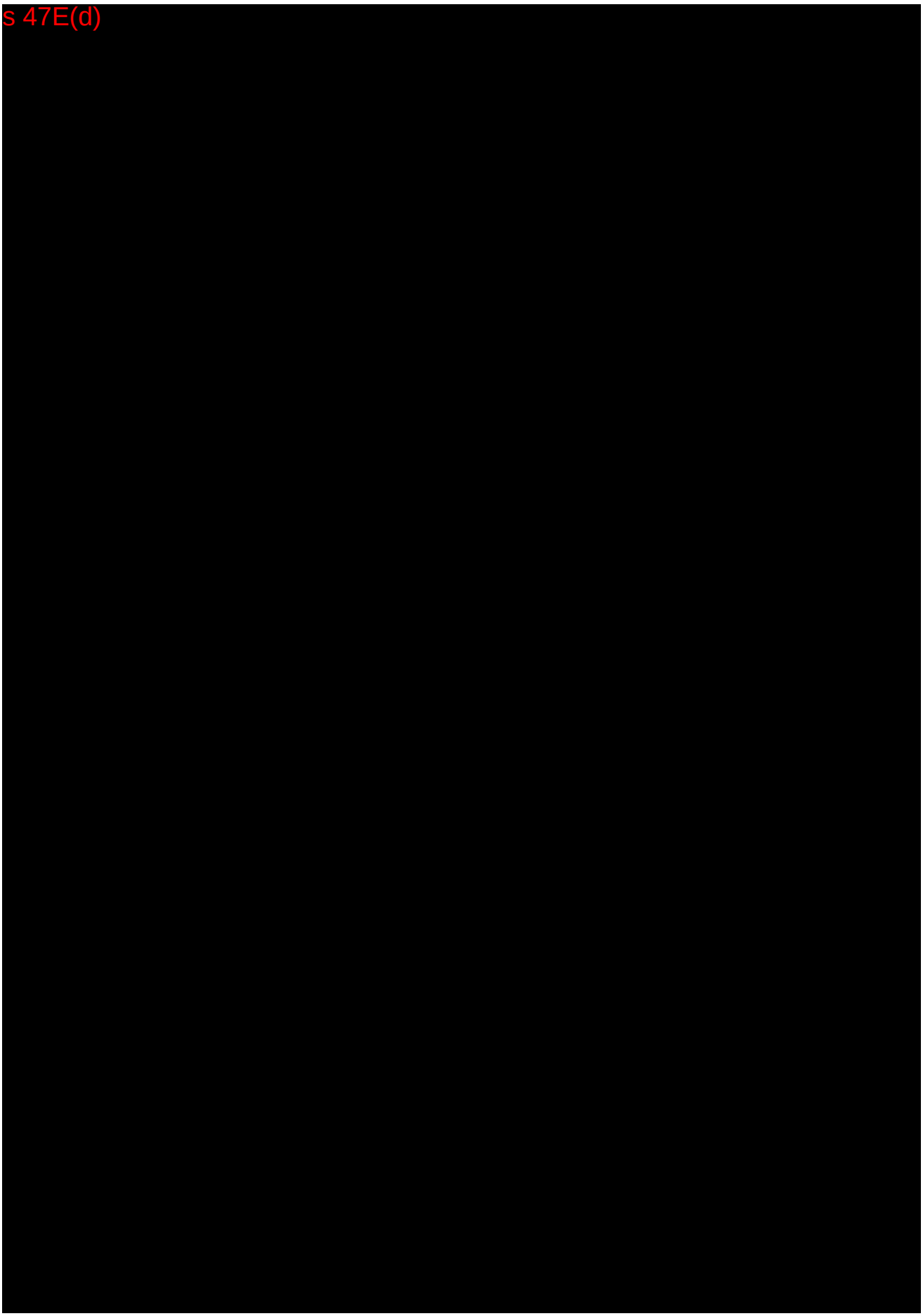
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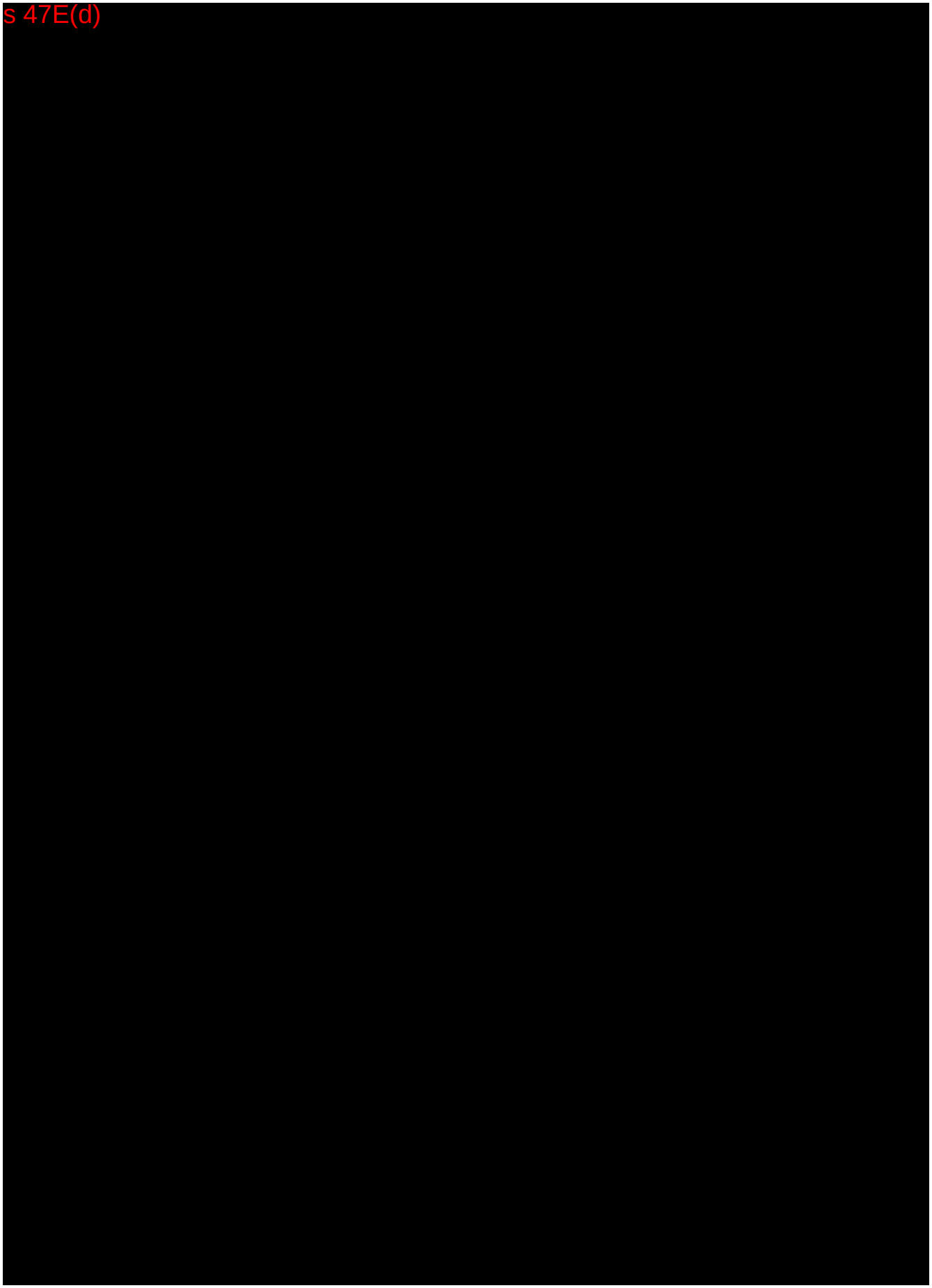
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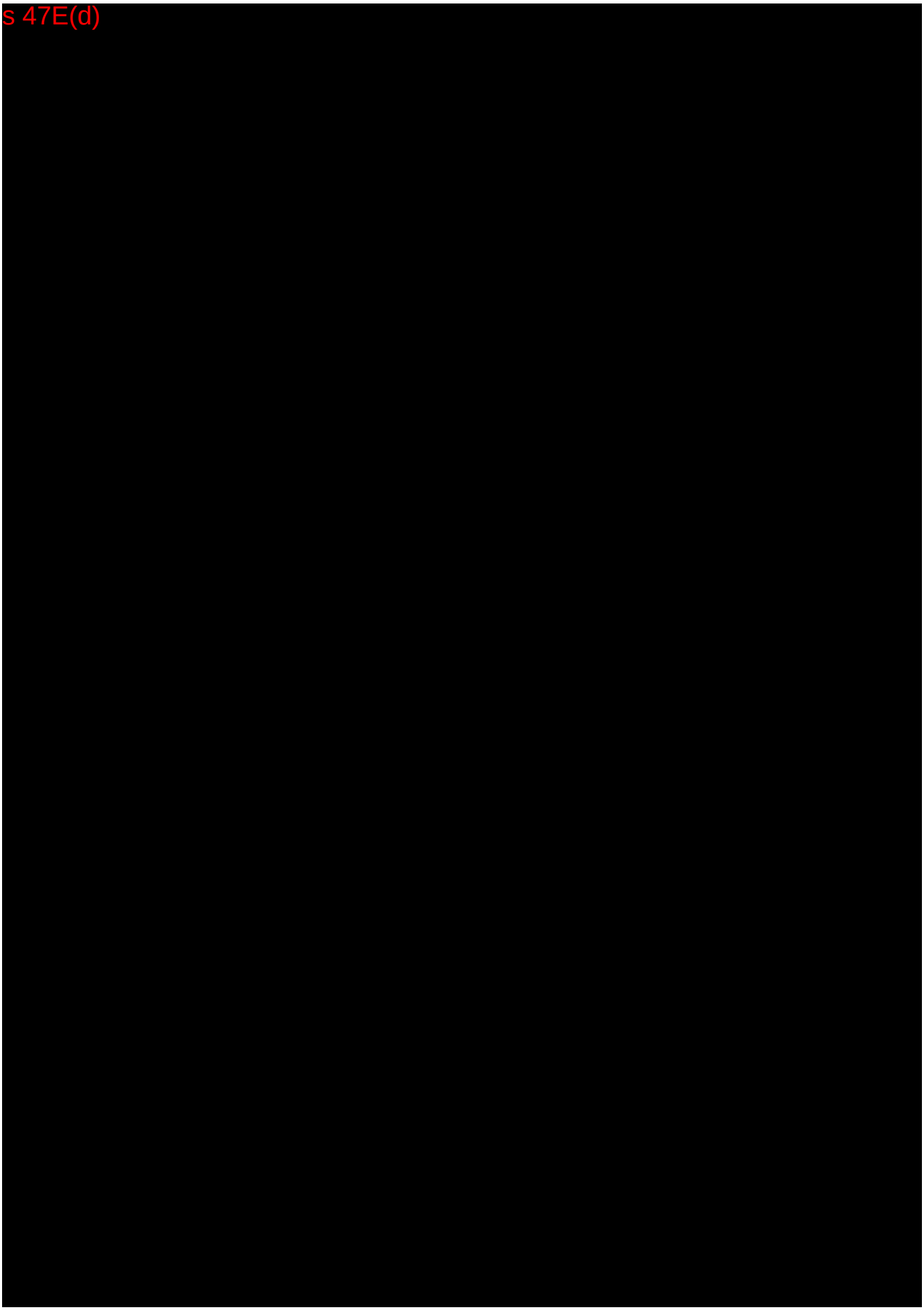
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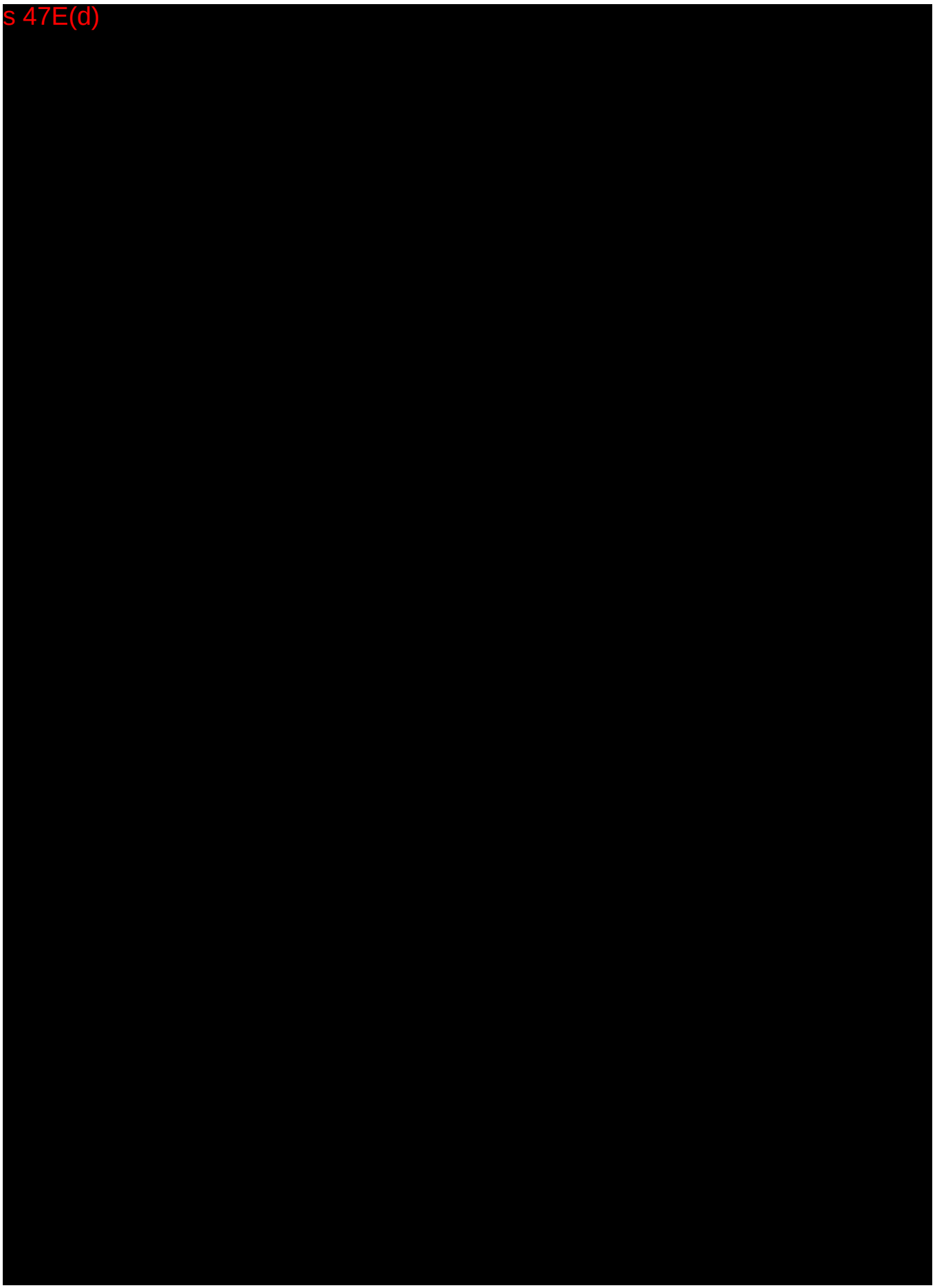
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Part 6: Referencing

