

Introduction

The aim of this Guide is to outline for contributors how they should present their submissions. Copy is managed electronically, and both final text and format (but not final layout) is established through cooperation between author and editor during both the approval and the editing stages. Submissions should be prepared using Microsoft Word. Where this Guide does not prescribe, our point of reference is the (former government) *Style Manual*, now in its 6th edition, revised by Snooks & Co, and published by John Wiley in 2002. This Guide is revised annually.

Writing Style

The readership of the *Journal of the Historical Society of South Australia* (JHSSA) is broad-based. Contributors should use accessible language and write in a lively and concise manner. Contributions should not be repetitive, verbose or pedantic and should not echo the tone of the sources. The writer should have an independent voice. Referencing should be realistic, not pedantic.

Spelling

The JHSSA refers to the current (fourth) edition of the *Macquarie Dictionary*. Use labour, colour, behaviour etc; focussed, travelled etc; -ise endings (organise, organisation, emphasise); program.

Capitals

In general, be sparing in the use of capitals. Spell Aborigines and Aboriginal with a capital A. Use capitals for proper names where they refer to *specific* individuals, offices, institutions, organisations, events (for example, Premier Playford, the Walsh Labor Government, the South Australian State Parliament, the Great Depression of the 1930s, World War One). Use lower case for general uses such as parliamentary committee, the [state, commonwealth] government, the premier, parliament, depression in the 1890s, council regulations. When referring to a previously named act of parliament use Act.

Quotations

Use *single* quotation marks, and then double for quotes within quotes.

Quotations in excess of 30 words should be indented from the left by 2cm. Omit quotation marks. Use single spacing.

Numbers

Spell out whole numbers up to ninety-nine, numbers that begin sentences and a century number.

Use figures for numbers larger than ninety-nine; ages; percentages; monetary amounts; page numbers and measurements. If similar numbers both large and small occur in the same paragraph or section use figures for them all. Approximations such as 'about five hundred people' should be in words.

Examples:

Fifteen nurses were among the 182 immigrants.

The group comprised 121 adults (74 males, 47 female) and 9 children.

World War One, World War Two

twentieth century (but note 'twentieth-century history', i.e. adjectival use

174 days; more than three hundred protesters

1000; 4653 (no comma up to 9999). Include comma from 10,000 (ie: 13,792)

14 %; 0.6%; but note 'a certain percentage...'

£163; 1s 3d (use the £ sign found in Insert/symbol on your toolbar); \$395; \$2.1 million (do not give modern equivalents except where the argument demands it and then with great care and suitably qualified).

p.69; p.1268; pp.112-17 (not 112-7); p.1389; pp.1435-50

300 acres; 66 feet; 11 metres; 79 kilometres

Measurements

When writing measurements of distance, area, volume, weight etc use current metric terms. When directly quoting original evidence, retain the measurements written. Metric equivalents may be inserted in brackets if the sense requires it, but this should be done sparingly.

Dates

Use British style, for example, 3 January 1937, spelling out the month in full (shortened in endnotes).

Write 1873-75 and 1895-1903, but for *financial year* write 1932/33.

Do not include apostrophe in 1920s, 1950s etc.

Include full-stop if abbreviating circa, born and died, but no space, i.e. c.1830, or b.1904.

Punctuation

Use *one space only* between sentences.

In personal names, use a full-stop after initials, but not a space. Include a space before surname, for example C.H. Spence.

In endnotes, do not include a space between p. and page number. Write p.125.

In quotations:

If a punctuation mark is part of the quotation, place inside the inverted comma.

If the punctuation mark relates to the whole sentence rather than to the quotation, place outside the inverted comma.

Ellipsis. Use three dots, with a space each side, to indicate the omission of words from quotations, whether or not the quote is the concluding section of a sentence.

Hyphen and dash

Include a hyphen in a compounded word used as an adjective (for example middle-class women, low-income families, nineteenth-century houses), when using mid (mid-term, mid-1890s) and in dates (1939-1945). For dashes, use the en (2mm) dash, preceded and followed by a space.

