

STUDIES IN WESTERN AUSTRALIAN HISTORY

INFORMATION SHEET AND STYLE GUIDE

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GENERAL STYLE GUIDE FOR TEXT

All articles should be typed in Microsoft Word and saved in RTF with one and a half line spacing, size 12 font. The text should be emailed or sent on CD to the editor.

- Illustrations: If any illustrations are to be used they should be scanned to a resolution of at least 300dpi at reproduction size and numbered e.g. author's name no 3. They should be sent as a separate file. The place where they are to be inserted in the body of the article should be marked <insert author's name no. 3 here>, with the caption immediately following. If illustrations are not scanned, please send the original numbered in a similar way.
- Paragraphs: New paragraphs are denoted by indenting the first line. Do not insert line spaces between paragraphs.
- Spelling: In general, follow the Australian Government Printing Service style manual. Use 'ise' rather than 'ize'; 'enquiry' rather than 'inquiry'; 'focuses' rather than 'focusses'; programme rather than program; retain the mute 'e' in 'judgement', 'acknowledgement', etc.
- Capitals: Keep the use of capitals to a minimum. Other than for proper names, use only when lower case would cause ambiguity.
- Abbreviations: The use of abbreviated titles in the text should be avoided. Those in common usage (e.g. ABC, ACTU, ALP) are allowed (no stops). Lengthy titles can be reduced to a shortened form (whole words) after the first reference. The names of States (Victoria, South Australia, etc.) should not be shortened.
- Contractions: Contractions (which are distinguished from abbreviations by the presence of the final letter) do not require stops. Thus 'Dr', 'Mr', etc.
- Italics: All book, journal and film titles should be italicised, as well as names of ships. Foreign words in common usage (such as 'elite', 'laissez faire') need not be italicised. Song titles should not be italicized (for example 'Auld Lang Syne')

- Hyphens: Keep to a minimum and use only where omission would cause ambiguity. Compound adjectives (such as ‘middle-class opinion’) require hyphens.
- Apostrophes: Omit from 1930s. For possessive form of word ending in ‘s’, spell as pronounced. Thus: ‘Menzies’ policy’, ‘Willis’s statement’.
- Numbers: Spell out numbers from one to ten; use numerals from 11 onwards. Do not begin a sentence with a numeral. Where numbers above and below ten occur in the same sentence, use either figures or words but not both. Use commas in numbers of four or more digits (e.g. 4,000). Use figures for percentages but spell out per cent (for example ‘1.5 per cent’).
- Currency: Use ‘£’ for pounds, ‘s’ for shillings (no stop) and ‘d’ for pence. Thus: ‘£2 3s 2d’.
- Quotations: Quotations of fewer than 30 words in length should run on in the text and be enclosed within **single** quotation marks. Double quotation marks should be used for quotations within quotations. Quoted passages which exceed 30 words in length should be separated from the main body of the text by indentation and should not be enclosed within quotation marks. **Note that indented quotations should be single-spaced.** Double quotation marks should be used for quoted passages within indented passages. Quotation marks are **always inside the full stop** unless the entire sentence is a quote. Square brackets should be used for interpolations within quotations.
- Ellipsis An ellipsis is indicated by three dots (...) with a space either side.
- Dates: Dates should be shown in the form 17 February 1976.
- Punctuation: Leave one space after full stops (between sentences). Use commas as sparingly as possible. Where they are used to define clauses and bound phrases, they go in pairs. Where a person’s initials are used, do not leave a space between them (for example W.H. Smith). Use full stops when writing ‘e.g.’ and ‘i.e.’ but note that the words ‘for example’ and ‘that is’ are preferred to the abbreviations.

FOOTNOTES

First Reference

Please use the **automatic** footnote facility for the footnotes which should be placed at the bottom of each page following the conventions detailed below. Do not insert line spaces between footnotes.

Leave a space between volume and/or page and the relevant numbers. Use lower case for volume; thus vol. 5, pp. 34.

Books: Author's initial(s) or first name(s), surname, title (in italics), place and date of publication, page reference (p. or pp.) for example E.H. Carr, *What is History?*, London, 1964, pp. 1-3.