Legislation

When you reference an Act of Parliament for the first time, use its full title (including the year it was enacted) and italics. Include the Act's jurisdiction in brackets after the reference (but do not italicise). For subsequent references of an Act, if you do not wish to reference the Act in full you must set out the intended abbreviation in brackets after the first reference.

- *Australian Crime Commission Act 2002* (Cth) (ACC Act), or (the Act).

Use italics for acts but not regulations or bills:

- the Australian Crime Commission Amendment (National Policing Information) Regulation 2016
- the Anti-Money Laundering and Counter-Terrorism Financing Amendment Bill 2017.

Where referencing a section of an Act, list the section referred to, with the Act's full title (including the year) in italics, followed by the jurisdiction in brackets:

- Section 7A, *Australian Crime Commission Act 2002* (Cth).

When citing divisions of regulations, list the relevant division, with the regulation's full title and year, and the jurisdiction in brackets:

- Regulation 7 of the Australian Crime Commission Regulations 2002 (Cth).

For abbreviated references to sections of an Act or divisions of regulations, use s or reg respectively, followed by a space before the number. Do not use abbreviations at the beginning of a sentence. For example:

- The Australian Crime Commission Regulations 2002 (Cth), reg 7
- Section 7A of the *Australian Crime Commission Act 2002* (Cth).

To reference multiple sections of an Act or divisions of regulations, use *ss* or *regs* respectively, followed by a space before the section or division numbers. The correct usage is:

- The *Australian Crime Commission Act 2002* (Cth), ss 47–48
- The Australian Crime Commission Regulations 2002 (Cth), regs 4–5.

Sections and regulations can be subdivided into subsections and sub regulations, paragraphs and subparagraphs:

- The *Australian Crime Commission Act 2002* (Cth), s 59(7)(c)
- The Australian Crime Commission Regulations 2002 (Cth), reg 7(1)(a).

Legal cases

Cases are cited as follows (case name in italics, and the rest of the citation in roman type):

- *James v Cowan* (1932) 47 CLR 386.

Note that the parties are separated by *v* (in italics) for *versus*.

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Recent cases are often reported electronically in medium neutral citation, in which case it is customary to include the date of judgement. In this format, the date of the case is given in square brackets. For example:

- *Griffith University v Tang* [2005] HCA 7 (3 March 2005).

After the first reference to a case in text, a short version may be used:

- The High Court held in *James v Cowan* …

Documents

Monographs (books and reports)

Generally, when referencing a monograph, the author's surname comes first, followed by their initials. This is followed by the year of publication and the title, which is italicised. The elements are separated by commas, and minimal capitalisation is recommended. A book with a single author would be referenced as follows:

- Comfort, A 1997, *A good age*, John Wiley & Sons, Melbourne.

For a monograph with multiple authors, use this style:

- Topp, L & Dillon, P 1996, *Looking to the future: A second generation of drug research*, monograph no. 29, National Drug and Alcohol Research Centre, University of New South Wales, Sydney, pp. 29–45.
- Goldsmid, S, Johnston, I, Kapira, M, Claydon, C, Petricevic, M & Webber, K 2017. *Australian methamphetamine user outcomes*, Statistical Bulletin No. 3, Australian Institute of Criminology, Canberra.

For publications produced by government agencies or other organisations, the agency or organisation may be treated as the author. In the case of government reports, the same agency may also be the publisher. In this case, use an abbreviated form in the second instance.

To reference documents produced by government agencies where the agency is the publisher, use the following style:

- Australian Sports Drug Agency 2000, *Testing for EPO*, ASDA, Canberra.
- Attorney-General's Department 2016, *Report on the statutory review of the Anti- Money Laundering and Counter-Terrorism Financing Act 2006 and associated rules and regulations*, AGD, Canberra.

To reference documents produced by government agencies where the agency is not the publisher, use this format:

- Department of Administrative Services (Awards and National Symbols Branch) 1995, *Australian flags*, Australian Government Publishing Service, Canberra.

Journal articles

When referencing a journal article, the title of the article takes minimal capitalisation and is enclosed in single quotation marks, while the title of the journal takes italics and every significant word is capitalised:

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- Marchelier, PM & Hughes, RF 1997, 'New problems with foodborne diseases', *Medical Journal of Australia*, vol. 275, pp. 771–775.

News articles

News articles are referenced much like journal articles:

- Towers, K 2000, 'Doctor not at fault: coroner', *The Australian*, 18 January, p. 3.
- Griffin, M 2017, 'Australia cracks down on gold industry tax fraud', *Sydney Morning Herald*, 2 April, viewed 18 April 2017, <http://_www.smh.com.au/business/australia- cracks-down-on-gold-industry-tax-fraud-20170402-gvbvbq.html?deviceType=text>.

If the author of the article is not named, start with the title:

- Doctor not at fault: coroner', *The Australian*, 18 January 2000, p. 3.

Media releases

To reference a media release, refer to the following examples:

- Australian Taxation Office 2016, 'Phoenix Taskforce swoops on pre-insolvency industry', *Media release*, 12 August, viewed 18 July 2017, <https://_www.ato.gov.au/media-centre/articles/media-releases/phoenix-taskforce-swoops-on-pre-insolvency-industry/>.
- Byrne, B 2016. 'State-wide roll out of body worn cameras starts for Queensland Police'. *Media release* (Queensland Minister for Police, Fire and Emergency Services), 21 July, viewed 3 August 2016, <http://statements.qld.gov.au/Statement/2016/7/21/statewide- roll-out-of-body-worn-cameras-starts-for-queensland-police>

Online materials

When referencing online materials, the web address and date of access should be included, inside angle brackets. For example:

- Weibel, S 1995, 'Metadata: The foundations of resource description', *D-lib Magazine* [Online], viewed 25 May 2010, <http://_www.dlib.org/dlib/July95/07weibel>.
- Department of Finance and Administration 2001, DoFA, Canberra, viewed 7 August 2001, <http://_www.finance.gov.au>.
- Australian Taxation Office 2017, Illegal phoenix activity, viewed 19 September 2017, <https://_www.ato.gov.au/General/The-fight-against-tax-crime/Our-focus/Illegal- phoenix-activity/>.

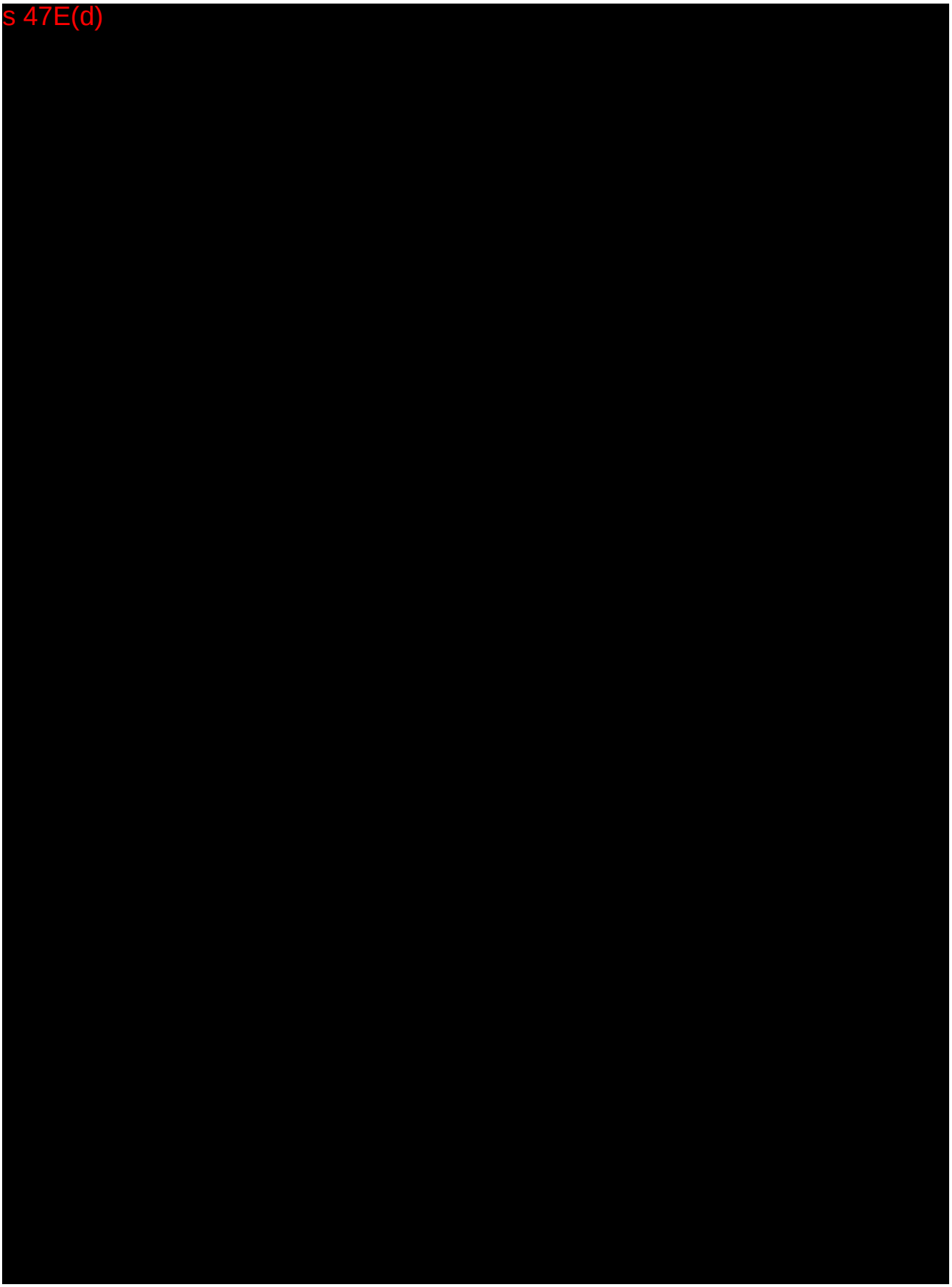
s 47E(d) [redacted]. For more information, see *Part 5: Intelligence products* on page 27.

ACIC products

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Appendix A: Preferred words and phrases

The table below shows our agency's preferred words and phrases, as well as phrases to avoid. Use this list to help you write plain English.

