

Style Guide

This style sheet is based on the conventions cited in *Style Manual for Authors, Editors and Printers*, 6th edn, John Wiley & Sons, Milton, Qld, 2002.

Format

Articles

Submit as an email attachment in Rich Text Format (RTF) or MS Word format to:
limina@cyllene.uwa.edu.au

Provide a separate page giving your name, contact details and title of the paper, and include a statement to the effect that the piece is not under consideration elsewhere.

Abstracts

Please include an abstract of approximately 150 words with your submission.

Paragraphs and Punctuation

- Single spacing for text and footnotes, 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.

Style

Abbreviations

- The use of abbreviated titles in the text should be avoided. Those in common usage (e.g. ABC, ACTU, ALP) are allowed (no full-stops). Lengthy titles can be reduced to a shortened form (whole words) after the first reference. The names of states and countries (e.g. South Australia; United States, not US) should be spelled out in full.
- Full stops should be used when the abbreviation is in lower case or only the initial letter is in upper case as in Mon., Jan., e.g., i.e., *ibid.* Abbreviations such as WHO and PhD, which have more than one capital letter or all capitals, have no full stops.
- For people's names, separate the initials with full stops but not spaces (e.g. R.G. Menzies, J.-P. Sartre).
- Conventional abbreviations: trans. – translator or translated; edn – edition; c. – circa ; fo. – folio.

Ampersand

- Use an ampersand (&) in company and corporate names in footnotes and references.

Apostrophes

- Omit from years (e.g. 1930s).
- Use (s') for plural nouns and ('s) for singular nouns unless the 's' sound is already pronounced (eg. for goodness' sake).
- Ancient and biblical words do not have an extra 's' (e.g. Jesus', Achilles').

Capitals

- Capitals are appropriate for a specific entity - an institution, official movement, enactment, place, title-bearer, etc. (e.g. the Federal Parliament). The lower case is more appropriate for institutions, officials, etc. mentioned in a general sense (e.g. federal legislation).
- Capitalise positions/titles where they precede the person's name (e.g. Senator Richardson), but use lower case if used more generally (e.g. Richardson was the senator).
- When referring to publications and other works, capitalise both the main title and the subtitle (except for prepositions and conjunctions). Always capitalise the first letter of the subtitle, even if it is an article, preposition or conjunction (e.g. *The Golden Bough: A Study in Magic and Religion*).
- Capitalise well-known geographical areas (e.g. Cape York Peninsula, Darling Scarp, Nullarbor Plain). For more general terms of delineation use the lower case (e.g. northern New South Wales, central Australia).

Contractions

- Contractions (which are distinguished from abbreviations by the presence of the final letter) do not require full-stops (e.g. 'Dr', 'Mr').

Dates

- Use the form 19 September 1972, with no comma between the month and the year. If the day of the week is given, then a comma should be inserted after it (e.g. Friday, 6 June 1997).
- Use 1990-1995 rather than 1990-95. Use 1978/9 for a financial year. Where the date is given in the title of a publication in the format 1992-93, leave it as it is.
- For uncertain dates, use a question mark before the date (e.g. ?1915-1930).
- Spell out nineteenth century, twelfth century etc. Hyphenate where used as an adjective (e.g. a fifteenth-century document).

Ellipsis

- An ellipsis is indicated by a space, three unspaced full-stops, space (e.g. 'the prime minister ... was late.')
- Where an ellipsis occurs after a full-stop, the format is the same (e.g. 'It was a hot day. ... Everyone was thirsty.')

Hyphens

- Keep to a minimum and use only where omission would cause ambiguity (e.g. four year-old children or four-year-old children).
- Compound adjectives (e.g. middle-class opinion) require hyphens when used attributively (e.g. 'a well-known book' but not in 'the book is well known').

Italics

- Use italics for non-English words and phrases not in common usage, titles of published books, journals, plays, films, works of art, symphonies and also for emphasis.
- Use italics sparingly for emphasis. Too many may be distracting and irritate the reader.

Numbers

- Generally, spell out numbers between 'zero' and 'ninety-nine' and use figures for 100 and above. Any size number used to open a sentence should be in words.
- Don't use commas in numbers of four or fewer digits. Numbers of five or more digits should include a space where a comma was formerly used (e.g. 3 800 000, or 39 000).

Quotations

- Quotations of fewer than thirty words in length should run in the text and be enclosed within single quotation marks. Double quotation marks should be used for quotations within quotations.
- Quoted passages which exceed thirty words in length should be separated from the main body of the text by the space of a line above and below (i.e. between the quoted passage and the paragraph containing the quotation). The quotation should not be enclosed in single quotation marks, but double quotation marks should be used for quotations within the quoted passage. Please do not indent the quoted passage.
- Square brackets should be used for interpolations within quotations.
- For the relative position of a closing quotation mark and punctuation mark, the following points should be observed:
 - * If the whole of a printed sentence is a quotation, the full-stop should be placed inside the closing quotation mark.
 - * If only part of the printed sentence is quoted, the punctuation should be outside the closing quotation mark.
- In quotations, the spelling of the original should normally be kept. To avoid unnecessary queries, the marking [sic] should be placed immediately after any unusual spelling.
- When quoting a passage in a language other than English, include an English translation in brackets after the quotation. If the passage is longer than thirty words, use the English translation in the text, and present it in the original language as a footnote, citing the translator.

