

Appendix B

Style guide and glossary

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Comment [A1]: DiA: For noting:
This has been extensively cross-checked to the source document, the commonwealth *Style manual for authors, editors and printers*, at present in its 6th ed. 2002.
We recommend that style, as it follows an Australian standard manual, should not be referred to YM for correction, but left with the HRC.
For noting: the recommended font (Calibri 12) has been checked against legibility guidelines for the visually impaired and is recommended.

The *Style manual for authors, editors and printers*, at present in its 6th ed. 2002, is the standard, unless a simpler way to say it is available. Spelling follows the *Macquarie dictionary*.

1. Plain English style notes

We prefer plain English:

- Use straightforward, simple sentences and be concise.
- Use active, not passive, voice (e.g. 'So-and-so does', not 'It is done').
- Use plenty of headings and sub-headings.
- Use minimal capitalisation.
- Engage with the reader by using 'We' and 'Our' when appropriate.

2. Headings and sub-headings

Headings and **sub-headings** should be sentence case bold, using initial capitals, with no punctuation (e.g. **The Heading** not **The heading.** or **The Heading:** or THE HEADING). Text follows with no line space beneath, e.g.

The Heading

Text text text.

Hierarchy of headings and sub-headings (all **bold** with initial capital, sentence case)

Heading – e.g. Chapter 4 – Calibri size 16

Sub-heading – e.g. 4 – Calibri size 14

Sub-sub-heading – e.g. 4.1 – Calibri size 12

Sub-sub-sub-heading e.g. 4.1.3 (or lower) – Calibri size 12

Numbering of sections is used to facilitate cross-referencing. It is preferable not to go deeper than three levels of numbering, as long strings of numbers become confusing.

3. Capital letters

- Use an initial capital for a particular named committee (e.g. Nominations Committee) but 'the committee' thereafter.
- Using initial capital letters is usually sufficient to indicate a special category or special use of a word, e.g. Travelling Minute. It is not necessary to use quotation marks as well.

- Use initial capital letters for words or phrases such as Local Meeting, Clerk, Meeting for Worship, etc., but not for words such as ‘convener’ which do not have a definition which differs from the accepted use of the word.
- Names of organisations use initial capitals (unless their registered business name uses lower case), e.g. Silver Wattle Quaker Centre.

4. Lists

There are two types of dot point list:

Simple list Usually in a simple dot point list each point will be a phrase or clause. Use:

- Colon prior to list (and a line space after the colon)
- Initial capital
- No punctuation at line end (no semi-colon) except full stop at end of last line in list.

Fuller list Usually in a fuller dot point list each point will be a full sentence:

- Use colon prior to list (and a line space after the colon).
- Use initial capital.
- Use a full stop at each line end.

Numbered list Numbered lists are used to indicate priority or chronology or where an individual point may need to be referred to later:

- a) Use colon prior to list (and a line space after the colon).
- b) Use an initial capital.
- c) Use a full stop at each line end. Usually, in a numbered list, each point will be a full sentence.

5. Citations

- Titles of works should be italicised e.g. *Handbook of practice and procedure*.
- Only the first word need be capitalised; use commas to separate edition or date of publication statements e.g. *Style manual for authors, editors and printers*, 6th ed., 2002; Meacham, S. and Meacham, C., *Imperialism without invading armies: peace, justice and the multinationals in Southeast Asia* (Backhouse Lecture 1976), AYM, 1976.

6. Quotations

- For short quotations, use single quotation marks to enclose them, e.g. text ‘quote quote’ text. Use double quotation marks for quotes within quotes, e.g. ‘they say “abcd” but ...’
- For longer quotations, indent longer quotations as a block, with a line space above and below. Do not use quotation marks. It may be appropriate to have a colon before a block quotation.

7. Website and email addresses

- Underline and hyperlink.
- Minimise the use of email addresses and website addresses as they interrupt the flow of the text.

8. Numbers and dates

- We prefer numerals for all numbers greater than 10, e.g. ‘more than 169 people attended ...’; ‘more than six people attended ...’ The exception is when the number begins the sentence, e.g. ‘One hundred and sixty-nine people attended ...’
- We prefer the following format for dates, e.g. 1 April 2019; 2019. If including a range of dates, use the word ‘to’ or an unspaced hyphen e.g. 1985-1989.