Instead of this	Use this
A	
Act of Grace	act of grace
additional	more, extra
address (as a verb)	deal with, solve, work on
advancing	improving, developing, expanding, building up
agenda (unless it is for a meeting)	plan, intention, motive
amongst	among
annual basis	yearly, annually
apprise of	inform, tell
approximately	about
B	
basis for decision	reason for decision
bestow	give, award
bona fide	*bona fide*
brainstorm	discuss, share ideas
C	
collaborate	work with
combat	fight, reduce, prevent, stop
commence	start, begin
Commonwealth government	Australian Government
communicate	talk, write, call, email (be specific)
component	part
conduct an investigation	investigate
contact	phone
correspondence	letter
D	
deliver (unless it's about pizzas, post or services)	achieve, distribute, provide, transfer
dialogue (as a verb)	speak, talk
different than	different from, different to
discontinue	stop
display	show
disseminate (unless it's an intelligence product)	share, spread
during which time	while

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E

e.g.	for example
e-mail	email
empower	allow
enable	allow
erroneous	wrong
establish	find out, set up
evidence based	evidence-based
expedite	speed up, hurry

F

facilitate	allow, run, organise, help (be specific about the type of help)
facsimile	fax
family unit	family, family members
focussed	focused
foster (unless it is children)	encourage, promote
further information	more information

G

give consideration to	consider

H

have to	must
he/she	they
his/her	their
hold an event	host an event

I

Intranet	intranet
impact (as a noun)	effect
impact (as a verb)	affect
implement	carry out, do
in relation to, relating to	about
inception	start, beginning
i.e.	that is
initiate	begin, start
inside Australia	in Australia
Internet	internet
issue (as a noun)	subject, problem, topic, concern, question, matter
issue (as a verb)	give, send

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J	
judgment (this spelling is used in the legal profession)	judgement
jurisdictions	states and territories, police agencies
L	
legally made	valid
leverage	influence, control, force (unless used in the financial sense)
liaise	discuss, talk, meet with
M	
mail	post
majority	most
make an application	lodge an application, apply
N	
need to	must
network (as a verb)	meet, talk, build a relationship
number of	some, several, many
numerous	many
O	
objective (as a noun)	aim, goal
obtain	get, receive
on the internet	online
over	more than (except when referring to age: over 55 years)
overarching	broad
P	
particulars	details, facts
persons	people
point in time, at this	now
prior to	before
programme	program (except in ministerial documents, where we use the minister's preferred spelling: *programme*)
pursuant to	under, because, in line with
R	
regarding	about
relating to, in relation to	about
request	ask
require	need
reside	live
residency	residence

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S

state (as a verb)	say, write, tell us
streamline	simplify, make more efficient
sufficient	enough

T

tackling (unless it is rugby, football or some other sport)	reducing, solving
taskforce	task force (unless it's led by the AFP or another partner agency that uses the spelling *taskforce*, in which case we use their style)
terminate	end, stop
timeframe	time frame

U

undertake	do, agree, promise
unpack	discuss, talk about
usage	use
utilise	use

W, X, Y, Z

web site	website
weekly basis	weekly
well-being	wellbeing
whilst	while

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Appendix B: Glossary of terms and acronyms

Term/acronym	Comments
1,4-butanediol 1,4-BD	A precursor for GHB
3,4-methylenedioxyamphetamine (MDA)	First reference: *3,4-methylenedioxyamphetamine (MDA)* Thereafter: *MDA*
3,4-methylenedioxymethylamphetamine (MDMA)	First reference: 3,4-methylenedioxymethylamphetamine (MDMA) Thereafter: MDMA. Avoid using the term *ecstasy*.
3,4-methylenedioxyphenyl-2-propanone (MDP2P)	A precursor for MDMA and MDA
3D printed firearms	A firearm that is primarily produced by a 3D printer

A

Term/acronym	Comments
ABIN	Australian Ballistics Information Network
ACSC	Australian Cyber Security Centre
AFCX	Australian Financial Crimes Exchange
AFIN	Australian Firearms Information Network
AGICC	Australian Gangs Intelligence Coordination Centre (no longer exists)
AHTCC	Australian High-Tech Crime Centre
AK-47 assault rifle	USSR manufactured select-fire military rifle chambered for the 7.62x39MM cartridge
AlphaBay	A darknet marketplace
AML/CTF	anti-money laundering and counter-terrorism financing
amphetamine	A specific chemical compound. See also: amphetamines, amphetamine-type stimulants
amphetamines	A class of drugs including amphetamine, methylamphetamine, dexamphetamine and others
amphetamine-type stimulants (ATS)	A category of drugs including amphetamine, methylamphetamine, MDMA and related drugs. First reference: amphetamine-type stimulants (ATS). Thereafter: ATS
anabolic steroids	Use the term anabolic-androgenic steroids
anabolic-androgenic steroids	First reference: anabolic-androgenic steroids. Thereafter: steroids
androgenic steroids	Use the term *anabolic-androgenic steroids*

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ASK	Assistance and Service Kiosk
APOT	Australian Priority Organisation Target, APOT list (not List)
armour piercing ammunition	Cartridges fitted with a projectile designed to penetrate either body armour or vehicle armour
Armory, the	A darknet site
assault rifle	A lightweight rifle developed from the sub-machine gun, may be set to fire automatically or semi-automatically
Attero	First reference: *National Task Force Attero*. Thereafter: *Attero*
ATS	See: *amphetamine-type stimulants*
AUSTRAC	Australian Transaction Reports and Analysis Centre

B

Term/acronym	Comments
BEC	Business Email Compromise
benzodiazepines	A pharmaceutical drug, also used illicitly
BEST	Black Economy Standing Taskforce
beta-2-agonists	A type of steroids. Use 2 hyphens.
Bitcoin/bitcoin	Use *Bitcoin* for the network or system. Use *bitcoin* for the unit of currency.
black powder handgun	Handgun using black powder propellant
BlackBerry	The plural is BlackBerrys (not BlackBerries).
black-market firearms, the black market	The environment in which illicit firearms are sold or traded
blockchain	A type of shared database
blowback action	A system of operation for semi-automatic or select-fire firearms that obtains energy from the motion of the cartridge case as it is pushed to the rear by expanding gas created by the ignition of the propellant charge
bolt action firearm	A firearm operating action where the bolt assembly feeds a cartridge into the chamber by pushing the bolt forward
botnet	Short for bot network
break action firearm	A firearm operating action where the barrel and receiver/frame are linked and can be partially separated for the purpose of inserting or extracting a cartridge`
bullpup firearm	A firearm designed so that operating action is located behind the trigger instead of in front of it
buprenorphine	A pharmaceutical opioid used to treat opiate dependence but also used illicitly

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C

Term/acronym	Comments
CACT	Criminal Assets Confiscation Taskforce (an AFP-led task force)
CAD	call associated data
calibre	Don't use *caliber* – this is the US spelling.
cannabinoid	One of a group of closely related compounds which include cannabinol and the active constituents of cannabis
cannabis	Avoid using the term *marijuana*. It is commonly used in the US and Canada but is not agency style.
CEC	Commission Executive Committee
CETS	Child Exploitation Tracking System
centre-fire rifle	A firearm designed to discharge a cartridge which has the primer located in the centre of the cartridge case head
s 47E(d)	[redacted]
clenbuterol	An asthma medication sometimes misused as a weight loss drug
CNP fraud	card-not-present fraud
combination gun	A firearm designed to have integral barrels chambered for cartridges of a different type/ dimensions
credential-harvesting malware	use a hyphen
CRO	cyber-related offending
CROSO	Cyber-Related Offending Special ACIC Operation
cryptocurrency, cryptocurrencies	Virtual currency
crystalline methylamphetamine	First reference: *crystalline methylamphetamine, commonly referred to as ice or crystal meth*. Thereafter: *crystal meth*
CSAM	child sexual abuse material
CSOs	child sex offences
cyber	cyber activity cyber adversary cyber attack cybercrime cybercrime actor (not *cybercriminal*) cyber espionage cyber fraud cyber offence cyber security cyber threat cyber-Related Offending Special Operation Cyber Security Strategy

D

Term/acronym	Comments
darknet	An overlay network within the internet
DDoS	distributed denial of service
DoS	denial of service

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DEA	Drug Enforcement Administration (US agency)
dexamphetamine	dextroamphetamine sulphate, a pharmaceutical used to treat attention deficit hyperactivity disorder and narcolepsy, also used illicitly. See also: *amphetamines*
dimethyltryptamine (DMT)	a naturally occurring hallucinogen
DNFBPs	designated non-financial businesses and professions
double-action revolver	A handgun designed so that a single pull of the trigger first cocks and then releases the hammer
double-barrelled, over and under shotgun	A shotgun with 2 barrels that are arranged vertically, commonly called a 'superposed' shotgun
double-barrelled, side by side shotgun	A shotgun with 2 barrels that are arranged horizontally
drive-by download	Unintentional download of malicious software
driver licence	(not license) but *licensed drivers*.

E

Term/acronym	Comments
ecstasy	Avoid using this street name for MDMA. Tablets sold as ecstasy often contain other drugs or substances, or may contain no MDMA at all. If you must use this term, put it in parentheses.
EOCT	Emerging Organised Crime Threats Special ACIC Operation
ergometrine	A precursor for LSD
ergotamine	A precursor for LSD
erythropoietin	First reference: *erythropoietin (EPO)*. Thereafter: *EPO*
Ethereum	A cryptocurrency

F

Term/acronym	Comments
FACC	Fraud and Anti-Corruption Centre (hosted by AFP)
FBI	Federal Bureau of Investigation (not Investigations)
FELEG	Five Eyes Law Enforcement Group
fentanyl	A pharmaceutical opioid, also used illicitly
s 47E(d)	[redacted]
field hammer gun, side by side	A side by side double barrelled shotgun with exposed hammers
field hammerless gun, side by side	A side by side double barrelled shotgun without exposed hammers
Fintel Alliance	A public-private partnership established by AUSTRAC
firearm licence	(not license) but licensed owners/dealers. See Easily confused words, on page 6.

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	A legal document which provides proof that the person described thereapon may carry, use and possess firearms in accordance with the conditions prescribed by the Registrar of Firearms
form-grabbing	A type of malware that retrieves authorisation and log-in credentials
Freenet	A darknet site

s 47E(d)

G

Term/acronym	Comments
gamma-butyrolactone (GBL)	A precursor for GHB. First reference: *gamma-butyrolactone (GBL)*. Thereafter: *GBL*
gamma-hydroxybutyrate (GHB)	First reference: *gamma-hydroxybutyrate (GHB)*. Thereafter: *GHB*
gas-operated firearm	A firearm which cycles through the use of expelled gas from the cartridge
GBL	gamma-butyrolactone
GHB	gamma-hydroxybutyrate
Gremium	OMCG in Germany
grey-market firearms, the grey market	not 'gray'. Grey market firearms are rifles and shotguns that should have been surrendered or registered during the 1996 National Firearm Buy-Back but were not

H

Term/acronym	Comments
hactivism	hacking for political or social activism purposes
handgun	A short-barrelled firearm that can be operated by one hand. Most common types are revolvers and pistols.
Heckler & Koch	Use an ampersand. A German arms manufacturing company that has subsidiaries in the UK, France and USA.
helional	precursor for MDMA and MDA
heroin	heroin diacetylmorphine – the term *heroin* is sufficient.
Homeland Security Investigations (HSI)	US agency
HRCG	high risk crime group
HSI	Homeland Security Investigations (US agency)

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I, J

Term/acronym	Comments
I2P	darknet
ICT	information and communications technology
IDDR	Illicit Drug Data Report
IOMS	Intelligence Operations Management System
ITTF	Illicit Tobacco Taskforce
JAG	Joint Analyst Group
JMC	Joint Management Committee
JMG	Joint Management Group
JOCTF	Joint Organised Crime Task Force
JWH-018	synthetic cannabinoid
JWH-073	synthetic cannabinoid

K, L

Term/acronym	Comments
Kalashnikov	The surname name of the designer of the USSR AK-47 rifle, Mikhail Kalashnikov.
ketamine	general anaesthetic, also used illicitly
key ring gun	A miniature sized firearm that fires live ammunition
keylogger	Keystroke logging
LCC	Local Consultative Committee
LEISCC	Law Enforcement Information Services Capability Committee
lever action firearm	A firearm that uses a manually operated cocking lever that pivots forward to cycle the action to feed and extract cartridges
licence (noun), license (verb)	For example: firearm licence, driver licence, licensed owner/dealer, licensing requirements.
Litecoin	cryptocurrency
long-arm firearm	A firearm which is not a handgun, i.e. a rifle, shotgun or similar
LSD	lysergic acid diethylamide First reference: lysergic acid diethylamide (LSD). Thereafter: LSD

M

Term/acronym	Comments
M1 carbine	A semi-automatic military rifle of USA design
mafia	not Mafia
malware	Malicious software
marijuana	This term is widely used in the US and Canada, but our agency prefers the term *cannabis*.
Mazar	malware
MCCC	Management, Coordination and Control Committee

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MDA	3,4-methylenedioxyamphetamine First reference: *3,4-methylenedioxyamphetamine (MDA)*. Thereafter: *MDA*
MDMA	3,4-methylenedioxymethylamphetamine First reference: *3,4-methylenedioxymethylamphetamine (MDMA)* Thereafter: *MDMA*. Avoid using the term *ecstasy*.
MDP2P	3,4-methylenedioxyphenyl-2-propanone (a precursor for MDMA and MDA)
MEOC	Middle Eastern organised crime
mephedrone	4-methylmethcathinone, or 4-MMC (a synthetic stimulant)
methylamphetamine	Not *methamphetamine*. See also: *amphetamines, amphetamine-type stimulants*
methylone	synthetic stimulant
Mirai	malware
Monero	cryptocurrency
moneys	not monies
Morpheus	First reference: National Task Force Morpheus. Thereafter: Morpheus
motorcycle	Usually one word, but 2 words in the name Outlaw Motor Cycle Gangs Special ACIC Operation
muzzle-loading firearm	A firearm into which the projectile and the propellant charge is loaded from the muzzle of the barrel

N

Term/acronym	Comments
NAFIS	National Automated Fingerprint Identification System
NAGS	National Anti-Gangs Squad (AFP-led squad)
Namecoin	cryptocurrency
National Firearm Buyback	A firearm buyback program for long arm firearms that was implemented by the Australian Commonwealth government in 1996
National Task Force Attero	First reference: *National Task Force Attero*. Thereafter: *Attero*
National Task Force Morpheus	First reference: *National Task Force Morpheus*. Thereafter: *Morpheus*
NCC	National Consultative Committee
NCICC	National Criminal Intelligence Capability Committee
NCIDD	National Criminal Investigation DNA Database
NCIDD-IFA	NCIDD Integrated Forensic Analysis
NCIS	National Criminal Intelligence System
NCOS	National Child Offender System
NCTA	National Criminal Threat Assessment
NCTL	National Criminal Target List