Where a reissue is cited, put the date of the original edition in brackets after the title. For example, J.B. Gribble, *Dark Deeds in a Sunny Land* (1905), Nedlands, 1987.

Significant words in the title should be capitalised. Use a colon to separate main title from subtitle.

In citing page numbers, do not repeat numerals, except in the case of numbers between 10 and 19; thus 232-5, but 112-15.

Chapters in Books: Author's initial(s) or first name(s), surname, title of chapter (in single quotes), in (then as for books above). Thus B. Stoddart, 'Sport and Society 1890-1940', in C.T. Stannage (ed.), *A New History of Western Australia*, Nedlands, 1981, pp. 652-74.

Note that ed. is an abbreviation but eds is a contraction and is therefore not followed by a stop.

Articles in Journals: Author's initial(s) or first name(s), surname, title of article (in single quotes), name of journal (in italics), volume (vol.), year, page, reference. For example J.R. Poynter, 'The Yo-Yo Variations', *Historical Studies*, vol. 14, 1970, pp. 239, 247.

Standard Works of Reference: It is not necessary to provide full details of such standard works of reference as the *Australian Dictionary of Biography*, *Historical Records of Australia*, or *Dictionary of Western Australians*. Series, volume and page numbers are sufficient.

Newspapers: Title (omit the definite article), date, page number (optional). e.g. *West Australian*, 23 September 1889, p. 3.

Archival Sources: The range of possible citations of unpublished sources is too great to allow for a precise convention covering all cases. In general, authors are asked to follow the convention that the author, then document is cited first, followed by the name of the collection and any essential file number within the collection, then the name and collection of the archive. For example R F Palmer, letter to the Commissioner of Crown Lands, 29 May 1885, Crown Lands and Surveys Department, WAS 211, Cons 541, 1885/2099, p. [1], State Records Office of Western Australia (hereafter SROWA).

Another example is Cecil Andrews, diary kept by Cecil Andrews while serving in the Boer War, c. 1900, MN 1545, Acc 4867A/1, Battye Library (hereafter BL).

Abbreviations should be introduced in the above form in the first citation.

The first citation of any set of parliamentary debates, parliamentary papers, reports of commissions or official archival sources should give the title in

full; thereafter these may be abbreviated. The following conventions should be used with respect to Western Australian material of this sort:

debates of the Legislative Council before 1890— *WACD*

debates of the parliament since 1890— *WAPD*

Votes and Proceeding of the Legislative Council before 1890—
WALCV&P

Votes and Proceedings of the parliament since 1890— *WAPP*

For debates and papers it will usually be sufficient to give date, volume and page number, in arabic numbers (for example *WAPD*, or *WAPP*, 1891, vol. 9, p. 243).

In complicated footnotes referring to archival or manuscript sources, commas should be used to separate different pieces of information about the one source, and semi-colons to separate different items.

Theses: Author's initial(s) or first name(s), surname, title of thesis (in single quotes), type of thesis, university and date of completion, page reference. For example C.J. Fox, 'Unemployment and the politics of the unemployed: Victoria in the Great Depression, 1930-37', PhD thesis, University of Melbourne, 1985, p. 103.

Interviews: Oral sources should be cited as follows: interviewee's name, interviewer's name, month and year of interview, location of tape and/or transcript (with a reference number if held in a library) for example Jill Smith, interviewed by author, 1989, tape and transcript held by author.

Online sources: Sources may be varied but in general use the same principle as for print sources namely author's name, title of the document, title of the complete work, the location (i.e. web address), the date of the publication and the date on which you accessed the material.

Audio-Visual sources: List the title of the work, special credits (e.g. the director), the place of production/recording/transmission, the publisher/studio, the date and the format (in brackets) if necessary for clarity for example *Schindler's List*, dir. Steven Spielberg, Universal City, Universal Pictures, 1993.

Subsequent References

Full details of each book, article, or other source cited should be given in the first footnote in which it is mentioned. Thereafter short titles or abbreviations may be used as appropriate; for example Stannage, *A New History*, p. 22.

Op. cit. should be avoided but *ibid.* (no capital or italics) may be used where one footnote is the same as its predecessor.