

Guidelines for Authors

Language and spelling

Great grandfather etc. (no hyphen)

Grand-daughter

Generally Australian English, as per the Macquarie Dictionary.

Italics

Names of commercial databases

Names of ships

Names of books, newspapers and magazines

Bold

Website addresses

Email addresses

Surnames of genealogical interest

Quotations

Single quotation marks for short quotes (under 30 – 35 words) which are included in the text.

Double quotation marks for a quote within a quote.

Block quotations to be indented and italicised. No quotation marks are required. Introduce indented text with a colon.

If required, use in-text note identifiers for referencing quotations.

Spacing

Don't indent paragraphs.

Single space after commas, colons, semicolons and at the end of sentences.

Numbers

Dates as 3 September 1803 etc. i.e. simple number, not 1st etc. Give the month and year in full. (Except for direct quotes when original must be maintained.)

1800s, not 1800's etc.

Numbers one to ten as words unless part of a measurement. If at the start of a sentence, write in full or recast the sentence.

Weights and measures

Use those appropriate to the time and place with an equivalent in brackets if required.

Titles of articles

Maximum capitalisation (title case). As a general guide, all words except 'a, an, the, at, by, for, in, of, on, to, up, and, as, but, it, or & nor' should be capitalised.

Titles of references in endnotes - Minimum capitalisation i.e. Capitalise only the first word and proper nouns.