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NFA	National Firearms Agreement
NFTP	National Firearm Trace Program An ACIC hosted and maintained program that allows law enforcement partners to submit web-based illicit firearm trace requests
NMPVS	National Missing Persons and Victim System
NSISOC	National Security Impacts from Serious and Organised Crime No. 2 Special Operation
'Ndrangheta	Calabrian mafia. Make sure the apostrophe doesn't turn around as you type. It should look like a 9, not a 6.
NFA Category A firearm	Air Rifles, Rimfire rifles (excluding self-loading); Rimfire rifles (excluding self-loading) and single and double barrel shotguns
NFA Category B firearm	Muzzle-loading firearms; Single shot, double barrel and repeating centre-fire rifles; Break action shotguns/rifle combinations; Lever action shotguns with a magazine capacity of 5 rounds and under
NFA Category C firearm	Restricted, except for occupational purposes) Semi-automatic Rimfire rifles with a magazine capacity no greater than 10 rounds; Semi-automatic shotguns with a magazine capacity no greater than 5 rounds; Pump action shotguns with a magazine capacity no greater than 5 rounds
NFA Category D firearm	(Restricted, except for occupational purposes) Self-loading centre-fire rifles designed or adapted for military purposes or a firearm which substantially duplicates those rifles in design, function or appearance; Non-military style self-loading centre-fire rifles with either an integral or detachable magazine; Self-loading shotguns with either an integral or detachable magazine and pump action shotguns with a capacity of more than 5 rounds; Self-loading rim-fire rifles with a magazine capacity greater than 10 rounds; Lever action shotguns with a magazine capacity over 5 rounds
NFA Category H firearm	(Restricted) All handgun types, including air pistols
NFID	
NFID	National Firearms Identification Database
NFLRS	National Firearms and Licensing Registration System (to be replaced by AFIN)
NGL	National Gangs List
NIC	National Intelligence Community
NPCS	National Police Checking Service

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NPRS	National Police Reference Service
NPI	National policing information
NPS	new psychoactive substances
NWDMP	National Wastewater Drug Monitoring Program

O

Term/acronym	Comments
OCA	*Organised Crime in Australia* (biennial unclassified report – no longer published)
OCTA	*Organised Crime Threat Assessment* (classified report – no longer produced)
OMCG	outlaw motorcycle gang
OSF	Operations Strategy Forum
OSP	offshore service provider
oxycodone	pharmaceutical opioid

P

Term/acronym	Comments
P2P	phenyl-2-propanone (a precursor for methylamphetamine)
Peercoin	cryptocurrency
peer-to-peer networking	2 hyphens
pen gun	A firearm that resembles in size and appearance an ink pen
Petya	ransomware, also known as NotPetya
Phantom Secure, Phantom Secure BlackBerrys	encryption device
phenyl-2-propanone (P2P)	A precursor for methylamphetamine
phishing	Fraudulent communications that appear to be from a reputable source
Phoenix Taskforce	Joint taskforce with the Australian Taxation Office to combat illegal phoenix activity
PIEDs	performance and image enhancing drugs. See also: *anabolic-androgenic steroids*
PII	personal identifying information
psilocybin	hallucinogen found in mushrooms
pump action firearm	A firearm where the forend is manually moved forward and backward to eject a spent cartridge and to chamber a new one

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R

Term/acronym	Comments
ransomware	A form of malware rendering files unusable unless a ransom is paid
rim-fire rifle	A firearm chambered for a cartridge whose primer compound is located within a rim protruding from the base of the casing
Ruger	The full name of the firearm manufacturer is Sturm, Ruger & Co.

S

Term/acronym	Comments
safrole	A precursor for MDMA and MDA
sawn-off shotgun	A shotgun which has had the barrel and/or butt stock illegally modified to achieve an overall length shorter than the legal limit
select-fire firearm	A firearm capable to fire in semi-automatic, fully automatic and/or burst mode
semi-automatic firearm	A firearm capable of firing a cartridge with each pull of the trigger until the magazine is empty
SFCT	Serious Financial Crime Taskforce
Sig-Sauer	A German/Swiss firearm manufacturer
Silk Road 3.0	darknet marketplace
single-action revolver	A revolver which requires manual cocking of the hammer or striker before sufficient pressure ion the trigger releases the firing mechanism
Single Field Hammer	A single shot single barrelled shotgun with an exposed hammer
Single Field Hammerless	A single shot single barrelled shotgun without an exposed hammer
SKS Type 56 rifle	A Chinese manufactured military semi-automatic rifle first issued in 1956
SME	subject matter expert
smishing	identity theft conducted via text message (also called shmishing)
Smith & Wesson	Use an ampersand. American firearm manufacturer located in Springfield Massachusetts and other USA locations
SMR	suspicious matter report (required by AUSTRAC)
SMSF	self-managed superannuation fund
snub-nosed revolver	A non-industry term used to describe any small, medium or large frame revolver with a short barrel
SOC	SOC serious and organised crime
SOCCC	Serious and Organised Crime Coordination Committee

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SOCG	serious and organised crime group
SOCRA	Serious Organised Crime Risk Assessment
spear phishing	Electronic communications scams targeted at a specific person, business or organisation
speedloader	A device used to reload a revolver en masse rather than individually load a single cartridge into the cylinder chamber(s) one at a time
Steyr rifle	firearms manufacturer based in Austria
Sturm, Ruger & Co.	firearm manufacturer
submachine gun	A firearm designed to fire handgun cartridges in semi-automatic or full automatic mode

T

Term/acronym	Comments
Task Force Vestigo	First reference: *Task Force Vestigo*. Thereafter: *Vestigo*
TBML	trade-based money laundering
TCC	Technology Capability Committee
Tor	The Onion Router (software used to access the darknet)
traffic	trafficked, trafficker, trafficking, trafficable, to traffic
TRAM	Target Risk Assessment Methodology
trojan	malware
tryptamine	hallucinogen
TSOC	transnational serious and organised crime

U, V

Term/acronym	Comments
Valhalla Marketplace	darknet site
Vestigo Task Force	First reference: *Vestigo Task Force*. Thereafter: *Vestigo*

W, X, Y, Z

Term/acronym	Comments
Wanacry	ransomware
WAOC	West African organised crime
watering-hole technique	placement of malware on a legitimate website
whitelist, whitelisting	Cyber security strategy that approves email addresses
Wickr	encrypted communication app
wi-fi	Wireless network
Zcash	cryptocurrency

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Appendix C: Writing letters

When writing a letter, use the relevant template available on the intranet to ensure consistency of style and formatting.

Our agency uses 'open punctuation', which means there is no comma after the salutation ('Dear Dr Gregson') or the complimentary closing ('Yours sincerely').

Writing to parliamentarians

A letter to the Attorney-General should be addressed in the following manner:

CM: XXXXXXX

The Hon Mark Dreyfus KC MP
Attorney-General
PO Box 6022
House of Representatives
Parliament House CANBERRA ACT 2600

Dear Attorney-General

[Title or subject heading if appropriate]

[Insert text here]

Yours faithfully

[Signature and name of sender]

The Parliament House website has more information on addressing ministers and other parliamentarians. For more information, go to Contacting Senators and Members – Parliament of Australia (aph.gov.au).

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Appendix D: Media materials

Punctuating quotes

In media materials, use double quotation marks first, and single quotation marks for a quote within a quote.

- "The Australian Cybercrime Online Reporting Network led to the arrest of 2 people suspected of operating 'fake trader' websites," Deputy CEO Intelligence John Smith said.

Use a capital letter for the first word of direct speech and a suitable punctuation mark before the closing quote mark:

- "We arrested 283 people, leading to the successful conviction of 69 criminals," Chief Executive Officer Jane Citizen said.
- Chief Executive Officer Jane Citizen said, "The fourth report of the National Wastewater Drug Monitoring Program will be released in March."

For quotations of multiple paragraphs, use opening quotation marks at the beginning of each paragraph but closing quotes only at the end of the last paragraph:

- Ms Citizen said: "Serious and organised crime touches the lives of Australians in unprecedented ways – it is destructive, pervasive and sophisticated.

  "Global trends have been replicated in Australia with increasing speed over the past few years, with physical geographic boundaries no longer containing criminal networks.

  "As the reach of organised criminals expands to exploit markets offshore, law enforcement has also become more connected through the development of information sharing platforms and enhanced partnerships."

Attributing quotes

Always make it clear who is speaking. Where there are quotes from more than one person, put the second attribution before the second quote:

Unclear:

- Australian Federal Police State Manager South Australia, Commander Chris Farrell, emphasised that parcel post interceptions could add up to significant drug seizures.

  "Though the packages being intercepted may appear to be only small amounts of illicit substances, in totality these can equate to large quantities of drugs being seized and a significant disruption to criminal networks," Commander Farrell said.

  "We know that serious and organised criminals, as well as other motivated individuals, use various importation streams to circulate illicit drugs," Australian Criminal Intelligence Commission representative Rowena Powell said.

In the example above, the last paragraph reads like a continuation of Commander Farrell's words, forcing the reader to backtrack.

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Clear:

- Australian Federal Police State Manager South Australia, Commander Chris Farrell, emphasised that parcel post interceptions could add up to significant drug seizures.

  "Though the packages being intercepted may appear to be only small amounts of illicit substances, in totality these can equate to large quantities of drugs being seized and a significant disruption to criminal networks," Commander Farrell said.

  Australian Criminal Intelligence Commission representative Rowena Powell said these results show the threat and harm posed by illicit drugs to the Australian community is ever-growing.

  "We know that serious and organised criminals, as well as other motivated individuals, use various importation streams to circulate illicit drugs," Ms Powell said.

Names and titles

Use any of the following formats when attributing a quote:

- [title and name] said
- [name] said
- he/she/they said

Do not use the format 'said [name]', as this is more suited to novels than news.

- ✓ Chief Executive Officer Gordon Smith said …
- ✓ Acting Executive Director Intelligence Rachel Vandenberg said …
- ✓ … Mr Chiu said.
- ✓ … she said.
- ✗ … said Ms Karolinski.

In addition, use words for numbers below 10 for government content that follows journalistic conventions.

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Appendix E: Inclusive writing

Using inclusive language

The ACIC is committed to recognising and valuing the diversity of our community. The use of inclusive language is an important part of creating that environment. Used constructively, language can reflect diversity in a positive and accurate way, rather than perpetuating negative stereotypes about individuals and groups.

Regardless of their backgrounds, people are first and foremost individuals. Referring to an individual's attributes is only appropriate if it is relevant in the context.

Inclusive language guidelines

Use language that is culturally appropriate and respectful of the diversity of Australia's peoples.

Only refer to age when it is relevant and necessary.

Use gender-neutral language, or find out the reader's preferred pronouns.

Focus on the person, not the disability. Mention disability only if it is relevant and necessary.

Staff should use the links below from the latest version of the Australian Government Style Manual when drafting any communication materials:

- Aboriginal and Torres Strait Islander peoples
- Age diversity
- Cultural and linguistic diversity
- Gender and sexual diversity
- People with disability

We have also included some specific examples of inclusive writing below.

Indigenous Australians

An Indigenous Australian is someone of Aboriginal or Torres Strait Islander descent who identifies as an Australian Aboriginal or Torres Strait Islander and is accepted as an Aboriginal or Torres Strait Islander by the community they live in (or have lived in).

Collective names

An Aboriginal and Torres Strait Islander person can be referred to by collective names that are commonly used to refer to distinct Indigenous nations and peoples. The preferred term for referring collectively to Indigenous Australians is *Aboriginal and Torres Strait Islander peoples*.

Capitalise all references to Aboriginal Australians and Indigenous Australians. The use of lower case (aboriginal) refers to an indigenous person from any part of the world, not an Aboriginal Australian.

Ensure any use of the term *Australian* does not infer exclusion of Aboriginal and Torres Strait Islander peoples.

- The median age of Aboriginal and Torres Strait Islander peoples is 21 years, compared with the median age of Australians of other descent at 37 years.

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Correct use of *Aboriginal*

Do not use the word Aborigine(s), as it has negative connotations. *Aboriginal* should be used as an adjective, not a noun.

- ✓ Aboriginal person/peoples
- ✘ An Aboriginal/Aboriginals
- ✓ We recognise that Aboriginal peoples have a history of over 65,000 years on this land.
- ✘ We recognise that the Aboriginals have a history of over 65,000 years on this land.

Correct use of *Torres Strait Islander*

A Torres Strait Islander person is a descendant from one of the Torres Strait Islands located to the north of mainland Queensland. *Torres Strait Islander* should be used as an adjective, not a noun.

- ✓ Torres Strait Islander person/peoples
- ✘ A Torres Strait Islander.

The term *Torres Strait Islander* should never be abbreviated as it may cause offence.

- ✓ Torres Strait Islander person/peoples
- ✘ Islander(s)
- ✘ TSI

Correct use of *Indigenous*

Some Aboriginal and Torres Strait Islander peoples feel the term *Indigenous* diminishes their identity. It is better to be more specific.

- ✓ Aboriginal and/or Torres Strait Islander persons/peoples (preferable)
- ✓ Indigenous Australians (acceptable, but not preferable)
- ✘ ATSI

The word *indigenous* is used without capitals when referring to the first human inhabitants of any country. If referring to Aboriginal and Torres Strait Islander peoples, capitalise *Indigenous*.

