



AUSTRALIANISATION - CHECKLIST

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 whether your audience or the recipients of your document would prefer British or Australian terminology, as although many Australian terms may be understood by a British person and vice versa, others may cause confusion and require time to be spent on further explanations/clarifications.

We refer you to our terms and conditions of business; 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?
- 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/words are there? *(Please indicate page size - A4, A5 etc.)*
- When is your deadline?
- When will the text be available?
- In which format will you supply the text?
- Do you require amendments to be inserted electronically or hand-written on a hard copy?
- Do you have any special instructions?