9. Non-alphanumeric characters

- Ampersand - &: some committees prefer the use of &, e.g. Peace & Social Justice Fund/Committee, Quaker Peace & Legislation Committee, Quaker Peace & Social Justice Testimonies Committee; *Quaker Faith & Practice; Advices & Queries*.
- Slash – no spaces before and after, e.g. and/or. Where the word ‘or’ would fit more naturally, this is preferred, e.g. ‘roles/duties’ – prefer ‘roles or duties’.

10. Shortened forms

Try to avoid acronyms, and do not use them in headings. If they will only be used once or twice, spell them out. If they will be used frequently, expand the first time they are used within the text of a section – e.g. ‘Silver Wattle Quaker Centre (SWQC)’. Ensure the acronyms are in the Glossary.

Common abbreviations

For example	e.g.	Use the full stop after each letter
That is	i.e.	Use full stop after each letter
Et cetera	etc.	Use full stop
Morning and afternoon – <i>ante meridian</i> and <i>post meridian</i>	a.m. and p.m.	Use full stop after each letter

12. Spelling and spacing

- Spelling is standard Australian. The *Macquarie dictionary* is the standard.
- Use a single space after a full stop, comma, colon or semi-colon.
- Use a single space after the full stop at the end of a sentence.

13. Layout: document settings (MS Word)

Font: Calibri 12

Paragraph settings in MS Word:

Spacing: 0 pt spaces before and after

Line spacing: multiple at 1.3

Line space between each paragraph.

Text left justified.

Headers or footers are set at 1cm.

14. Quaker speak

A/An = an RM Clerk, an LM Treasurer, a YM Minute (go by the sound, e.g. an *el em* Treasurer, a *why em* Minute).

The distinction between AYM and YM:

- Australia Yearly Meeting (AYM) is the entity.
- Yearly Meeting is the annual gathering of Friends (YM).

Therefore, officers and committees of the entity are AYM committees (e.g. the AYM Secretary, the AYM Publications Committee).

15. Glossary

All cross references to be checked prior to publication.

Advices & Queries: recommendations and spiritual guidance for Quakers, resulting from discussions over the years, with thought-provoking questions. *Advices & Queries* represents one aspect of the accumulated wisdom of Friends.

Affirm: to attest to a truth by a positive statement, granted legal status in Britain from 1722 and therefore in Australia. An affirmation is an alternative to swearing an oath.

Aotearoa/New Zealand is our preferred term.

Attender: someone who attends Meetings for Worship regularly although not a Member of the Society, and who in many cases contributes appreciably to the life and support of a Meeting. Attenders are listed (with their permission) in the contact database.

A non-Quaker who attends only a few times or irregularly may be called an Enquirer.

Australia Yearly Meeting (AYM): the national body of Friends in Australia. Australia Yearly Meeting consists of all Friends in the Regional Meetings of Australia and is legally incorporated in Canberra.

AYM: see Australia Yearly Meeting

Backhouse Lecture (BL): an annual lecture, usually delivered at a Yearly Meeting by an Australian or overseas Friend. Published versions present perspectives on contemporary and Quaker issues in Australia. (The British equivalent is the Swarthmore Lecture.)

Birthright Friend: a historical label for Quakers entitled to Membership of the Society on account of their parents' belonging. This category of inherited Membership is no longer granted in Australia.

Britain Yearly Meeting (BYM): the body, then known as London Yearly Meeting, to which Australian Quakers belonged until 1964.

Comment [A2]: DiA: We recommend that historical terms, which are no used in the handbook, should be deleted from this Glossary, e.g. Holy Experiment, Ranters.

Business Meeting: see Meeting for Worship for Business.

Carers: either the same as Overseers (Pastoral Carers), or, child carers, i.e. people specifically responsible for the safety of children in their charge.

Centre down: to use silence to find an inward stillness, a sense of community and freedom from merely intellectual activity, to become open to the leadings of God together.

Child membership: children (under 18) who have formally applied for and been accepted into Membership. Note that in some states and territories, Members under 18 cannot be members of an incorporated association.

Child of the Meeting: the attachment of a child to a Meeting of the Society until the age of 18, with the concurrence of the child's parents. The name of such a 'child of the Meeting' is listed among those of Friends in the membership database.

Clearness Meeting: a special gathering of Friends asked to help a person or persons discern the way forward in some matter. The Friends involved may be selected jointly by the person and the Regional Meeting's Overseers **INSERT CROSS REF.**

Clerk: each Local Meeting, Regional Meeting and the Yearly Meeting has a Clerk or Co-Clerks. The role of a Clerk is to handle correspondence, and prepare for and facilitate Business Meetings. During such a meeting, the Clerk drafts a minute immediately after discussion of any point, summarising the sense of the Meeting, for immediate consideration and amendment by the gathering until there is unity. In short, a Clerk combines the duties of a non-directive chairperson and a secretary.