Language and culture

More than 200 different language groups are used in Australia. Migrants are sometimes stereotyped. Our agency does not tolerate racially based stereotyping, as it is a form of harassment.

People may identify with a culturally and linguistically diverse group on the basis of:

- ethnic and racial background
- country of birth or descent
- language
- ethno-religious and/or cultural background

People born in Australia or who have Australian citizenship are Australians, regardless of their cultural background, race, religion or ethnicity. If you need to specify a person's ethnicity, use a

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qualifying adjective such as Arabic-speaking Australians, Jewish Australians, or Australians of Irish descent. Alternatively, hyphenation can be used, as in Anglo- Australians, Vietnamese-Australians or Italo-Australians.

Show respect for the personal preference of people who choose not to be identified by their ethnic group.

The term *Asians* is often used inappropriately, sometimes in a negative way, to refer to people from diverse countries with different cultures such as China, Japan, Vietnam, India, Taiwan and Malaysia. Grouping all these cultures under one title is ambiguous and fails to recognise ethnic and cultural distinctions.

Inappropriate generalisations can be made about ethnicity and religion. Not everyone in an ethnic group necessarily has the same religion. For example, not all Lebanese or Turkish people are Muslims and not all Muslims are Arab or Turkish.

Similarly, religions such as Judaism, Christianity and Islam are practiced throughout the world, not just in particular countries. In addition, within these religions there can be different denominations with their own beliefs and practices. For example, Christian denominations include Anglicans and Catholics.

People with disability

Describing people with disability in a way that emphasises their disability over their individuality has the effect of depersonalising them, and presents all people with disability as a homogenous group. If it is necessary to draw attention to a person's disability, then place the person first in a description. The focus needs to be on the person, not the disability.

Focus on the person, not the disability

Use person with disability or people with disability. Person-first language is the most widely accepted terminology.

- ✓ people with disability
- ✘ the disabled
- ✓ person who is deaf or hearing impaired
- ✘ the deaf

Don't imply people with disability are victims or sufferers. Just because a person experiences a disability does not make them weak, a victim or sufferer. Try not to use emotive language; do not use suffering from or struck down by. Instead use:

- Paul experiences depression
- Ravi developed multiple sclerosis.

Avoid euphemisms and made-up words such as 'Differently abled', 'people of all abilities', disAbility', diffAbled', 'special needs' as they can be considered patronising.

People are not bound by their wheelchair

A person who uses a wheelchair is not bound by the chair – they are enabled and liberated by it, and

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it becomes an extension of their body.

- ✓ wheelchair user
- ✓ person who uses a wheelchair
- ✘ confined to a wheelchair

Where possible, find out how the individual refers to their disability.

Gender

Trans and gender diversity

Trans and gender diversity are umbrella terms for people whose gender identity or gender expression is different to the gender assigned to them at birth. Intersex people have innate sex characteristics (e.g. physical and/or hormonal) that do not fit medical norms for female or male bodies.

People may identify across a broad spectrum both within and outside of traditional gender definitions of the gender binary (male and female).

Follow people's cues around how they refer to themselves and their personal pronouns (he/she/they). Importantly some people do not identify as Trans or Intersex but simply 'she', 'he', 'they' or their name.

- ✓ They identify as non-binary
- ✓ They identify as Transgender or Trans
- ✓ She is a trans woman
- ✓ He is a trans man
- ✓ Intersex
- ✘ It
- ✘ Purposeful use of the wrong pronoun (he/she)
- ✘ Transexual
- ✘ Hermaphrodite

The APS recognises both LGBTQIA+ and LGBTIQ+, however **LGBTQIA+** is preferred as it is more inclusive.

Gender neutral terms

Man is a generic term that excludes women – for example, *chairman*. Use gender neutral terms where possible.

- ✓ chairperson/chair/convener/coordinator.
- ✓ police officer
- ✘ policeman.

Inclusive personal pronouns

Find ways of using pronouns that are gender-inclusive. It is acceptable to use the pronoun 'their' as a

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non-gender-specific singular pronoun.

✓ Managers will determine the work priorities.

✓ Each manager will determine their work priorities.

Words of equal status

Many common terms can demean or patronise women by unnecessarily including their gender in a professional context.

✓ Ask the staff in the office.

✖ Ask the ladies in the office.

Gender stereotypes

Avoid terms which stereotype women or men.

✓ Dr Jane Doe has been appointed

✖ Mother of 4 appointed Director

✓ Officers and their partners

✖ Officers and their wives.

Age

Language should reflect that both young and old people can be independent and contribute to society. Terms like *kids*, *pensioners* and *geriatric* can reinforce negative stereotypes. Use more suitable terms like *youth, young person, older person, seniors* and *mature-aged.*

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AUSTRALIAN CRIMINAL INTELLIGENCE COMMISSION

Quick Reference Guide

OFFICIAL

ACIC Writing Style

CM 23/101138 ACIC Writing Style Guide (full document)

Spelling

Use the Macquarie Dictionary to check spelling.

Use plain English

Use everyday words and grammatical structures that are widely recognised and understood. Keep abbreviations, acronyms and legal or technical terminology to a minimum. Avoid jargon. Write for your average reader, not for yourself.

Use active voice

Active voice is clearer, more direct and requires fewer words. It can be easier to read than passive voice and is less open to misinterpretation.

In an active construction, the doer goes first:

- Active: The **delegate** signed the contract this morning.
- Passive: The contract was signed this morning by the **delegate**.
- Active: **John** ate the apple.
- Passive: The apple was eaten by **John**.

Abbreviations and acronyms

Use them sparingly and consistently. If you are only mentioning an item once or twice, write it out in full. Spell out the term in full the first time it appears in the text (not the heading), followed by the acronym in brackets.

- Australian Criminal Intelligence Commission (ACIC).

Bullet lists

To correctly use a bullet list, remember the following:

- Each bullet point must make sense when read together with the lead in text.
- For a list of full sentences, each point starts with a capital and ends in a full stop.
- For a list of sentence fragments, start each point with lower case and only use a full stop after the last point.

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Capitalisation

Capital letters should be used for proper nouns, names of people and places and the full names of organisations.

- The Attorney-General's Department is part of the Australian Public Service. The department provides legal services to the Australian Government.

Use sentence case for headings.

- 'Compliance index' not 'Compliance Index'.

Dashes

Use hyphens (-) for compound words and to attach some prefixes – for example: Attorney-General's Department, law-abiding citizen. Use a spaced en dash (–) to signify an abrupt change, or to introduce examples. You can also use it to set apart text that you might otherwise bracket, particularly if you want to emphasise it.

Examples:

- Most departments – particularly the latter group – will need to bear this in mind.
- Yes, I agree with you – but that is not what we came here to discuss.

Avoid using en dashes for spans or ranges of numbers. Instead, use the phrases:

- 'from' paired with 'to' – for example, 'from 57 to 65 years'
- 'between' paired with 'and' – for example, 'between Monday and Friday'.

Examples:

- She worked from 10 to 28 January.
- Annual rainfall between 2017 and 2019 was lower than the long-term average.

Numbers

The numbers zero and one should be written as words, while numbers 2 and up should be written as numerals. There are 2 exceptions to this rule: percentages and decimals should be written as numerals, and numbers at the beginning of a sentence must be written in words.

- One month
- 11 targets
- Twenty-four agencies were involved
- A 4% increase.

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Times and dates

When writing time, use lower case for *am* and *pm* and include a space after the number. Use a colon to separate the hours from the minutes.

- 9 am to 5:30 pm.
- Open 2–5 pm, 7 days a week.

Use *noon* and *midnight* rather than 12 am or 12 pm, to avoid confusion.

Do not abbreviate days of the week or months in text; always use the full name. Days and dates should be written in full, without punctuation.

- 22 July 2010
- Thursday 22 July 2010
- July 2010.

To show a span of time, use an en dash:

- 10–14 April 2015
- August–October 2016
- the 2016–17 financial year
- 2005–08.

Where the span of years is greater than a decade, the years should be written out in full:

- 1999–2010.

Use of italics

Titles of published works should be italicised. Titles of unpublished works and of articles or chapters within a published work are distinguished by single quotation marks.

- *Illicit Drug Data Report 2019–20*
- 'A study of drug use in detainees'.

Legislation should also be italicised:

- *Australian Crime Commission Act 2002* (Cth)

Bills, ordinances and regulations are not italicised.

- Australian Crime Commission Amendment (Special Operations and Special Investigations) Bill 2022

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Common terms

Department	Government
▸ Attorney-General's Department ▸ AGD (not AGs or A-Gs) ▸ the department (lower case) ▸ departmental (lower case) ▸ Australian Government departments (lower case) ▸ Attorneys-General not Attorney-Generals	▸ Australian Government (not Federal Government) ▸ Victorian Government (capital letters) ▸ states and territories (lower case) ▸ the government (common noun, so lower case) ▸ government agencies (lower case)

Task force/Taskforce:

The agency's preference is to write *task force* as 2 words, to align with the *Macquarie Dictionary* spelling. For example:

- Vestigo Task Force

However, some of our law enforcement partners write it as one word. For example:

- Serious Financial Crime Taskforce (AFP).

When referring to task forces led by our partner agencies, follow their style preference when using the full title. However, any task force led by the ACIC should be referred to as a *task force*.

Our structure

The *Chief Executive Officer* is supported by the *executive team*, or *national managers* (generic). Each national manager oversees a stream of work that cascades into divisions, branches, sections and teams.

Capitalise the names of divisions, branches, sections and teams only when the full title is used:

- the Intelligence Operations Division, the intelligence division, the division
- Finance, Property and Procurement Branch, finance branch, the branch
- the Communication and Media Section, the section
- the Internal Communication Team, the communication team

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Document 3

AUSTRALIAN CRIMINAL INTELLIGENCE COMMISSION

VISUAL IDENTITY GUIDELINES

V1.2

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VISUAL IDENTITY GUIDELINES

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- Risk/threat palette 5

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The Australian Criminal Intelligence Commission (ACIC) provides mission critical intelligence to combat the threats Australia faces from transnational serious and organised crime.

OUR VISION | An Australia hostile to criminal exploitation.

OUR PURPOSE | To protect Australia from serious criminal threats by collecting, assessing and disseminating intelligence and policing information.

The ACIC brand symbolises our corporate image, including our vision and purpose, our narrative and the way we represent ourselves to our stakeholders.

The *ACIC Visual Identity Guidelines* have been developed to help you apply our corporate identity to a range of products, and ensure we always present a professional and consistent image.

Within this booklet you will find information about the ACIC brand, logos, colour palette and typography. A range of corporate templates is also available on the intranet.

All materials must follow these guidelines. Exceptions may be made for campaigns and joint agency initiatives, and will be assessed on a case-by-case basis by the ACIC Design Studio.

Correct application of these guidelines will help achieve our goals to communicate the ACIC brand effectively and consistently. Management of the logo and brand is the responsibility of the ACIC Design Studio. All use of the logo must be approved by them.

Released under the Freedom of Information Act 1982 (Cth)

LOGO

The Australian Criminal Intelligence Commission logo is a distinct brand element. The ACIC logo instantly and clearly identifies a piece of communication as belonging to the ACIC. The logo is a Registered Trademark and must be reproduced correctly.

AUSTRALIAN
CRIMINAL
INTELLIGENCE
COMMISSION

Minimum size (stand alone)

Minimum height = 20mm



Isolation zone

To ensure the viewer is drawn to the ACIC logo, and to protect it against encroachment by text and graphics, always provide an isolation zone around the logo. The minimum isolation zone is illustrated by the space within the dotted line. As the size of the logo increases, so does the isolation zone.



X = **Isolation zone**
The isolation zone is equal to the width of the word 'AUSTRALIA' in the Coat of Arms.

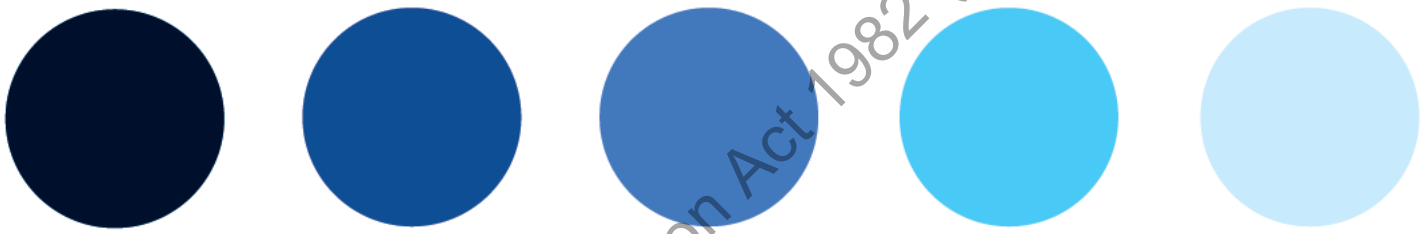
Released under the Freedom of Information Act 1982 (Cth)

COLOURS

Primary palette

The ACIC **primary palette** is 5 blue tones, with navy blue being the most prominent.

