



THE UNIVERSITY OF
MELBOURNE

Salutations Guide

Faculty of Law

**Prepared by External Relations
Faculty of Law**

**For further information, please contact External Relations
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FORMS OF ADDRESS

Judges

Court	Title	Salutation
High	The Honourable Justice	Dear Justice Citizen or Dear Judge
Federal	The Honourable Justice	Dear Justice Citizen or Dear Judge
Family	The Honourable Justice	Dear Justice Citizen or Dear Judge
Federal Magistrates		
	Federal Magistrate Citizen	Dear Federal Magistrate Citizen
Supreme	The Honourable Justice*	Dear Justice Citizen or Dear Judge
	The Honourable Justice Jane Citizen	
County	His/Her Honour Judge	Dear Judge Citizen or Dear Judge
Magistrates	Dr/Mr/Ms	Dear Dr/Mr/Ms

Chief Justices and other heads of jurisdictions

Court	Title	Salutation
High	The Honourable Chief Justice	Dear Chief Justice Citizen or Dear Judge
Federal	The Honourable Chief Justice	Dear Chief Justice Citizen or Dear Judge
Family	The Honourable Chief Justice	Dear Chief Justice Citizen or Dear Judge
Federal Magistrates		
	Chief Federal Magistrate Citizen	Dear Chief Federal Magistrate Citizen
Supreme	The Honourable Chief Justice*	Dear Chief Justice Citizen or Dear Judge
County	His/Her Honour Chief Judge	Dear Chief Judge Citizen or Dear Judge
Magistrates	Dr/Mr/Ms	Dear Dr/Mr/Ms

The majority of male judges of the Supreme Court of Victoria now use the title 'Justice'*, but some still choose to retain the title 'Mr Justice'. The title preferred by each judge should be used.
Refer Maximizer.

The AIJA website (Australian Institute of Judicial Administration) at <http://www.aija.org.au/> is an excellent resource with links to all Australian courts. The *Law Institute of Victoria Directory* and *Who's Who* are also excellent sources of information.

Female Judges or Justices can be identified in the address block by their given or first name, ie, The Honourable Justice **Jane** Citizen. This applies at both Federal and State level.

Some judges will have postnominals such as AC AO AM RFD. *Refer Maximizer.*

Queen's Counsel & Senior Counsel

Queen's Counsel and Senior Counsel are addressed as

Title	Salutation
Dr/Mr Albert Citizen QC	Dear Dr/Mr
Dr/Mr Albert Citizen SC	
Dr/Ms Jane Citizen QC	Dear Dr/Ms
Dr/Ms Jane Citizen SC	

Knights and Dames

Add postnominals in the mail address without full stops and commas.

Title	Salutation
Sir Albert Citizen GCMG	Dear Sir Albert
Dame Mary Citizen DBE	Dear Dame Mary

The rule for awards is that the higher the honour the nearer its position is to the person's name. For example the honour AO takes precedence over CB. For further information, refer to the section entitled *The Australian Order of Precedence of Honours and Awards* in *Who's Who in Australia*.

Members of Parliament

Commonwealth

Position	Title	Salutation
Minister (Senate)	Senator the Honourable Albert Citizen Minister for...	Dear Minister
Minister (Reps)	The Honourable Albert Citizen MP Minister for...	Dear Minister
Senator	Senator Albert Citizen	Dear Senator Citizen
Member (Reps)	Dr/Mr/Ms Albert Citizen MP	Dear Dr/Mr/Ms Citizen

State

Position	Title	Salutation
Minister (Legislative Council)	The Honourable Albert Citizen MLC	Dear Minister
Minister (Legislative Assembly)	The Honourable Albert Citizen MLA, MP or MHA	Dear Minister
Member (Legislative Council)	The Honourable Albert Citizen MLC	Dear Dr/Mr/Ms
Member (Legislative Assembly)	Dr/Mr/Ms Albert Citizen MLA, MP or MHA	Dear Dr/Mr/Ms
MLA	Northern Territory, Queensland, Western Australia and ACT	
MP	VICTORIA , South Australia, NSW, Federal	
MHA	Tasmania	

