

Plain language design principles

Page layout

- Include ample white space
- Use consistent heading types
- Align your text on the left
- Adjust margins to control line length
- Limit numbering

Readable type and visual elements

- Avoid using all caps for emphasis
- Choose a sans serif font for screens
- Use italics sparingly
- Build simple lists
- Create open and accessible tables





















The [Australian Style Guide](#)[™] (ASG) is Plain English Foundation's definitive online resource on Australian style for writers and editors. The ASG is clear, comprehensive and easy to use. And it's free.



Our ISO-aligned training options

Join one of our world-class training workshops to transform writing at work into writing that works.

 Introduce	 Core concepts
	 1 day
	 7 tools
	 No trainer review of participant samples before workshop
	 Participants do not use their own writing during training
 Explore	 In-depth training
	 2 days
	 14 tools
	 Trainer reviews participant samples before workshop
	 Participants apply tools to own writing during training
 Master	 Specialist training
	 1 day
	 Downloadable editing checklists
	 Trainer reviews participant samples before workshop
	 Participants diagnose their submitted material using the checklists