Abbreviations

Omit the full-stop in abbreviations when the word being contracted ends with the same letter (Mr, Dr, Qld, dept), but not otherwise. Hence, edn, eds, but ed., comp., c.).

For time of day: 8 am, 11 pm.

As a general rule do not abbreviate states, territories and countries. Abbreviation is acceptable for frequent use as a noun as opposed to an adjective, but first reference should be in full. Use: SA, NSW, WA, NT, ACT, USA, NZ (no punctuation marks and not italicised), but Tas, Qld, Vic.

If using acronyms and /or abbreviations for institutions, organisations etc, include first reference in full, with the abbreviation in brackets and capitals. Thereafter use abbreviation. For example Royal Adelaide Hospital (RAH), State Library of South Australia (SLSA).

Italics

Italicise titles of published works (for example books, reports, journals, newspapers), plays, names of ships, works of art, non-English words including botanical names, phrases used uncommonly, words used out of context.

Titles and names

First mention of an Australian Act of Parliament should include full short title and date. For example Real Property Act 1858 (no italics). Care should be taken to use correct titles and names, for example of parliaments and their members. Useful websites are

<http://www.legislation.sa.gov.au/index.aspx> (for titles of Acts, including repealed ones)

<http://www.parliament.sa.gov.au/From1836/> (for MPs, offices etc)

Formatting

Submissions, once accepted, will be formatted to the *JHSSA* style during the editorial process. To assist the editor, and avoid tedious re-formatting by our technical editor, contributors are asked to adhere to the following directions:

- use Times New Roman 12 throughout
- essay title: left align and bold
- author name (no titles): left align and bold. Attach as endnote#1 a brief explanation of the author's background and academic affiliation (where relevant).
- headings: left align and bold
- sub-heading of heading: left align and italicise
- do not centre text or use formatting commands other than bold and italic
- left align (not justify) the text
- use single line spacing in main body of text
- insert a double return only between paragraphs
- left indent by 2cm quotations in excess of 30 words. Omit quotation marks. Do not italicise or bold quotations. Use single spacing

Images, tables and graphs and their captions

Images have become central to the character of the *Journal*, and should be proposed as a matter of course. A wide variety of possibilities exist, including not only traditional ‘pictures’ but also plans, drawings, text of newspaper articles, book covers and much more.

To assist the editor in the approval process, preliminary copies of all images, tables and graphs (appropriately numbered) should be appended as separate files with the original submission. For images, these can be simple photocopies, or low resolution digital files. They should be signalled in the text with the phrase ‘image/table/graph no.# about here’, followed by the proposed caption. Do not send originals or high resolution files at the submission stage.

For statistical tables, give both a title and a caption listing sources of data. In the caption for images include creator (where known), title, date and source (in brackets). Captions will be italicised in the published *Journal*. Titles of published sources will revert from italics to ‘normal’. Authors of photographic essays may choose to indicate image sources at the commencement of the text, especially when illustrations are drawn from the one collection. It is a responsibility of the author to secure the necessary permission for images published and to comply with the form of acknowledgment required.

Examples:

The family at Port Victor, 1913 (Courtesy the Advertiser)

William Westall. Kangaroo Island, Sailors and Servants, 1802 (National Library of Australia)

Phillip Highway, Elizabeth, 1956 (City of Playford Local and Family History Service)

Endnotes and References

The aim of endnotes is to acknowledge the basis of evidence upon which the argument is based and to permit others to find that evidence subsequently. Endnotes should therefore include all necessary citation details of a published or unpublished resource as well as page numbers where appropriate, but should not become oppressive or repetitive. Often several items may be dealt with in one note. The *Journal* does not use reference lists in addition to endnotes.

The first reference to a source should be in full. Use lower case for subtitles of books and for titles of articles after the first word and other than for proper nouns. A shortened form should be adopted for subsequent case(s). In the shortened endnote form, where there are no other works cited by the same author, use author surname and page number only. Where there is more than one work by a particular author cited in the notes, use author surname, brief title and page number. For a multi-authored book the ampersand (&) may be used, and an abbreviated title for subsequent citation. Alternatively, the title alone may suffice.