Honorifics

The titles that occur in parliaments are ‘The Right Honourable’ and ‘The Honourable’. The style ‘The Right Honourable’ is accorded when a Senator or Member is appointed a member of the Privy Council, an appointment and title retained for life. *Refer to: Who’s Who in Australia.*

The style ‘The Honourable’ is accorded to:

- Executive Councillors (on appointment Ministers and Assistant Ministers become Executive Councillors; title retained for life)
- President of the Senate
- Speaker of the House of Representatives
- Ministers of State Governments
- Presidents and Members of Legislative Councils
- Speakers of Legislative Assemblies
- Former Judges of the High Court, Federal Court, Supreme Court and Family Court

It is also used when a Senator or Member was formerly a Minister, or has served three years in office in any of the following positions:

- President of the Senate or State Legislative Councils
- Speaker of the House of Representatives or State Legislative Assemblies

Ambassadors

Ambassadors and High Commissioners are addressed as:

Title	Salutation
His/Her Excellency Dr/Mr/Ms Albert/Mary Citizen Ambassador for...	Your Excellency

Asian Naming Conventions

Asian naming conventions and form of address vary radically between languages and cultures in Asia. There is no single naming or salutation convention. If in doubt, it may be best to simply use the normal Western forms of address rather than attempting to adopt an inaccurate “Asian” convention.

One common problem is differentiating first name, surname, etc. It is also the case that in some Asian cultures, for example Indonesia and Malaysia, nicknames are very commonly used as if they were proper names. For this reason, you may wish to use the following formula in forms in which contact is made with people from an Asian background. This material will help you to identify the appropriate name for the standard Faculty salutation formats.

FULL NAME

Please place surname (if any) in capitals.

Please underline the name by which you prefer to be called.

If you prefer to be called by a nickname, please place that in brackets ().

For example: Timothy (Tim) LINDSEY

If precision is required in relation to salutation or naming conventions, it would be best to contact an expert on the relevant country. At present, country expertise in the Asian Law Centre (x46847) is as follows:

Position	Name	Country of Expertise
Director	Assoc.Professor Tim Lindsey	Indonesia, Malaysia
Founding Director	Professor Malcolm Smith	Japan
Associate Director (China)	Sarah Biddulph	China
Associate Director (Japan)	Stacey Steele	Japan
Associate Director (Taiwan)	Sean Cooney	Taiwan, China
Associate Director (Vietnam)	Dr Pip Nicholson	Vietnam
Centre Administrator	Kathryn Taylor	Taiwan, China
Research Assistant	Amanda Whiting	Malaysia
Research Assistant	Helen Pausacker	Indonesia
Research Assistant	Neri Colmenares	Philippines

Finally, the following general points may be of assistance:

- Traditionally, the Chinese surname comes before the first name, without a comma in between. For example, XU Zhangrun. It is always, however, useful to identify the Chinese surname and if a Western approach is adopted, the surname is often placed in capitals, as in the example.
- Many Asian people adopt a Westernised form of their name, which may be used in the University but not on other official documents, for example scholarships or visas. The formula suggested above will capture this.
- Indonesians may often have only one name. For convenience with Western forms, they may use it as both first name and surname.
- In some Arabic countries, a surname is not known in the Western sense. Rather, the word ‘bin’ for men or ‘binti’ for women precedes the father’s name, used as if a surname, although it is not, properly, a surname.
- In many Asian cultures there are different ways of spelling names, reflecting changes in orthography or fashions. Care should be taken to ensure that spelling preferred by the person named is used.

Faculty Salutation Protocol

Dean's Name

The preferred format for setting out the Dean's name at the end of a letter is:

Ian Ramsay
Harold Ford Professor of Commercial Law
Dean