

ROYAL HISTORICAL SOCIETY OF QUEENSLAND

STYLE GUIDE FOR CONTRIBUTORS

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.

FORMAT

Text should be in double-line spacing, with 2.5cm margins. Text should be forwarded both as a hard copy of the manuscript and as an email attachment to journal@queenslandhistory.org.au. **The text file should be in the format Word for Windows (.doc). (not Vista)**

- Use 12pt, Times New Roman font. For quoted material, see the separate heading below.
- Add an extra line space to indicate each new paragraph
- Use a single space after full stops.

QUOTED MATERIAL

- Use single inverted commas. For quotes within quotes, use double inverted commas within singles.
- For quotes over thirty words, indent left margin only and present quoted material as a block using 10 pt font, with no inverted commas.
- Quoted material should be reproduced exactly.

ILLUSTRATIONS

Illustrations should be forwarded in one of the following formats:

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

Captions for photographs (comparative, historical) 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, acknowledgments, 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).

SPELLING

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

-ise, -ize

Use -ise not -ize, e.g. recognise not recognize.

-our, -or

Use -our not -or, e.g. colour not color.

NUMBERS

Spell out numbers below 10, e.g. five. Use figures for numbers of 10 and above, e.g. 100.

DATES

Use the following order: day of week (no comma), date of month (no comma), month of year (no comma), year, e.g., Wednesday 28 August 3009, 28 August 3009.

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 (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.

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, e.g. c., ed., e.g., i.e., illus., p. / pp., para., Mon., Vic., cont., fig.

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.

FOREIGN WORDS AND PHRASES

Use italics.

ITALICS

Italics should be used for the names of houses, stations, properties and ships, etc.

ENDNOTES

- Use endnotes not footnotes, and use 10pt 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).

TITLES

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

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.

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*, vol. 6, no. 1, September 1959, pp. 155-73.