Style Guide

This style sheet is based on the conventions of the Oxford Referencing Style. Please refer to The University of Western Australia's Oxford Referencing Guide, available here: http://guides.is.uwa.edu.au/Oxford

1. **Article Submission:**

    Please submit your article as an email attachment in MS Word format or Rich Text Format (RTF) to liminajournal@gmail.com

   - In a separate document, please provide:
       o your name
       o your email address
       o your institutional affiliation
       o the title of the article
       o a 150 word abstract
       o list a minimum of 8 keywords for your article[1]
       o a statement certifying that this article is not under consideration elsewhere

2. **Referencing:**

   - Submissions to *Limina* must use Oxford Referencing
     See: http://guides.is.uwa.edu.au/content.php?pid=385139&sid=3156563

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

3. **Page Layout, Paragraphs & Punctuation:**

   - Single spacing
   - The text should be unjustified
   - Denote new paragraphs by indenting the first line with the tab key, *not* the space bar
   - Do not indent abstract
   - Do not leave line spaces between paragraphs

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[1] These keywords will be used to assist search engines such as Google in finding your article, so try to use common words or keywords that relate directly to your paper.

- Leave one space after full-stops (between sentences)

- Use language setting English AUS or English UK
- A4 format
- Margins: Top and Bottom: 2.54 cm; Left and Right: 3.17 cm
- Palatino Linotype font throughout document
- Font size should be pt. 11 for the main text, and pt. 9 for footnotes

4. **Quotations**

- Unless the entire sentence is a quotation, commas, full stops, semi-colons, and colons fall outside closed quotation marks

Examples
  o 'I'll go', she said.
  o At the beginning of the study, participants described their dream recall rate as 'low to moderate'. At the end, they described it as 'moderate to high'.
  o 'Call me Ishmael.' Thus begins Herman Melville's *Moby Dick*.

- Use single quotation marks

Example
  o The professor was quoted as saying that the weather had been 'quite temperate in the north' in the past month.

- Only use double quotation marks for a quotation within a quotation

Examples
  o 'Remember that Virgil said, "Each of us bears his own hell", in his epic work, *Aeneid*', Dante reminded Beatrice.
  o 'Have you any idea', he said, 'what "dillygrout" is?'

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

Example

  The dark clouds were gathering over the mountain, creating what Homer Simpson described eloquently as a

> sense of impending doom, creating the impression that at any moment
> the clouds would part and reveal either the hand of a god or the
> stranded mountaineers who had left for the summit yesterday wearing
> only lycra and dog-shaped mittens.

  This evocative description has made an impression on many contemporary authors, including the famed J.K. Rowling.

- Quotation marks are not used in the following instances:
  - around the names of sacred texts or their subdivisions
  - musical works identified by description
  - houses or public buildings

- Use single quotation marks for the following:
  - titles of short poems
  - TV and radio programmes
  - titles of book chapters
  - articles in periodicals
  - to enclose an unfamiliar, discipline-specific or technical word, term or phrase
    - This should only be done for the first occurrence of the word, term or phrase
    - *NOTE*: if a word, term or phrase is discipline-specific, it needs to be defined in a footnote; this should only be done for the first occurrence of the word, term or phrase

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

- Words inserted in a quotation by the author should be enclosed in square brackets

  Example
  - 'The development of income tax was initially viewed as a threat middle classes [and several] Russian oligarchies.'

- Omissions should be shown by an ellipsis

  Example
  - 'The development of income tax was…viewed as a threat to middle classes.'

5. **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

  Example
  - 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.[2]

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[2] F.A. Falkner, *The Australian Gardener: An Epitome of Horticulture and Agriculture for the State of Victoria,* 18th edn. Melbourne, F.H. Brunning, 1916, p. 213.

6. Dashes and Hyphens

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

  Example
  o Since 2007, the consensus of the economic establishment—bankers, policymakers, CEOs, stock analysts, pundits—has been catastrophically wrong.

Oxford Comma

- In 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'.

  Example
  o These materials included Benzole emulsion, Pestend, Clift's manual insecticide and 'Harbas' red oil, as well as Paris green, lead arsenate, and various tobacco preparations.

Numbers

In general, spell numbers up to nine and use numerals for numbers 10 and above.

Figures and Illustrations

- Upon acceptance, you will be asked to provide high-resolution images (at least 300 dpi).