



**environmentaldefender's  
office of new south wales**

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### **10 points for effective submission writing**

- Include an introductory paragraph explaining who your organisation is and on whose behalf your submission is written.
- For submissions longer than 10 pages an executive summary and contents page are preferable.
- All legislation and regulation is to be italicised and include a date.
- Quotes greater than 3 lines and sections of legislation should be indented.
- Always clearly state your recommendations for amendment of the document you're examining.
- Use case studies and factual examples of how the document will impact on the community or the environment.
- Try to avoid emotional language as objective argument can be more persuasive.
- Use inter-state and overseas examples where possible.
- Include a summary of recommendations.
- Spell check!