PRIMARY PALETTE



NAVY BLUE

PMS 296
#0E2337
C: 100 R: 14
M: 40 G: 35
Y: 0 B: 55
K: 92

COBALT BLUE

PMS 293
#0F4E93
C: 100 R: 15
M: 80 G: 78
Y: 12 B: 147
K: 0

AZURE BLUE

PMS 2727
#4479BC
C: 76 R: 68
M: 49 G: 121
Y: 0 B: 188
K: 0

ELECTRIC BLUE

PMS 2985
#4EC8F4
C: 58 R: 78
M: 0 G: 200
Y: 0 B: 244
K: 0

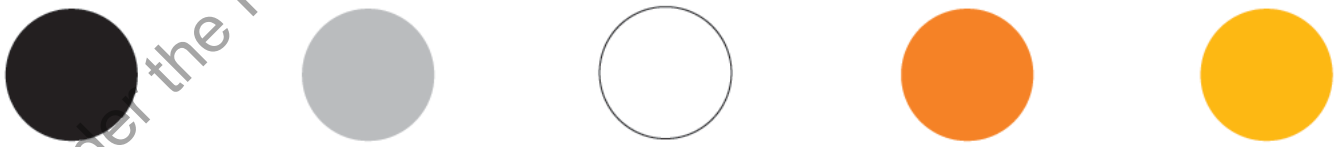
LIGHT BLUE

PMS 2985 (40% tint)
#C2E5F5
C: 20 R: 194
M: 0 G: 229
Y: 0 B: 245
K: 0

Secondary palette

The colours in the primary palette are enhanced with the **secondary palette** which should be used to create contrast. Ensure there is appropriate contrast when using more than one colour.

SECONDARY PALETTE



BLACK

#000000
C: 0 R: 0
M: 0 G: 0
Y: 0 B: 0
K: 100

GREY

#BABCBE
C: 0 R: 186
M: 0 G: 188
Y: 0 B: 190
K: 31

WHITE

#FFFFFF
C: 0 R: 255
M: 0 G: 255
Y: 0 B: 255
K: 0

ORANGE

#F58225
C: 0 R: 245
M: 60 G: 130
Y: 97 B: 37
K: 0

YELLOW

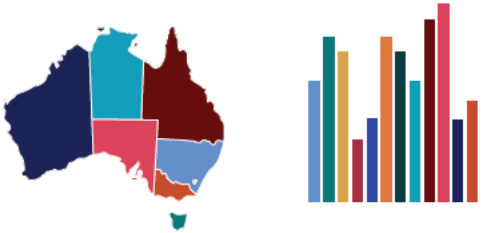
#FDB913
C: 0 R: 253
M: 30 G: 185
Y: 100 B: 19
K: 0

Released under the Freedom of Information Act 1982 (Cth)

COLOURS

Data visualisation palette

The ACIC **data visualisation palette** has been specifically chosen to provide a range of colours that are accessible and provide contrast against each other to achieve distinct and separate categories for use in graphs. These colours can also be used in long documents where further colour variety is needed.



DATA VISUALISATION PALETTE

#5895F0
C: 62 R: 88
M: 37 G: 149
Y: o B: 240
K: 0

#0828C1
C: 93 R: 8
M: 85 G: 40
Y: 0 B: 193
K: 100

#00195A
C: 100 R: 0
M: 95 G: 25
Y: 31 B: 90
K: 34

#009DBA
C: 79 R: 0
M: 20 G: 157
Y: 21 B: 186
K: 0

#007679
C: 88 R: 0
M: 36 G: 118
Y: 49 B: 121
K: 12

#003B3F
C: 93 R: 0
M: 58 G: 59
Y: 60 B: 63
K: 50

#DAA34A
C: 15 R: 218
M: 37 G: 163
Y: 83 B: 74
K: 0

#DF783B
C: 10 R: 223
M: 64 G: 120
Y: 87 B: 59
K: 0

#C74B2D
C: 22 R: 199
M: 86 G: 75
Y: 100 B: 45
K: 0

#DB435C
C: 10 R: 219
M: 89 G: 67
Y: 56 B: 92
K: 100

#A73244
C: 25 R: 167
M: 93 G: 50
Y: 68 B: 68
K: 15

#680000
C: 33 R: 104
M: 99 G: 0
Y: 98 B: 0
K: 51

Risk/threat palette

This colour palette is to be used to communicate risk and threat levels only.

RISK/THREAT PALETTE

VERY LOW
#007679
C: 88 R: 0
M: 36 G: 118
Y: 49 B: 121
K: 12

LOW
#A5CE3D
C: 40 R: 166
M: 0 G: 206
Y: 97 B: 62
K: 0

MEDIUM
#FDB913
C: 0 R: 252
M: 30 G: 185
Y: 100 B: 19
K: 0

HIGH
#F58225
C: 0 R: 245
M: 60 G: 130
Y: 97 B: 37
K: 0

VERY HIGH
#C3253F
C: 23 R: 196
M: 100 G: 37
Y: 80 B: 64
K: 0

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TYPEFACES

Our corporate typeface is a condensed version of Roboto. Where Roboto Condensed is not available Calibri is the preferred substitute font. If neither Roboto or Calibri are available, use Arial, which is a standard system font.

ACIC corporate templates are available in Microsoft Word and PowerPoint.

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ROBOTO CONDENSED

Aa

Regular

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz
1234567890

Bold

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz
1234567890

CALIBRI

Aa

Regular

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz
1234567890

Bold

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz
1234567890

HEADINGS

HEADLINE

Roboto Condensed Regular

HEADLINE

Calibri Regular

Headlines can be either Roboto Condensed Regular/Bold or Calibri Regular/Bold.

Subheading

Roboto Condensed Bold

Subheading

Calibri Regular Bold

Subheadings can be either Roboto Condensed Regular/Bold or Calibri Regular/Bold.

Paragraph heading

Calibri Regular Bold

Paragraph headings should be Calibri Bold.

Body text

Calibri Regular

Body text should be Calibri Regular.
Use **bold** for emphasis and *italics* for quotes or references.

Released under the Freedom of Information Act 1982 (Cth)

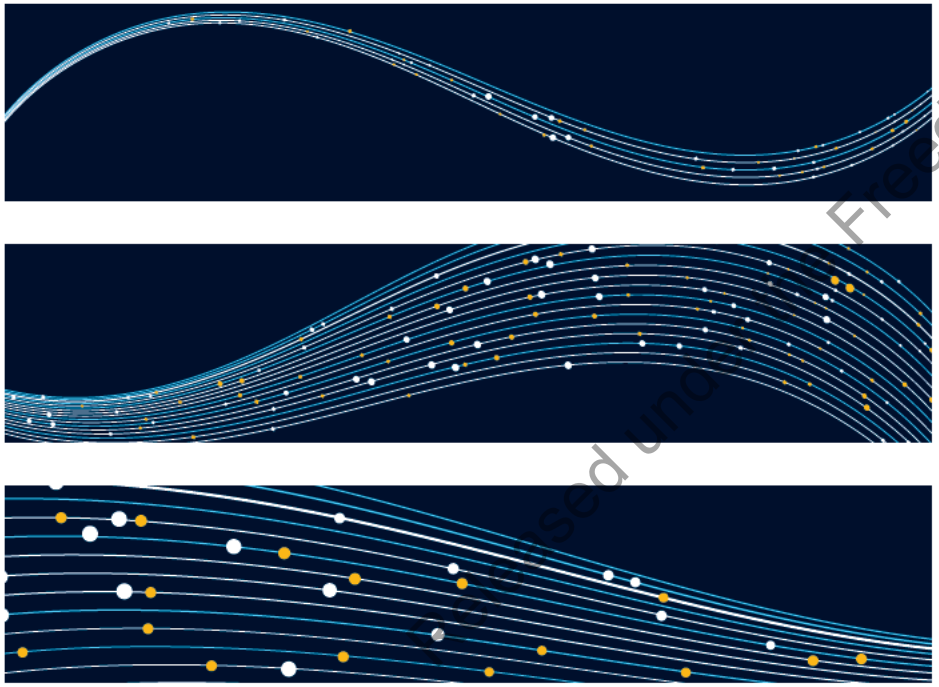
DATA MESH

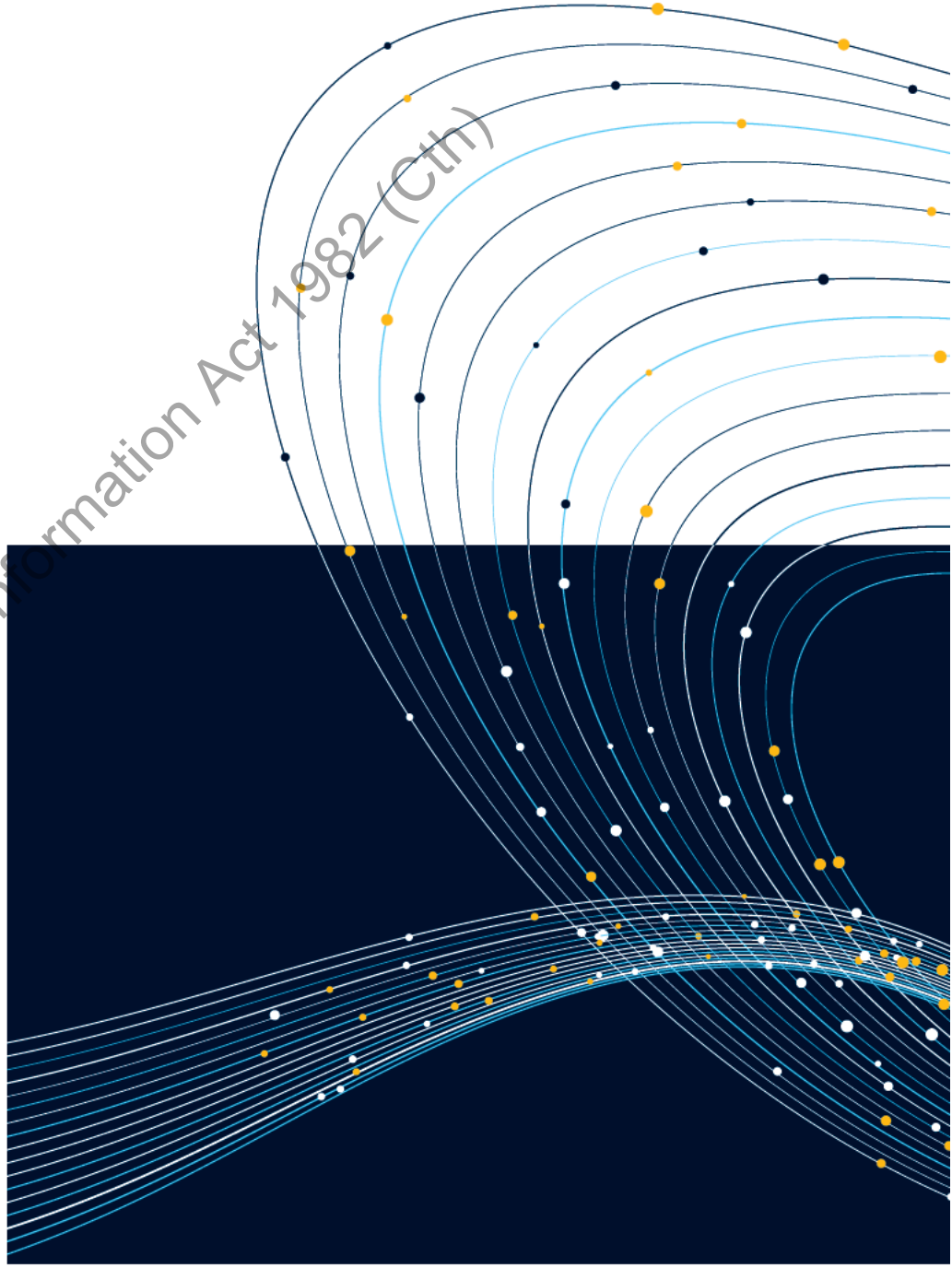
The data mesh is a key visual element and represents our purpose to collect, assess and share intelligence and policing information. The lines and dots illustrate the wide net of data ACIC has access to, and the seamless flow of information and collaboration between partners across Australia.

The data mesh is flexible and dynamic like the work ACIC is involved in. There is no fixed device so any number of graphic variations can be created.

Data mesh weights

Data meshes can be made and cropped in order to achieve different visual weights. If overlapping two meshes, make sure the overlapping area is not too busy.





Freedom of Information Act 1982 (Cth)

IMAGES

ACIC imagery is authentic, legitimate and factual. It is matter-of-fact.
It does not need to entertain, sell or seduce.

Images can to be used by themselves or paired with the data mesh.











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ICONS

To ensure consistency and reinforce the ACIC brand, icons should have rounded corners, have a solid fill and use 2 colours. Commonly used corporate icons are in the ACIC PowerPoint templates. Contact the ACIC Design Studio if you need bespoke icons for your project.





