**Limina Style Guide**


**Formatting**

**Article Submission:**

- Please submit your article as an email attachment in Rich Text Format (RTF) or MS Word format to liminajournal@gmail.com
- In a separate document, please provide your name, contact details and title of the paper, and include a statement to the effect that the piece is not under consideration elsewhere.

**Abstract:**

- Attached to your email submission, in a separate document, please include an abstract of approximately 150 words.

**Referencing:**

- Please note: *Limina* does not publish reference lists. All references should be listed in the footnotes.

**Paragraphs and Punctuation:**

- Single spacing for text, unjustified and typed using only one font.
- Denote new paragraphs by indenting the first line with the tab key, not the space bar.
- Do not leave line spaces between paragraphs.
- Leave one space after full-stops (between sentences).
- Use language setting English AUS or English UK.
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1. Punctuation convention for quotations

- Unless the entire sentence is a quotation, commas, periods, semi-colons and colons fall outside close quotation marks (e.g. He said, 'The quick brown fox', but stopped when he saw the lazy dog.).

- Use single quotation marks: e.g. Kerosene emulsion - which by 1916 was recommended for use on vegetables as well as fruit trees-required 2 pounds of 'Lotus Soap' to be dissolved in 10 gallons of simmering water, and half a pint of kerosene added whilst hot, 'the whole being churned until thoroughly emulsified'.

- Only use double quotation marks for a quotation within a quotation: e.g. 'Remember that Virgil said, "Each of us bears his own hell," in his epic work, Aeneid', Dante reminded Beatrice. e.g. 'Have you any idea', he said, 'what "dillygrout" is?'

- Double-indent quotations longer than 30 words, leaving one space before and after the indented quotation.

  e.g. While this was done,

  Great care must be taken to keep the mixture agitated, and the vessel used to carry the mixture should be thoroughly emptied each time before refilling, or the kerosene, which never thoroughly mixes, may accumulate and give too strong a dose.

  Given the expense and inconvenience of the alternatives, it is likely that many gardeners...would have stuck to the remedies on hand-such as soapy waters-and the various manual (or animal) controls still recommended in some gardening magazines and books.

- Quotation marks are not used around the names of sacred texts or their subdivisions, musical works identified by description, or houses or public buildings.

- Use quotation marks for titles of short poems and of TV and radio programmes, and for titles of chapters in books and articles in periodicals.

- Use quotation marks to enclose an unfamiliar word or phrase, or one to be used in a technical sense. Most often quotation marks should be used only at the first occurrence of the word or phrase in a work; thereafter it may be considered to be fully assimilated.

- Do not use quotation marks around colloquial or slang words or phrases.

- Words inserted in a quotation by the author should be enclosed in square brackets. Omissions should be shown by an ellipsis.

2. Footnotes

- Use the Insert Footnote button (in the Reference Ribbon) in Microsoft Word to insert and anchor your sequential footnotes within the document.

- Only insert footnotes at the end of sentences.
3. Dashes and Hyphens

- When typing a hyphen, no space should be left at either side.
- Where a dash is intended, insert an em rule (CTRL+SHIFT+¬) or two closed hyphens without spaces between words. Use either the em rule or two close hyphens consistently throughout the document.

4. Oxford Comma

The Oxford Referencing Style adopted by *Limina*, the Oxford Comma or 'serial comma' is used in lists. Before the final item in a list, place a comma before the conjunction 'and'.

-e.g. These materials included Benzole emulsion, Pestend, Cliff's manual insecticide and 'Harbas' red oil, as well as Paris green, lead arsenate, and various tobacco preparations.

5. Numbers

Do not spell numbers in the Oxford Referencing Style.