

# Method of counting words for Candidate Statements

If the Returning Officer is required to count the number of words in a statement, they are counted as a manual count (not a computer count), as follows:

| Category                 | Example  | Number of words |
|--------------------------|--|-----------------|
| 1) Hyphenated words      | Co-author  | One             |
|                          | Sub-Branch   | One             |
|                          | Vice-President   | One             |
|                          | 1980-83  | One             |
|                          | Candidates may attempt to hyphenate words to reduce the number of words. Generally, hyphenated words are only permitted when they are used according to standard usage – <ul style="list-style-type: none"> <li>• For compound numbers, e.g. forty-six</li> <li>• For two part components, where one of the parts cannot stand as an independent words, e.g. sub-zero, re-election, sub-editor</li> <li>• For compound expressions, e.g. flow-on, full-time</li> <li>• To avoid ambiguity, e.g. three two-metre lengths</li> </ul> |                 |
| 2) Slashes               | Victoria/Tasmania  | One             |
|                          | 1984/85  | One             |
|                          | Secretary/Treasurer  | One             |
| 3) Abbreviations         | ANF  | One             |
|                          | e.g.   | One             |
|                          | i.e.   | One             |
| 4) One-letter words      | a, I,  | One             |
| 5) Formatting            | Paragraph numbers  | Nil             |
|                          | Dots   | Nil             |
|                          | Dashes   | Nil             |
|                          | Asterisks  | Nil             |
| 6) Heading of Statements | Name of Candidate  | Nil             |
|                          | Office nominate for  | Nil             |
|                          | Other introductory headings  | Nil             |