- Always use **filled** icons
- Opt for **rounded** shapes
- Avoid **square** shapes
- Avoid **outlined** icons

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AUSTRALIAN CRIMINAL INTELLIGENCE COMMISSION

acic.gov.au

Document 4

AUSTRALIAN CRIMINAL INTELLIGENCE COMMISSION

VISUAL IDENTITY GUIDELINES

V1.2

EXTENDED VERSION

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VISUAL IDENTITY GUIDELINES

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VIDEOS 15

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Minimum size (stand alone)

Minimum height = 20mm



Isolation zone

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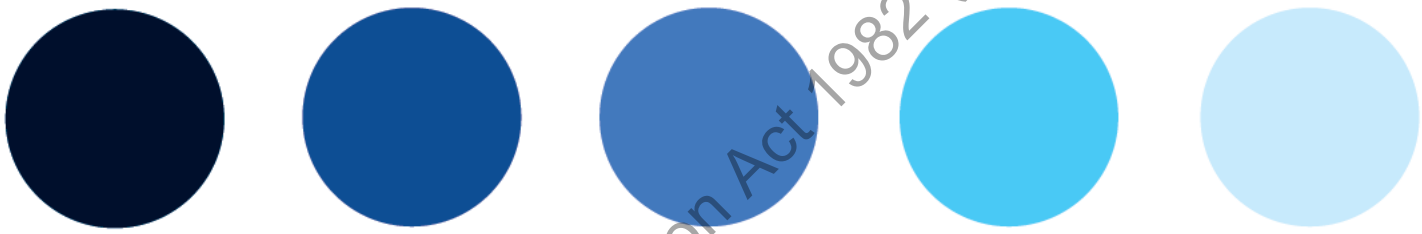
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COLOURS

Primary palette

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PRIMARY PALETTE



NAVY BLUE

PMS 296
#0E2337
C: 100 R: 14
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K: 92

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PMS 293
#0F4E93
C: 100 R: 15
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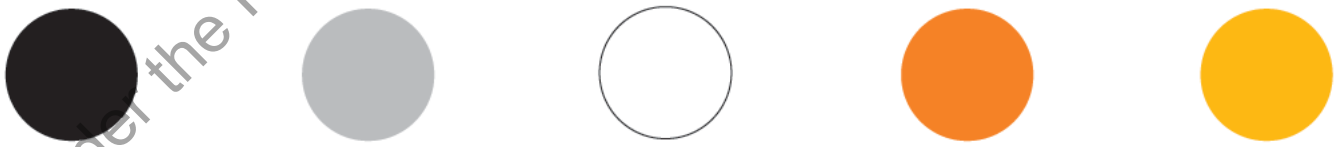
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PMS 2985 (40% tint)
#C2E5F5
C: 20 R: 194
M: 0 G: 229
Y: 0 B: 245
K: 0

Secondary palette

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SECONDARY PALETTE



BLACK

#000000
C: 0 R: 0
M: 0 G: 0
Y: 0 B: 0
K: 100

GREY

#BABCBE
C: 0 R: 186
M: 0 G: 188
Y: 0 B: 190
K: 31

WHITE

#FFFFFF
C: 0 R: 255
M: 0 G: 255
Y: 0 B: 255
K: 0

ORANGE

#F58225
C: 0 R: 245
M: 60 G: 130
Y: 97 B: 37
K: 0

YELLOW

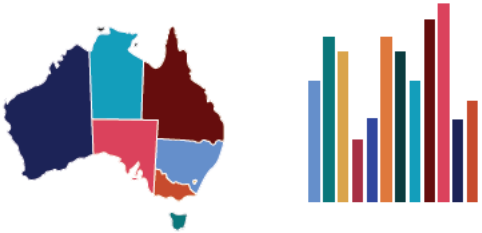
#FDB913
C: 0 R: 253
M: 30 G: 185
Y: 100 B: 19
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COLOURS

Data visualisation palette

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DATA VISUALISATION PALETTE

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#00195A
C: 100 R: 0
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#009DBA
C: 79 R: 0
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C: 15 R: 218
M: 37 G: 163
Y: 83 B: 74
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#DF783B
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Y: 87 B: 59
K: 0

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C: 22 R: 199
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Y: 100 B: 45
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#DB435C
C: 10 R: 219
M: 89 G: 67
Y: 56 B: 92
K: 100

#A73244
C: 25 R: 167
M: 93 G: 50
Y: 68 B: 68
K: 15

#680000
C: 33 R: 104
M: 99 G: 0
Y: 98 B: 0
K: 51

Risk/threat palette

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RISK/THREAT PALETTE

VERY LOW
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K: 12

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M: 0 G: 206
Y: 97 B: 62
K: 0

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M: 30 G: 185
Y: 100 B: 19
K: 0

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#F58225
C: 0 R: 245
M: 60 G: 130
Y: 97 B: 37
K: 0

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#C3253F
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M: 100 G: 37
Y: 80 B: 64
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ROBOTO CONDENSED

Aa

Regular
ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz
1234567890

Bold
ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz
1234567890

CALIBRI

Aa

Regular
ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz
1234567890

Bold
ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz
1234567890

HEADINGS

HEADLINE

Roboto Condensed Regular

HEADLINE

Calibri Regular

Headlines can be either Roboto Condensed Regular/Bold or Calibri Regular/Bold.

Subheading

Roboto Condensed Bold

Subheading

Calibri Regular Bold

Subheadings can be either Roboto Condensed Regular/Bold or Calibri Regular/Bold.

Paragraph heading

Calibri Regular Bold

Paragraph headings should be Calibri Bold.

Body text

Calibri Regular

Body text should be Calibri Regular.
Use **bold** for emphasis and *italics* for quotes or references.

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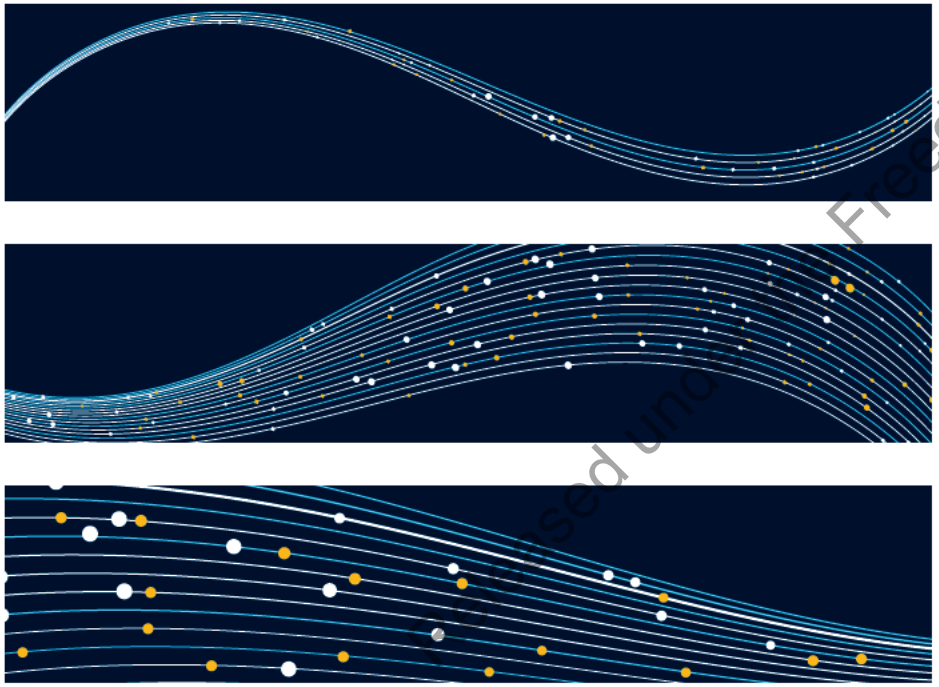
DATA MESH

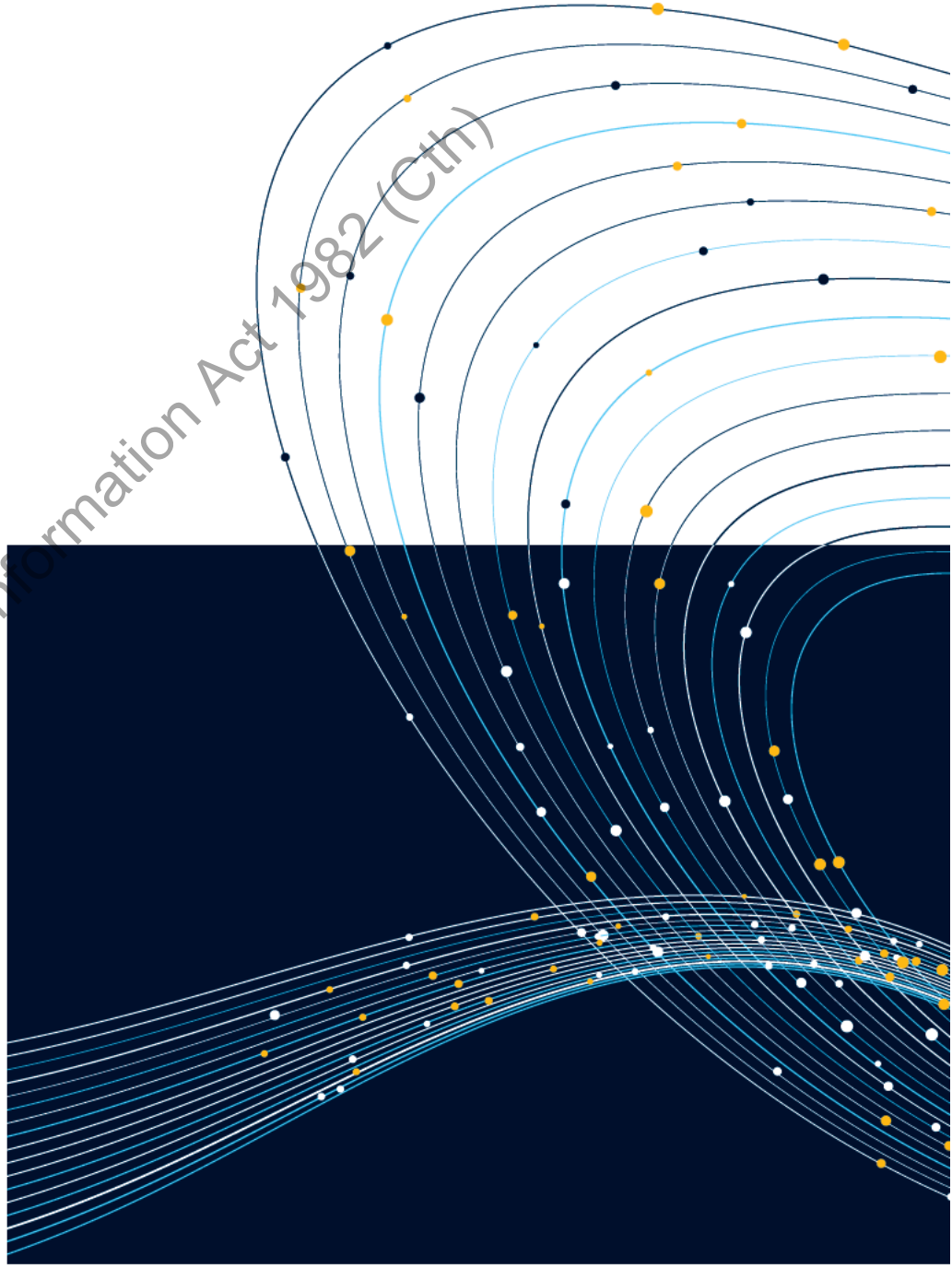
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Data mesh weights

Data meshes can be made and cropped in order to achieve different visual weights. If overlapping two meshes, make sure the overlapping area is not too busy.





Freedom of Information Act 1982 (Cth)

IMAGES

ACIC imagery is authentic, legitimate and factual. It is matter-of-fact.
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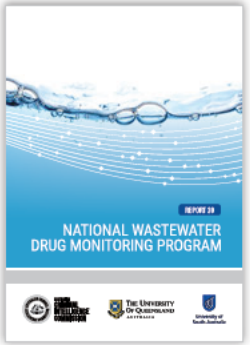


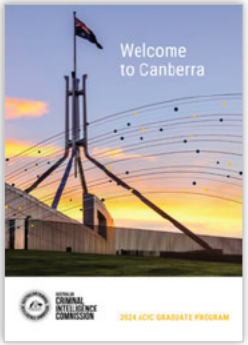
- Always use **filled** icons
- Opt for **rounded** shapes
- Avoid **square** shapes
- Avoid **outlined** icons

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EXAMPLES

Documents







Infographics





Pull up banner



Stationery





Certificates



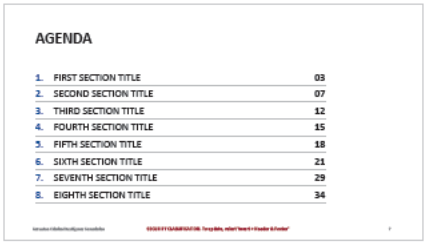


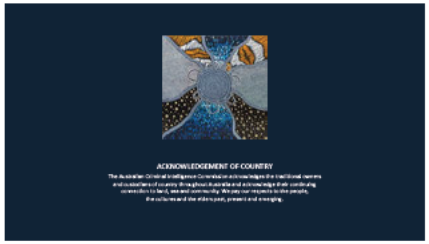
Released under the Freedom of Information Act 1982 (Cth)

