

# ROYAL HISTORICAL SOCIETY OF QUEENSLAND

## STYLE GUIDE FOR CONTRIBUTORS

**Note:** Work submitted by authors that does not conform to the following Style Guide will be returned to authors for correction.

### WRITING STYLE

Writing should be aimed at a general readership. It may be scholarly in its approach and treatment but should be expressed in everyday language.

### WORD COUNT

Manuscripts are not to exceed 6000 words (including endnotes).

### AUTHOR'S BIOGRAPHY

Authors are to include a brief biography about themselves (in a couple of sentences) as a footnote on the first page.

### FORMAT

Text should be in double-line spacing, with 2.5cm margins. Text should be forwarded both as a hard copy of the manuscript to:

The Editors  
*Queensland History Journal*  
PO Box 12057  
Brisbane George Street. QLD 4003

**and** as an email attachment to: [info@queenslandhistory.org.au](mailto:info@queenslandhistory.org.au)

The text file should be in the format Word for Windows 97-2003.

- Use 12 pt, Times New Roman font.
- Add an extra line space to indicate each new paragraph.
- Use a single space after full stops.
- Use prose sentences and paragraphs. Do not use dot points.

### SPELLING

Use *The Macquarie Dictionary* or, if this is not available, *The Australian Concise Oxford Dictionary*.

<b>-ise, -ize</b>	Use -ise not -ize, e.g. recognise not recognize.
<b>-our, -or</b>	Use -our not -or, e.g. colour not color.
<b>per cent</b>	Use per cent not percent or the symbol %. Examples: five per cent, 11 per cent.
<b>street</b>	Flinders Street (capital 'S'); Queen and Adelaide Streets (capital 'S' for more than one)
<b>river, valley</b>	Logan River, Fassifern Valley (capitals 'R' and 'V'); Logan and Albert rivers, Fassifern and Brisbane valleys (lower case 'r' and 'v' for more than one)

## QUOTED MATERIAL

- Quoted material should be reproduced exactly.
- Use single inverted commas. For quotes within quotes, use double inverted commas within singles.
- For short quotes, if a full stop appears at the end of the quoted text (eg at the end of a sentence), the inverted comma is placed after the full stop. If a full stop does not appear in the quoted text, the inverted comma is placed before the full stop.
- For quotes over 30 words, leave a line space, indent left margin only and present quoted material as a block in single line spacing using 10 pt font, with no inverted commas.

## NUMBERS

- Spell out numbers below 10, e.g. five.
- Use figures for numbers of 10 and above, e.g. 32, 100.
- A space is unnecessary in numerals containing only four digits e.g. 3712, \$6400, £6050
- Use spaces for numbers in excess of four digits e.g. 53 741 not 53741 or 53,741
- Link spans of numerals, and limit the number of digits in the second part of the span to those essential for clarity e.g. 9-12, 40-1, 45-50, 402-5, 421-39, 440-553
- There are exceptions: spans ending with numerals from 11 to 19. e.g. 11-12 not 11-2, 115-17 not 115-7.
- Ages: Link with hyphens e.g. 10-year-old not 10 year old.

## DATES

- Use the following order: day of week (no comma), date of month (no comma), month of year (no comma), year, e.g., Wednesday 27 August 2008, 27 August 2008.
- For approximate dates use the abbreviation for circa, i.e. 'c.' (this usually allows c.five years either way), e.g. c.1984 (no space after 'c.'). For unknown dates, use 'n.d.' (n.d. = no date.).
- For spans of time, use *either* 'from' coupled with 'to', e.g. from 1990 to 1996, *or* the 'en rule', e.g. 1890–1984 (for different centuries) or the 'en rule' plus the shortened form of the date, e.g. 1990–96 (for the same century).

## CENTURIES AND DECADES

- In text, spell out centuries, e.g. nineteenth century, mid-nineteenth century (all lower case).
- For decades, use the decade figure followed by the plural 's', e.g. 1890s. Do not use an apostrophe before the s.
- Use the en rule in examples such as mid–1880s.

## ABBREVIATIONS/CONTRACTIONS

Abbreviations (the first letter of a word, perhaps some other letters, but not the last letter) generally take a full stop after the word: c., ed., e.g., i.e., illus., p./pp., para., Mon., Vic., cont., fig., Rev.

Contractions (the first and last letters of a word and sometimes other letters in between) generally have no full stops, e.g. eds, paras, Qld, figs, Mr, Rd, Pty Ltd, St.

There are common exceptions to both, e.g. km, ml, cm.

## LEGISLATION

In the past, the use of italics and punctuation varied according to the particular jurisdiction in Australia. To simplify matters it is now recommended that all elements of the formal titles of Acts and Ordinances be shown in italics.

- *Australian Constitutions Act 1850*
- *New South Wales Government Act 1855*

## ITALICS

Italics should be used for the names of houses, stations, hotels, properties, ships, foreign words and phrases.

## ENDNOTES

- Use endnotes not footnotes, and use 10 pt font.
- Place endnote numbers at the end of the sentence immediately after the punctuation.
- If several points in one paragraph come from the same source, use only one endnote number placed at the end of the paragraph/quoted material.
- For one point in the text that has several sources, use one endnote number only.
- When using initials in text or endnotes, do not use full stops or spaces (e.g. HG Wells)
- When listing page numbers, leave a space between the 'p.' and 'pp.' and the page number/s. e.g. p. 5, pp. 5-10.
- For second and subsequent citations of the same source, delete the author's christian name and publication details and use a shortened form that contains sufficient detail to identify the source. Do not use op.cit.

