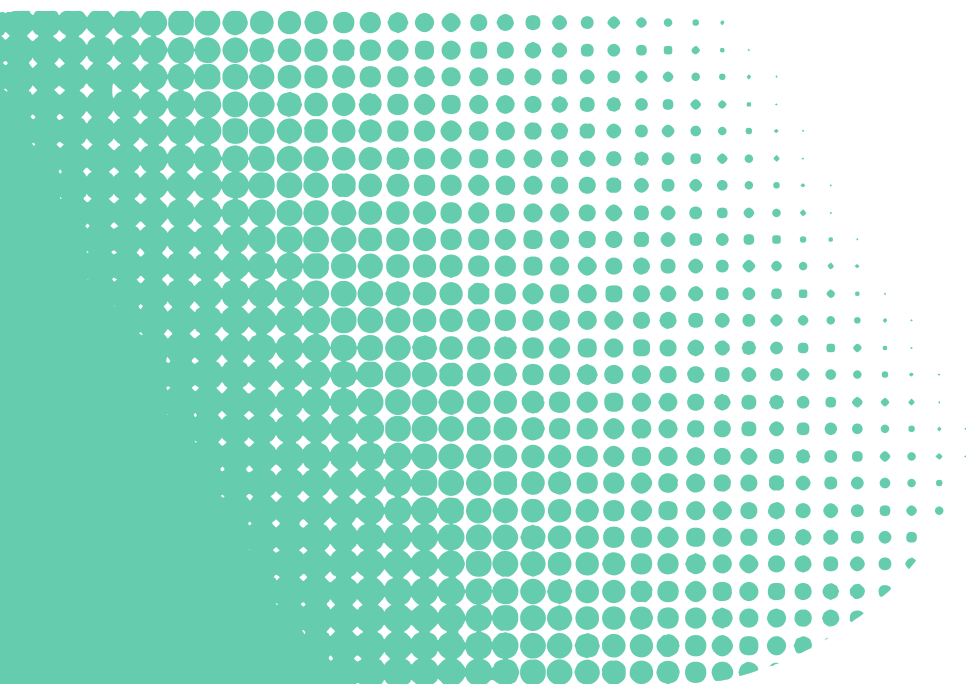




Australianisation Checklist

August 2024



Australianisation

We offer this service to adapt an American, Canadian or British English text for the Australian market.

It may involve making lexical changes and restructuring sentences, as well as making amendments that take account of conventions of grammar, spelling, syntax and punctuation. Any tables, figures, numbers, names or abbreviations will also be verified.

It is often worthwhile establishing which terminology the audience or recipients of your document would prefer. Although a British person may understand many Australian terms and vice versa, others may confuse an American English speaker and require time to be spent on further explanations/clarifications.

We refer you to our terms and conditions of business; please ask us if you need a copy.

We advise that you consider the following points when communicating with us about your requirements:

- What is the subject matter of the text?
- When will the text be available?
- In which format will you supply the text?
- Who is your intended audience?
- Is any reference material available, e.g. a glossary of terms?
- Do you have a style sheet or guide?
- How many pages or words are there?
- What page size should be used - US A4, UK A4, etc.
- When is your deadline?
- Do you require amendments to be inserted electronically or hand-written on a hard copy?
- Do you have any additional or special instructions?