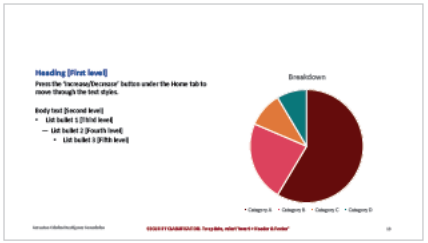
EXAMPLES

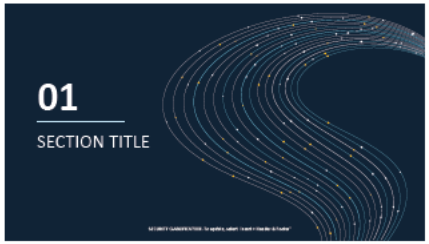
Presentations





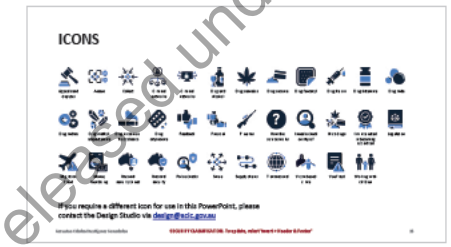








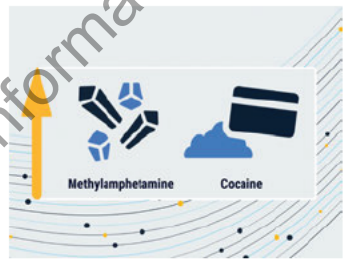


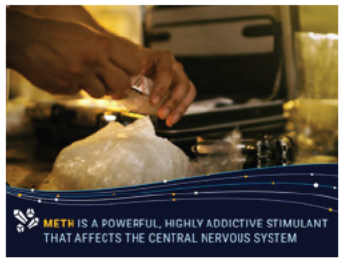


Social media













Screensaver

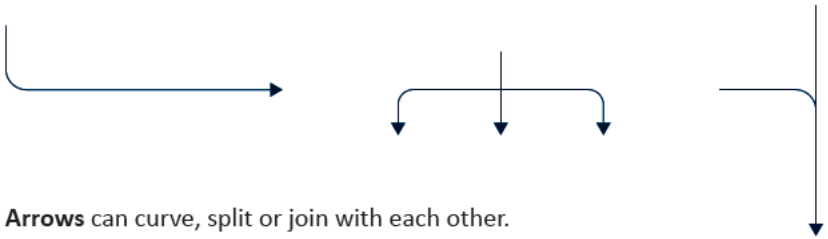


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DIAGRAMS

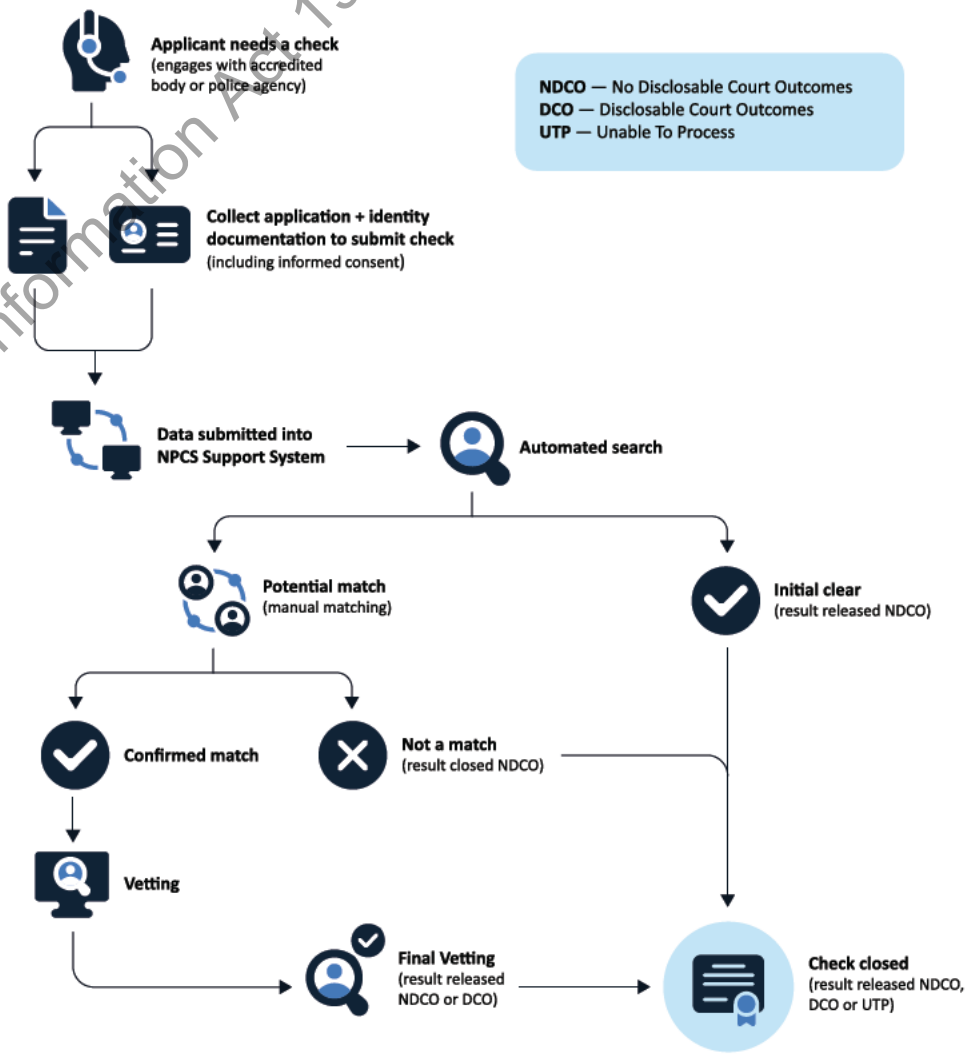
Diagrams should be simple and easy to read, without excessive elements.
Use the data visualisation palette if needed.

Use **Light Blue** or other light colours used for shading



Arrows can curve, split or join with each other.

Example diagram | National Police Checking Service process

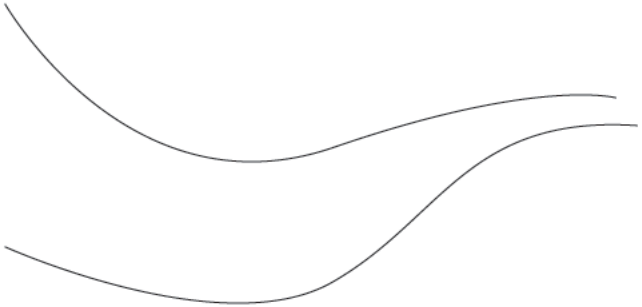


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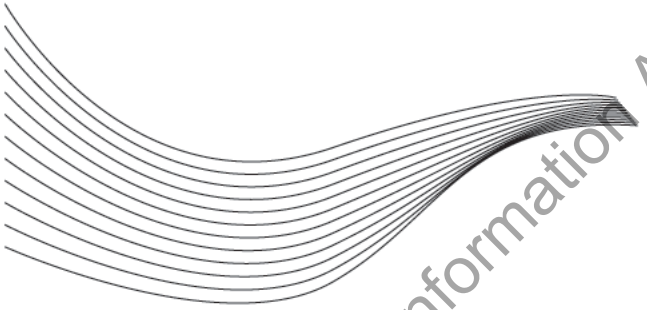
DATA MESH

Creating a data mesh

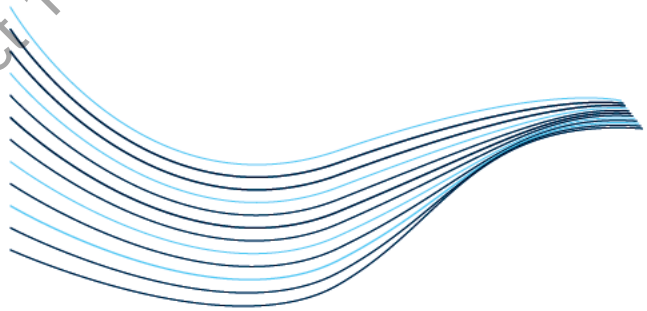
To create a data mesh from scratch follow these steps in Adobe Illustrator.



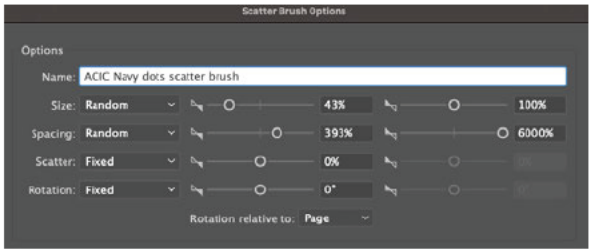
1. Create 2 curved lines, ideally with one end close together and the opposite end further apart.



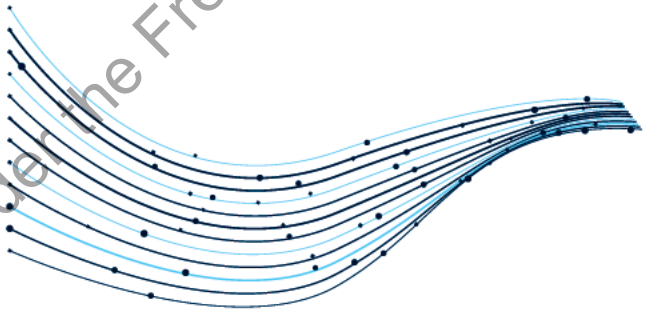
2. Use the **Blend Tool** to fill the space between the lines. In **Blend Options** select the number of **Specified Steps**. Once this is done, **Make** then **Expand**.



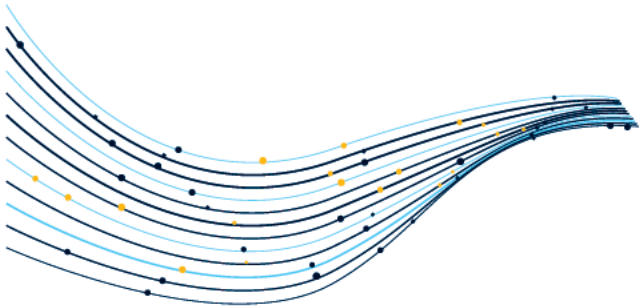
3. Adjust the thickness of the lines so they vary up to ± 25%. Change the colours. Use **navy blue** and **electric blue** on light backgrounds, or **white** and **electric blue** on dark backgrounds.



4. Create a custom **Scatter Brush** by dragging a **navy blue circle** into the **Brushes Panel**. Copy the values above to generate a random array of dots. These values can be adjusted to achieve the desired effect, if necessary.



5. Duplicate the mesh and apply the **Scatter Brush** to the strokes. A randomised array of dots will be generated. Every time the brush is applied a different array of dots will be created.



6. Select all dots and choose **Outline Stroke** so the dots can be edited individually. Delete any dots at the endpoints of the lines. Change the colour of approximately half of the dots to **yellow**. The custom data mesh is now complete.

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VIDEOS

The following video guidelines help the ACIC produce high quality video content and ensures our videos:

- are consistent and professional in style
- hold the viewer's attention
- follow the ACIC visual identity guidelines.

Video size

Videos should not generally exceed 8 minutes. Keep files sizes as small as possible, not exceeding 250MB.

Video format

Use a 16:9 screen unless otherwise specified (e.g. 9:16 for Instagram stories/TV, 1:1 for Facebook). Ensure the active picture fills a 16:9 screen vertically and horizontally without geometric distortion.

Create videos with 25 frames per second (50 fields) interlaced. This is known as 1080i/25.

Picture quality

The picture should be well lit and reasonably, but not artificially, sharp. Check vision is free of excessive noise, grain and digital compression artifacts.

Sound quality

Record sound with appropriately-placed microphones, with minimum background noise and without peak distortion.

Make sure audio does not have spurious signals such as clicks, noise, hum and any analogue distortion.

Subtle supporting sound effects may be used but avoid anything gimmicky or distracting.

Mixing and editing should be smooth and continuous.

Accompanying graphics and fonts

Videos and animation should follow the ACIC visual identity guidelines, including colour palette and fonts.

Campaigns may qualify to have a different look and feel. This must be approved by the ACIC Design Studio.

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VIDEOS

Accessibility requirements

All videos must have both closed captions and a transcript. Provide videographers with the following transcript and closed caption requirements.

Transcripts

The transcript must be HTML text not an uploaded document.

Closed captions

Closed captions are a text versions of the audio in a video. These captions are synchronised with the visuals. Captions must identify the speaker and include non-speech information e.g. meaningful sound effects.

When adding closed captions:

- use a large font
- use high-contrast colours, typically white text on a dark background box
- ensure the captions remain on screen long enough to be read
- ensure the captions can be turned on and off by the user.

Do not encode or embed closed captions within the video. This prevents the viewer from turning the captions off if they do not need them. Instead, when adding your video to the platform, upload the captions as a separate file.

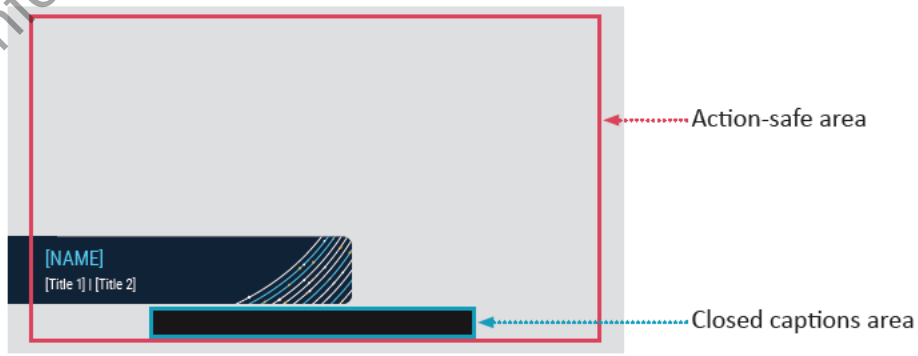
Action-safe area

To accommodate closed captions, ensure the entire video is contained within the action-safe area.

Lower thirds

- Follow the ACIC visual identity guidelines including colour palette and fonts.
- Limit text to 3 lines or less.
- Allow clear space between lower thirds and closed captions.
- Use a larger font size for names. Job title and organisation can be in a smaller and lighter weight font.

Lower thirds example



Video title example



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