The following shows the original citation and subsequent citations.

Wayne O'Donohue, 'First Agents-General: Development of the office in London 1860-1876', *JRHSQ*, vol. 11, no. 3, 1981-1982, pp. 59-74.

O'Donohue, 'First Agents-General: Development of the office in London 1860-1876', p. 60.

- For a reference to the same work cited immediately before, do not use 'ibid'. Delete the author's christian name and publication details and use a shortened form that contains sufficient detail to identify the source.

Constance Jane Ellis, *I seek adventure: an autobiographical account of pioneering experiences in outback Queensland from 1889 to 1904*, Sydney, Alternative Publishing, 1981, p. 10.

Ellis, *I seek adventure: an autobiographical account of pioneering experiences in outback Queensland from 1889 to 1904*, p. 12.

## TITLES

- Use minimal capitals, except for titles of journals, magazines, newspapers and legislation; use maximum capitals for these.
- Titles for essays, articles, research papers, chapters and songs should be in minimal capitals and placed within single inverted commas.

## SOURCES

### Books

Include where applicable:

- author's first name/s and family name
- title of book (in italics)
- title of series
- volume number or number of volumes
- edition
- name of editor, compiler, reviser or translator, if other than the author
- place of publication (city)
- publisher
- date of publication (year)
- page number(s).

Examples:

JG Steele, *Brisbane Town in convict days 1824-1842*, St Lucia, Qld, University of Queensland Press, 1975, pp. 28-30.

Anna Shnukal, *Broken: an introduction to the creole language of Torres Strait*, Pacific Linguistic Series C, no. 107, Canberra, Dept of Linguistics, Research School of Pacific Studies, Australian National University, c.1988.

Margaret Maynard. 'A great deal too good for the bush: women and the experience of dress in Queensland', in Gail Reekie, ed., *On the edge: women's experiences of Queensland*, St Lucia, University of Queensland Press, 1994, p. 51.

Eric Richards and Ann Herraman, "'If she was to be hard up she would sooner be hard up in a strange land than where she would be known": Irish women in colonial South Australia', in Trevor McClaughlin, ed., *Irish women in colonial Australia*, St Leonards, Allen & Unwin, 1998, pp. 82-104.

Margaret Anderson, 'Good strong girls: Colonial women and work', in Kay Saunders and Raymond Evans, eds, *Gender relations in Australia: Domination and negotiation*, Sydney, Harcourt Brace Jovanovich Group, 1992, pp. 225-45.

### Journals and Periodicals

Include where applicable:

- author's first name/s and family name
- title of article (in single inverted commas)
- title of journal or periodical (in italics)
- title of series
- volume number
- issue number, or other identifier
- date of publication
- page number(s).

Example:

Arthur Laurie, 'The black war in Queensland', *Journal of the Royal Historical Society of Queensland [JRHSQ]*, vol. 6, no. 1, September 1959, pp. 155-73.

Note: This example is the first time the *Journal of the Royal Historical Society of Queensland* is cited in the endnotes. Use the full title plus the abbreviation in square brackets. Use the abbreviation *JRHSQ* in subsequent endnote references by the same or other authors.

### **Archival Records**

The ‘author’ for an archival record is the agency responsible for the record’s care. Thus the agency’s name (no italics) appears first. Because endnotes and no bibliography are used in the *Queensland History Journal* articles, archival citations should be detailed.

Examples:

Queensland State Archives [QSA], Colonial Secretary’s Office; Series ID 8400, Special Batches; Item ID 6818, Copies of correspondence respecting the annexation of New Guinea, Letter No 281 of 1883.

Queensland State Archives [QSA], 846759, Inwards Correspondence, ‘Letter from Church Warden to Colonial Secretary’, 2 April 1862.

National Archives of Australia [NAA], Joseph Benedict Chifley, CP M1458, General correspondence from special organisations and persons, 1946-49.

An abbreviated citation can be used for second and subsequent citations from the same correspondence:

NAA: CP M1458.

### **ILLUSTRATIONS**

Illustrations (maximum of 4) should be forwarded in one of the following formats:

- Photographic prints either colour or B&W
- Digital images, preferably as a jpg file.

Captions for photographs should accompany contributions, together with identification, location and relevant permissions to reproduce (from copyright owners, photographers, etc.). Captions should be *in italics*. Other information (e.g. source, acknowledgements, etc.) should follow the caption, be contained within round brackets, but not be in italics. However, use italics for titles of books, newspapers, etc as indicated under the heading ‘Titles’ below. Use 10 pt font for all caption text.

Use the following order where applicable:

- Photograph title or description
- Photograph by (photographer’s given name followed by family name, city, and country if not Australia)
- Photograph courtesy of (name of person, publication, library or institution etc., city, and country if not Australia)
- Collection (name of person, library, other institution, etc., city, and country if not Australia)

## **FURTHER ASSISTANCE**

For further editorial information refer to:

*Style Manual for authors, editors and printers*, 6<sup>th</sup> edition, Commonwealth of Australia, John Wiley and Sons, 2002.

**19 June 2018**