Subsequently, the Clerk supervises the carrying out of actions arising from the recorded decisions. In addition, the Clerk represents the Meeting in contacts with other people or bodies.

Concern: a weighty matter that disturbs the conscience and impels the concerned person or Meeting towards action, i.e. 'the promptings of love and truth in the heart' (London Yearly Meeting, Meeting for Sufferings, 1986). A Friend brings the matter to Regional Meeting through their Local Meeting, or relevant Regional Meeting

Committee, preferably after consultation with experienced Friends (possibly by convening a Clearness Committee, see 4.4.0). This is quite different from ‘concern about’ which implies action by someone else.

to test a Concern: A Meeting may exercise group discernment and decide whether the matter brought before it is a leading or a Concern, and if it is the Concern of the individual Friend or if it should be adopted by the Meeting.

to adopt a Concern: After testing, a Meeting may adopt a Concern, the advancement of which then becomes the business of the Meeting as a whole.

Correspondent: a representative of a group of Friends, either a Worshipping Group, Recognised Meeting or Regional Meeting, who provides a link between their group and a Regional Meeting or Yearly Meeting committee. Also, a Friend appointed as the information conduit between a Regional Meeting and an AYM Committee.

Discernment: ‘the faculty one uses to distinguish the true movement of the Spirit to speak in Meeting for Worship, from the wholly human urge to share, to instruct, or to straighten people out’ (Loring 1998). Group discernment (of God’s will) is the aim of a Business Meeting or Clearness Meeting, for instance.

Documents in advance (DiA): a compilation of reports by the committees and office-holders, collated for consideration at the next Yearly Meeting.

Documents in retrospect (DiR): a publication issued since 1998 after each Yearly Meeting to record the events and decisions there and at the preceding Standing Committee. It contains reports of the various sessions, current office-holders and committee members; along with a list of people attending the Yearly Meeting.

Elders: members of a Ministry Committee (2.3.6), whose task it is to nurture the spiritual life of a Meeting and its members. This includes seeing to the right holding of Meetings for Worship.

Eldering: the encouragement or respectful guidance of someone by an Elder; to foster Spirit-filled ministry in a Meeting for Worship.

Enquirer: a non-Friend who attends Meeting for Worship infrequently and without apparent commitment.

Epistle: a letter addressed 'To Friends everywhere' at the end of a special occasion, such as a Yearly Meeting.

Friendly School: see Summer School.

Friends: the term is used in this *Handbook* to refer both to individuals who have been formally accepted as Members, and also embraces Attenders who have shown commitment to the aims, principles, procedures and welfare of the Religious Society of Friends. See also Member.

Friends World Committee for Consultation (FWCC): the international organisation linking Quakers around the world.

Gathered Meeting: a Meeting for Worship once it has reached a depth of stillness that touches each person present and may provide the basis of spoken prayer or other ministry.

Holding someone in the Light: supporting someone by prayerful remembrance.

'In right ordering': see Right Ordering.

'In unity': a phrase used when, during Meeting for Worship for Business, the Clerk senses that the gathering has reached agreement.

Inner Light: the central concept of our Quaker ways; the belief in divine truth nourishing the conscience. Conscience by itself is subject to human fallibility, so inner promptings are to be voiced only with humility and tested by sharing with the larger group, e.g. a Clearness Meeting or Meeting for Worship for Business. Other names for the Inner Light are 'the Seed' or 'that of God within' or 'the universal Spirit that creates, sustains and heals'.

Junior Young Friend (JYF): a child of the Meeting aged from 12 – 17. See also Child of the Meeting and Young Friend.

Lay down: to end the existence of a committee or *ad hoc* body whose work has ceased, or to end a task to which a Friend was committed.

Leading: a tentative feeling of being guided by the Spirit to act in a particular way. If the leading becomes more certain, it becomes a Concern.

Letter of Introduction and Greeting: a signed document given to a Friend by the Clerk of the Local or Regional Meeting, to facilitate acceptance by Quakers encountered in the course of private travel and to strengthen the bonds between Friends.

Light: the Light is a metaphor now commonly used by Quakers to describe an inner awareness of religious truth and moral values, of the power to act accordingly, and of unity with others. See Inner Light.

