

Guidelines for Authors

Language and spelling

Generally Australian English, as per the Macquarie Dictionary.

Please Note:

Great grandfather etc. (no hyphen)

Grand-daughter

Italics

Used these for:

Names of commercial databases

Names of ships

Names of books, newspapers and magazines

Foreign language words

Do not use for: Text quotations

Bold

Use this for:

Website addresses

Email addresses

Quotations

Use single quotation marks for short quotations (under 30 – 35 words), which are included in the text.

Use double quotation marks for a quote within a quote.

Longer quotations should be indented as a block quotation. The font size of the quotation should be one unit less than main text (e.g., 11font v 12 font). No quotation marks are required. introduce indented text with a colon.

Always reference your block quotation by inserting an end-note immediately after the end of the the block quotation. Use Arabic numerals of end-notes.

Insert a one line space before and after the block quotation.

Spacing

Leave space between paragraphs but don't indent them.

Use a single space after commas, colons, semicolons and at the end of sentences.

Numbers

Leave dates as 3 September 1803 etc. i.e. simple number, not 1st, 2nd, 3rd etc.

Give the month and year in full. Except for direct quotes when original must be maintained.

1800s, not 1800's etc.

Write the numbers one to twenty 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 the following should be capitalised

-The conjunctions 'and', 'but', 'or', 'nor'.

-Short prepositions such as 'with', 'to', 'for', 'at', 'by', etc.

-The articles 'a', 'an', 'the', 'some' Example: Shame in the Family

Titles of references in endnotes

Minimum capitalisation i.e. capitalise only the first word and proper nouns.