

Style guide for BIMs 2023

As at 18 October 2023

What	How
Name of the Department	Department of Internal Affairs and then: the Department (rather than DIA)
Branch names	In full, in English. For example: <ul style="list-style-type: none"> • Service Delivery and Operations • Regulation and Policy
Job titles	As per 1840
References to Ministers	Minister (with a capital M) Use portfolio name, for example: <ul style="list-style-type: none"> • Minister for Racing (rather than a person's name)
Ministerial titles (note different uses of 'for' and 'of') – some titles are subject to change	Minister of Internal Affairs Minister of Local Government Minister for Racing Minister for the Community and Voluntary Sector Minister for Digital Economy and Communications Minister Responsible for Ministerial Services
Use of te reo	In logos where it is already included On the front cover, as a welcome Where te reo appears in the official name of an external organisation or job title of an external person When referring to all our He Tohu documents at the same time: <ul style="list-style-type: none"> • He Whakaputanga o te Rangatiratanga Declaration of Independence of the United Tribes of New Zealand • Te Tiriti o Waitangi Treaty of Waitangi • The Women's Suffrage Petition Te Petihana Whakamana Pōti Wāhine Otherwise, defer to English. For example: <ul style="list-style-type: none"> • Treaty of Waitangi (rather than Te Tiriti o Waitangi) • Department of Internal Affairs (rather than Te Tari Taiwhenua) • New Zealand (rather than Aotearoa)
Acronyms	Only use when necessary Write in full at first use. For example: <ul style="list-style-type: none"> • Government Chief Digital Officer (GCDO)
Titles of the Chief Executive	List in the following order in the organisational chart: <ul style="list-style-type: none"> Chief Executive Secretary for Internal Affairs Secretary for Local Government Government Chief Digital Officer

Grammar and punctuation	Follow the existing style guide for DIA . To note in particular: <ul style="list-style-type: none">• Percentages: use % – 16% (not 16 percent or per cent)• Money: write million in full – \$28 million (not \$28m)• No Oxford commas, which is a comma placed immediately after the second-to-last term in a series. For example:<ul style="list-style-type: none">○ Shoes, coats, and hats ✘○ Shoes, coats and hats ✔
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