Local Meeting (LM): a substantial worshipping group involving active Quakers who regularly hold a Meeting for Worship and a Meeting for Worship for Business after the manner of Friends. It is part of a Regional Meeting but responsible for its own local affairs.

Meeting: a word with two meanings, either a group of people, or the occasion of their coming together.

Meeting for Worship: a time of corporate waiting to sense God's presence and will. It is a basic element of life as a Quaker.

Meeting for Worship for Business: a Meeting at which decisions are made corporately by the members of a Meeting, in seeking to discern God's will. Sometimes called a 'Business Meeting'.

Meeting House: a property in which Friends meet for worship.

Member: one of a group such as a Local Meeting, a committee or the Religious Society of Friends. To distinguish between such alternatives, the word needs to be followed by the name of the group and the use of either lower-case 'member' or capital-case

‘Member’. The latter is a person formally accepted as a Member by a Regional Meeting.

The term ‘member of the Meeting’ embraces all the Members, Attenders, Young Friends, Junior Young Friends and ‘children of the Meeting’ within the fellowship of a particular Local or Recognised Meeting. The word ‘Friend’ may also be used to mean all those things.

Membership database: formerly printed as *Australian Quaker Meetings, Office-holders, Members, Attenders and Children*, this database is now online at <https://www.quakersaustralia.info/friend-finder>. The information is provided on a continuing basis by RM Membership Secretaries and by the AYM Secretary, and is collated centrally. The aim is to aid communication within Regional Meetings and throughout Australia Yearly Meeting. The list is not available to the public, either in hard copy or online.

Memorial Meeting: a Meeting for Worship after the death of a Member or an Attender closely attached to the Society. Also known as a Meeting for Thanksgiving for the Grace of God in the life of that Friend. The purpose is to celebrate the evidence of God’s working in the life of the departed. It may be combined with the funeral.

Ministry: the expression of a spiritual insight that the speaker feels impelled to share during a Meeting for Worship.

Minute: a summarising written statement at the end of a period of discernment, accepted by all present. It results from an initial tentative draft composed by the Clerk of the Meeting and subsequent discussion until there is unity on the wording.

Mysticism: the tradition of an immediate spiritual intuition of truths felt to transcend ordinary understanding, or the pursuit of an integration of the self with ultimate reality. In Quaker terms, it can be ‘the awareness of (or belief in) God’s presence individually and in the corporate Meeting for Worship, an awareness that results in a changed perception of the world and a willingness to be guided by the Spirit, the Inward Light, the Christ Within’ (Abbott 2004).

New Zealand: see **Aotearoa/New Zealand**

Outreach: activity aimed at enhancing public awareness of the Quaker message. It

may take a variety of forms. Outreach is different from proselytising, which seeks to convert others to one's own way.

Overseer (or Carer, or Pastoral Carer): a member of the Oversight Committee of a Regional or Local Meeting. The committee is charged with caring for the welfare of all members of the Meeting, i.e. Members of the Society, Young Friends, Attenders, and their families.

'Paying the rent': giving a proportion of income to a First Nations Peoples group or charity, in acknowledgment that they remain the custodians of the land we use.

Policies: all Quakers and Meetings in Australia are bound by the Policies agreed by Australia Yearly Meeting. Policies are accessible from our website <https://www.quakersaustralia.info/resources/policies>

Prayer: intimacy with God.

Proselytising: attempting to persuade people away from existing denominational attachments. Friends avoid proselytising.

Quakers [plural]: The Religious Society of Friends as a community, either Australian (i.e. AYM) or worldwide.

Quaker Faith and Practice is an anthology of Quaker inspirational writings and guidelines published by Britain Yearly Meeting in 2013, and revised from time to time. The equivalent in Australia is the combination of this present *Handbook* and *this we can say: Australian Quaker life, faith and thought*.

Quaker Service Australia (QSA): the Quaker aid and development organisation in Australia that works with communities in need to improve their lives by means of projects which are economically and environmentally appropriate and sustainable. See 5.4.1.

Quaker United Nations Offices (QUNO): these are offices under the auspices of the Friends World Committee for Consultation, and accredited by the United Nations in Geneva and New York, to foster activities in line with Quaker Testimonies. One

example is the providing of neutral premises where diplomats can discuss contentious issues informally.

Queries: part of *Advices & Queries*, being a set of questions for Friends and Meetings to put to themselves periodically, as challenge and inspiration. One or two might be read out early in a Meeting for Worship or other meeting.

