

## Note for Contributors

### 1. Spelling

The general guide to spelling will be taken from *The Macquarie Dictionary*. We use ‘-ise’ forms for words (and not ‘-ize’) (so: realise, globalisation, modernise . . .). Hyphens should be used in words such as ‘co-operate’ and ‘co-ordinate’, except where the mathematical ‘coordinate’ is used. *The Australian Writers Dictionary* is a valuable tool for assisting with the use of hyphens. We prefer World War 1 (and not First World War). All Latin, Greek and all foreign words should be in italics and have an English translation. We prefer transliterations of biblical languages but if biblical languages are used then the English must be given in brackets. Please indicate what Greek or Hebrew font has been used.

### 2. Abbreviations and contractions

Abbreviations are generally not used: editor (rather than ed.), translated by (rather than trans.), volume (rather than vol.), number (rather than no.), for example (not e.g.). Those such as USA or UN do not have full points between the letters.

Contractions, which end in the last of the whole word, should not be given a full point: Dr (Doctor), St (Saint).

### 3. Personal initials

Do not insert a stop or space between personal initials, as for example: AN Simple.

### 4. Dates and numbers

Avoid unnecessary punctuation: 24 June 1999 (and not 24 June, 1999, or June 24<sup>th</sup>, 1999).

1990s (not 1990’s). Twentieth century (not 20<sup>th</sup> century). When referring to the age of a person, ‘she was in her eighties’, use the spelt-out form, but use figures in the hyphenated form when writing of an ‘80-year-old woman’. In text use of year span: 1991–8 with an en rule (not hyphen and no space) (not 1991-8), 1902–3 (and not 1902-03), 1878–83. When in headings or subsections, use 1990–1992.

Financial years are 1991/92. Spans of numbers: use as few digits as possible, with the exception of 11–19, where 1 is repeated. So: 112–13, 103–8, 34–9, 145–53.

Numbers up to ninety-nine are spelt out in the text, except where figures are needed in a string of hyphenated words (35-hour week) or where figures will assist with clarity (when several numbers are compared). Numbers over ninety-nine are usually written in numerals but can be spelt out (about a thousand people) where figures seem inappropriate in the text. When a date is the first word of the sentence, use the spelt out form. Use figures for sums of money, \$1.24, but three cents. Times should be in words rather than numerals when precision is not intended. So: ‘They had to leave at three o’clock’. But where a precise time is intended: ‘The bus leaves at 10.23am’. Percentages should be spelt out in the text: ninety-three per cent (note ‘per cent’). But 93% in footnotes and tables.

### 5. Hyphens and dashes

En rules (a short dash) should be used for spans of numbers: 182–3; for Christian biblical references for the verses: Mk 3:12–13; for expressions of time: May–June; expressions of distance: Adelaide–Melbourne; and where ‘and’ is meant. Em rules (a long dash) are used in parenthetical statements, with no gap either side. For example, ‘To have wide lawns—and not any garden—is not necessary for a happy life’.

### 6. Quotations

Quotations of more than 5 lines or 30 words should be indented with an extra space above and below. Indented quotes do not have opening and closing quotation marks. Short extracts of less than 5 lines (or 30 words) may appear within the text, enclosed in single quotation marks. Quotation marks should go inside the final full point if there is any authorial comment within the sentence; that is, the full point belongs to the author as part of her/his sentence.

Time and time again, ‘people do not speak’ was quoted by authors.

or

Sally was known to have said that ‘the weather at the Cape is fine all year round’.

If the quotation begins within a sentence containing authorial comment but runs to more than one sentence, it is acceptable to place the closing quotation mark after the final full point.

George Stephens wrote with glee ‘about fifty men broke out of the prison yesterday evening. We expect to have them rounded up before the week is past.’ When a sentence is entirely quoted material, then all punctuation belongs to the quotation; therefore, the final full point goes inside the closing quotation mark. Mary received the telegram at 10 am. ‘I never knew a darker moment than when I read of John’s death.’ Double quotation marks are only used for quotes within quotes. Eggs were thrown at the ‘vote “No” for a republic’ banner. Spelling and punctuation within quotations must not be altered to conform to the style of the remainder of the text. If anything appears wrong, but the original has been copied correctly, place an italic *[sic]* within square brackets after the doubtful material. Check the punctuation of quotations. Any authorial or editorial interpolations into the quotation should also be enclosed within square brackets. If italics, for instance, are used, this should be written as [my emphasis]. Indicate any omission from a quotation by the use of an ellipsis ( . . . ), with a single space keyed in before and after each point (space/point/space/point/space/point/space). Do not insert an additional full point if the ellipsis occurs at the end of a sentence. Do not use editorial caps within square brackets as in ‘[I]t is then . . . ’, but leave the lower case letter, or adjust the way the quote is used.

### 7. Footnotes

Notes should be used for sources you have used, published or unpublished, to a brief discussion of the sources, to develop a point out of the text, or to cross reference to other parts of the text. Footnotes in the text should be used as a superscript text and in Times. Footnotes, notes at the bottom of each page, or endnotes, notes at the end of each chapter, may be used in the final version when layout occurs.

#### 7.1 Books:

First name (not initials) and surname, title of the book (in italics), place of publication, publisher and year (all in brackets), followed by page numbers. We do not use p or pp for footnote entries or in the text. In the text write word ‘page’ if necessary. In footnotes there is minimal punctuation:

First reference: Victor Pfitzner, *The Islands of Peru* (Adelaide: ATF Press, 1999), 21.

Second and subsequent references copy and paste name (surname only) and title of book (or abbreviated title), followed by page number. Where a title is long a suitable shorter version should be used in second and subsequent references. Pfitzner, *The Islands of Peru*, 28.

#### 7.2 Articles in journals:

First name, surname, title of article, (with single inverted commas), title of the journal (in italics), volume and number, year (year in brackets), followed by a colon and then the pages of the article. We do not use p or pp in footnotes or in the text.

First reference: Victor Pfitzner, ‘Where To From Here?’, in *Interface: A Psychology Review*, 1/2 (1998): 22–3.

Second and subsequent references: Pfitzner, ‘Where to From Here?’, 38.

#### 7.3 Articles in books:

First name, surname, title of article (with single inverted commas), edited by, with first name first, title of the book (in italics), place of publication, publisher and year (all in brackets), followed by a colon and then page.

Victor Pfitzner, ‘Yesterday, Today And Tomorrow’, in *Readings in Contemporary History*, edited by Victor Pfitzner (Adelaide: ATF Press, 2002), 22–56.

#### 7.4 Web references

First name, surname, title of article, web address enclosed in <...>, access date.

Victor Pfitzner, ‘Today and Not Tomorrow’ at <www.newspoll.com.apost-au>. Accessed 20 July 2010. (No underlining).