Journal of the Royal Australian Historical Society – Style Guide

All correspondence should be addressed to The Editor, *Journal of the Royal Australian Historical Society*, History House, 133 Macquarie Street, Sydney NSW 2000, or email history@rahs.org.au

Thank you for your co-operation in ensuring that your manuscript presentation follows these guidelines. Spelling should follow the *Macquarie Dictionary* or the *Concise Oxford Dictionary*. The maximum length for a manuscript is 8000 words.

Manuscript presentation

1. DO NOT SHOW YOUR NAME ON THE MANUSCRIPT ITSELF. Your manuscript is reviewed by an independent referee who should not know your identity.
2. Include an abstract of approximately 100 words at the beginning of the manuscript.
3. Include a separate note (maximum 50 words) on the contributor, listing academic qualifications and relevant areas of interest and expertise. Give full contact details, including mobile phone and landline numbers as well as email.
4. Your manuscript should be supplied in Microsoft Office Word.
5. Your manuscript font should be size 12 and Times New Roman.
6. Your manuscript should be double-spaced (including indented quotes and endnotes). One space only after a full stop.
7. Avoid excessive formatting and do not include headers or footers.
8. Avoid the use of sexist, racist and otherwise discriminatory language, except in quotation.
9. Use Microsoft Office insert reference command to create endnotes.
10. Your endnotes should be font size 10 and Times New Roman.
11. Subheadings are aligned to the left margin and bold.

Use of capitals

1. When in doubt, don't.
2. Capitals should be used for titles of specific appointments, commissions or institutions, but not for general references: first use of a title should be given in full. If, after having introduced the full title, an abbreviated form is used, the capital letter should be retained: the Public Service Board … the Board.
3. Where there is any likelihood of confusion, capitals should be used in words which have a different meaning without them: an Act, the Opposition, the State.

Abbreviations

1. DO NOT use full stops after abbreviations (Vic, vol) or contractions (Qld, Mr).
2. Symbols for currency or units of measurement have no full stop: 5 km, 25 lb, £140 10s 6d. Please use '£' rather than the word 'pounds'.
3. For abbreviations which consist of capitals do not use full stops, as NSW, NZCER, except for personal names (David S. Macmillan, A.G.L. Shaw).
4. When a person's name is introduced give the name in its entirety. Later uses should be of the surname or given name but not both.
5. Plurals of abbreviations which take an 's' do so without an apostrophe: MPs, CDs.
6. Use World War I and World War II (with Roman numerals) not First World War or World War 2.

Quotations

1. Use single quotation marks except for a quotation within a quotation, which then requires double quotation marks.
2. Quotations of 40 or more words should be indented, without quotation marks. There should be an extra line space above and below the block.
3. Within a quotation use the spelling and punctuation of the original. Use [*sic*] in such quotations to indicate that the original really spells or reads thus. Do not use [*sic*] to express your amusement or contempt. Your interpolations, if necessary, are contained within square brackets.
4. If omitting material from a quotation, use three ellipsis points …

Numbers

1. Numbers and ordinals up to nine are spelled out in words: three, sixth.
2. Numbers and ordinals 10 and above are given in figures: 276, 19th century.
3. Large numbers follow the format: 1000, 10,000, 100,000, but 1 million.
4. For percentages: 91 per cent, not 91%.

Dates

1. These are shown as: 15 January 1970.
2. Months, whether in the text or notes, should be spelled out in full.
3. 1870s, 1900s – no apostrophe.
4. A span of years is given as 1872-75 or 1872-1875.

Italics

1. For emphasis use *italics*.
2. Use *italics* for foreign words or phrases which have not been fully accepted into the English language: check your dictionary.
3. Always use *italics* for titles of publications – i.e. books, newspapers and other periodicals – but not chapters or articles.
4. Use *italics* for ship names, television programs, films and CDs.

References

First reference

1. **Books**. All references should contain the following information in the order given: author's initial(s) or given name(s) as used on the title page, and surname; title of the book; publisher; place and year of publication; page reference if appropriate. Thus: John Hirst*, Australian History in 7 Questions,* Black Inc, Collingwood Vic*,* 2014, pp 199-201. (Title capitalisation copies book title page.)

2. **Articles in journals or chapters in books**. Geoff Gallop, 'A Republican History of Australia', *Labour History*, no 107, 2014, pp 197-209; Donna Oxenham, 'Photographing Aboriginal Australians in West Australia' in Jane Lydon (ed), Calling *the Shots: Aboriginal Photographies*, Aboriginal Studies Press, Canberra, 2014, pp 207-232.

3. **Theses.** Dustin Raffaele Halse, 'From Servants to Citizens: A History of Victorian Public Service Unionism 1885-1946', PhD thesis, Swinburne University of Technology, 2015.

4. **Archival material.** E. Bligh to W. Bligh, 15 February 1808, Bligh papers, Safe 1/45, Mitchell Library, p 587. Use series name as well as number, and include the name of the archive. The format will vary from archive to archive. DO NOT give only microfilm reel numbers.

5. **Parliamentary publications.** Select Committee on the Marriage Laws, *Votes and Proceedings of the Legislative Council of New South Wales*, 1853, vol 2, p 257.

6. **Websites.** The Twentieth Century Heritage Society of NSW Inc, http://www.twentieth.org.au/, accessed 18 June 2015.

7. **Newspapers.** *West Australian*, 23 September 1889, p 3.

2. Second and later references

Use abbreviations and short titles, but NOT Latin indicators such as *ibid* and *op cit*. Frequently cited publications, archives and libraries are abbreviated to initial letters which are given in brackets following the first, and complete, citation: *The Sydney Morning Herald* (hereafter *SMH*); the Mitchell Library (hereafter ML).

If the first reference is Caroline Ford, *Sydney Beaches: A History*, New South Publishing, Sydney, 2014, p 38, then later references, whether isolated or following each other in sequence, include author surname and short title: Ford, *Sydney Beaches*, p 112.

Illustrations

Illustrations are welcome. Provide your images in separate files and DO NOT embed them in the article. Images should be 300 dpi and sent as jpeg files up to 2 MB in size. It is your responsibility to obtain permissions to use and to meet any fees required. Provide a caption for each illustration including title, source and the names of photographers/ artists where relevant.