Quota: a sum asked annually from each Regional Meeting to cover the costs of AYM activities. It is calculated by dividing the costs between the Regional Meetings according to the number of adult Members in each, as reported in the most recent tabulation in *Documents in Advance*.

Recognised Meeting: a group that meets at least monthly to worship in the manner of Friends, and that appoints a correspondent to maintain contact with its Regional Meeting.

Regional Meeting: a religious and administrative unit for Australian Quakers, with one Regional Meeting in each region, mostly within state boundaries. Each conducts regular Meetings for Worship for Business, subject to the guidance of Yearly Meeting as expressed in this *Handbook* but with significant autonomy.

Right ordering: a manner consistent with the accumulated experience, insights and customary practices of the Society.

Schedule: the form sent out annually by the RM or LM Treasurer to adult Members and many Attenders (if they wish) in the region, for collecting money to meet the RM quota for AYM outgoings and to meet RM costs. The form guides the Treasurer in allocating donations to various aspects of the agreed budget.

Seasoned Friend: colloquial description of a Friend of long experience, good reputation and reliable judgment. Alternatively, a 'weighty Friend'.

Sense of the Meeting: the outcome of a collective attempt at discerning God's will on an issue, for possible recording as an agreed minute.

Spirituality: awareness of the nature and significance of one's inner being, of what lies

around and within the material universe and of one's personal relationship to these things.

Standing aside: a phrase used to describe the action of a Friend who is not in unity with the discernment of a topic during Meeting for Worship for Business, but nevertheless recognises that the action discerned by other Friends should go forward.

Standing Committee: effectively the executive committee of the Society. It takes decisions for the whole Religious Society of Friends in Australia between gatherings of the Yearly Meeting. However, major decisions by Standing Committee have to be ratified by the subsequent Yearly Meeting.

Standing Committee consists of certain AYM office-holders, representatives of all Regional Meetings and of Young Friends. [See 5.3.2.](#)

Stop in the mind: an expression used by Friends when they feel unable to approve a proposed course of action.

Summer (or Winter) School: day or days of spiritual exploration through fellowship, discussion and activities relating to themes of interest to Quakers, taking place in conjunction with the holding of Yearly Meeting.

Tabular Statement: a table published in *Documents in Advance* prior to Yearly Meeting each year, showing the current number of Members in each Regional Meeting, along with the numbers of listed Attenders, Young Friends and children (including Junior Young Friends).

Testimony: the word has two meanings in Quaker-speak. First, there are the principles of conduct that characterise Quaker practice, i.e. Simplicity, Peace, Integrity, Community, Equality and Earthcare. Second, there is a Testimony to the Grace of God in the life of a deceased Friend (statement) drawn up by the relevant Regional Meeting to record the evidence of God's working in the life of a deceased Friend.

this we can say: Australian Quaker life, faith and thought was published by Australia Yearly Meeting in 2003. It is a compendium of thoughts, poems, and artwork by Australian Friends.

Threshing Meeting: a meeting held to discuss a controversial issue. Expressions of all points of view are heard but no decision is taken. **INSERT CROSS REF**

Travelling minute: the written endorsement a Regional Meeting can give to one of its members, about to travel 'under concern'.

Under concern: as a result of an inner compulsion discerned as God's will.

Visitors: two or more Friends appointed by a Regional Meeting to meet an applicant to become a Member of the Society, to ascertain through discussion and worship whether the applicant is sufficiently familiar with the heritage and testimonies of Quakers and is in reasonable unity with them.

Weighty Friend: see Seasoned Friend.

Winter (or Summer) School: see Summer School.

Worship: humanity's intuitive response to experience of the holy, of some sacred, transcendent and immanent power or being.

Worship Meeting: either a Local Meeting, a Recognised Meeting or a Worshipping Group.

Worshipping Group: an informal association of Friends and others, too few in number to be a Recognised Meeting, who meet from time to time to worship in the manner of Friends and who maintain contact with their nearest Local Meeting.

Worship sharing: the process whereby each member of a sympathetic group speaks from the heart, sharing spiritual experience with the others, usually on an agreed topic. There is no 'head-talk', interruption or discussion.

YM: see Yearly Meeting

Yearly Meeting (YM): the annual national gathering of Australian Quakers.

Young Friend (YF): a Member or Attender aged from 18 to around 30. See also Child of the Meeting and Junior Young Friend.