DO NOT USE *ibid* or *op cit*. Show forenames first, unlike bibliographies. Giving the full forename in the first instance is useful, especially with common surnames.

Examples: Endnote formats

Joan Durdin, *They Became Nurses: a history of nursing in South Australia 1836-1980*, Allen & Unwin, Sydney, 1991, p.36. (Note use of lower case in subtitles, even where this differs from the book title page.)

Subsequent use, shortened forms:

Durdin, p.91. (if none of her other works mentioned)

Durdin, *They Became Nurses*, p.91. (if other works are mentioned)

Dictionary entry

Bernard O'Neil, 'Ling, Harold Eustace Hill (1902-1966)', in *Australian Dictionary of Biography*, vol. 15, pp.100-1. Subsequently *ADB* if same volume, otherwise in full. If the web version is used, include date consulted.

Chapter in book

S. Marsden, 'Playford's Metropolis', in B. O'Neil, J. Raftery & K. Round (eds), *Playford's South Australia: essays on the history of South Australia 1933-1968*, Association of Professional Historians, Adelaide, 1996, pp.117-34.

Journal article

L. Dopson, 'Staff shortages in London and flats for nurses in an Aberdeen church', *Nursing Times*, May 1980, pp.791-94.

R. McGregor, 'Protest and progress: Aboriginal activism in the 1930s', *Australian Historical Studies*, vol. 25, no. 101, 1993, p.26.

Thesis

S. Burnard, 'Government policy and Aboriginal mission stations, South Australia 1900-1920', BA thesis, University of Adelaide, 1961, pp.49-52.

Parliamentary Papers and Debates

South Australian Parliamentary Debates (SAPD), 22 November 1921, p.1167.

South Australian Parliamentary Papers (SAPP), 1869-1870, no. 44, pp.705-06.

Report

Taylor Weidenhofer & Sarah Laurence, *Stirling District Heritage Survey*, District Council of Stirling, Stirling, 1998, p.56.

If a report is unpublished, cite as for a thesis, with no italics.

Newspaper article

John White, 'Gardening in the Hills', *Mount Barker Courier (MBC)*, 11 April 1902, p.267. (Page where possible, column letter optional.)

If author of article is unclear, begin reference with article title and do not use 'Anon.'

If article title is unknown cite newspaper title and publication details only.

Archival sources

In general, these references proceed from the particular to the general, with the agency name or acronym last. However, where an agency has a preferred format, it should normally be used. In the first reference, give the full title of the agency and its acronym in brackets. Thereafter use acronym..

Examples:

Superintendent Giles to J. Milne, Aborigines Department, Correspondence Files, GRG 52/1/1911/24, State Records SA (SRSA).

J. Francis to sister in England, 14 February 1892, PRG 37/7/2, State Library of South Australia (SLSA).

Note that the material previously accessed in the Mortlock Library of South Australiana should be cited as being from the State Library of South Australia.

Websites

Give the full www address, and include the date the site was accessed for the purpose of the information referred to in the text. In the case of electronically published articles and books, follow the conventions of citation for printed material in addition to citing the website

Examples:

See for example, <http://www.abc.net.au/dimensions/dimensions_in_time/Transcripts/s785953.htm>, <<http://pandora.nla.gov.au/pan/23318/20020131/www.hills.com.au/html/story2.html>>, <http://en.wikipedia.org/wiki/Hills_Hoist>, <http://www.kidcyber.com.au/topics/hillshoist.htm>>, and <<http://studioincite.com/makingwifi/?cat=12>>, all accessed on 8 May 2007.

Layout

Once the editor gives approval to proceed with the submission and agreement has been reached on the images and captions to be included, authors should contact Philip Knight, who handles images and layout, on 8277 2595 or philip.knight@internode.on.net He will advise on image quality and the appropriate form of reproduction. Please note that some scanned images and most ordinary photocopies may not satisfy printing requirements.

Authors will be asked to review the proposed layout before printing to remove any unwanted changes introduced during the layout process (but not to revisit the agreed text, endnotes etc).

Authors are provided with a hard copy of the *Journal* in which their essay appears, and also a PDF at print quality of the article, *Journal* title page and table of contents.