References within text

- For journal and other articles, short poems, songs and other single musical pieces use single quotation marks.
- When referring to an author in the text, use the author's name as shown on the work referred to for first reference and surname only for subsequent references.
- When referring generally to an author/academic, use common appellation for the first reference and surname only for subsequent references.

Spelling

- Use 'ise' in preference to 'ize', such as in organise and recognise (except in proper names such as the World Health Organization, where the original spelling is retained).

Footnotes

- Use the automatic footnote facility and place notes at the bottom of each page following the conventions detailed below.
- Do not include a space between the superscript numeral and the beginning of the citation. Further lines should not be indented, nor should there be spaces between citations.

Contractions and abbreviations

- Note that 'ed.' is an abbreviation but 'eds' is a contraction and is therefore not followed by a full-stop.

Page numbering

- When citing page numbers, repeat numerals in full, e.g. pp.215-218 (not 215-8 or 215-18). Use an ampersand when referring to non-consecutive pages in footnotes, e.g. pp.245, 249 & 253.

Titles

- Significant words in the title and subtitle should be capitalised (except for prepositions and conjunctions).
- Always capitalise the first letter of the subtitle, even if it is an article, preposition or conjunction (e.g. *The Golden Bough: A Study in Magic and Religion*).
- Use a colon to separate the title from the subtitle.

First Reference

Archival Sources

The range of possible citations of unpublished sources is too great to allow for a precise convention covering all cases. In general, authors are asked to follow the convention that the repository is cited first, followed by any 'finding aid' name and number, the title/creator of collection, the accession or consignment number, the item or file number, title of item and date of item (optional). For more detailed information, please refer to the guide to citation of references produced by the State Records Office of Western Australia.

e.g. a) State Records Office of Western Australia, AN 3/3, Department of Lands and Surveys, Acc 541, 1581/1899, Karrakatta Cemetery By-laws.

b) Guildhall Library, London, MS 4329/1, Worshipful Company of Carpenters, Court Minutes Book, 1533-c.1577, fo.5.

Articles in journals

Author's initial(s) or first name(s), surname, title of article (in single quotes), name of journal (in italics), volume (vol.), number (no.), year, page(s).

e.g. Barbara Creed, 'From Here to Modernity: Feminism and Postmodernism', *Screen*, vol. 28, no. 2, 1987, pp.47-67.

Note that 'vol.' and 'no.' are not capitalised.

Books

Author's initial(s) or first names(s), surname, title (in italics), publisher, place, and date of publication, page reference (p. or pp.) Do not include a space between p. or pp. and page number.

e.g. E.H. Carr, *What is History?*, Pelican, London, 1964, p.3.

Where a reissue is cited, put the date of the original edition in brackets after the title. e.g. J.B. Gribble, *Dark Deeds in a Sunny Land* (1905), University of Western Australia Press, Nedlands, 1987, p.9.

Edited collections or chapters in books

- Author's initial(s) or first name(s), surname, title of chapter (in single quotes), in [as for Books above].

e.g. B. Stoddart, 'Sport and Society in 1890-1940', in C.T. Stannage (ed.), *A New History of*

Western Australia, University of Western Australia Press, Nedlands, 1981, pp.652-674.

- For a general reference, show page numbers to cover the whole chapter (as above).
- For a specific reference, simply quote the page(s) containing the passage to which you refer.

Films

Title (in italics), (director's initial(s) or first names(s), surname, producer's initial(s) or first names(s), surname), country of release, date of release.

e.g. *American Werewolf in London*, (dir. John Landis, prod. George Folsey Jr.), USA, 1981.

Web sites

Person or organisation responsible for the site and date it was created or last updated, title of page (optional), name of sponsor of the source, place of sponsor, viewed (insert date), <URL address>.

e.g. Centre for Western Australian History 2004, University of Western Australia, Perth, viewed 21 December 2004, <<http://www.cwah.uwa.edu.au>>.

Newspapers

Title in italics (omit the definite article), date, page number.

e.g. *West Australian*, 23 September 1889, p.3.

Oral history

Interviewee's name (if not anonymous interview), name of the interviewer, date of the interview, place where tapes/transcripts are held (also indicate if they are in possession of interviewer/author), reference number (if any).

e.g. Jacquie Smith, interviewed by Jane Citizen, 25 February 1994, Battye Library, Perth, OH 1111/7.

Television/video recordings

Television productions are identified as video recordings, with details of transmission required.

e.g. *What Are We Going to Do With the Money?* (video recording), 8 August 1982, ABC Television.

Theses

Author's initial(s) or first name(s), surname, title of thesis (in single quotes), type of thesis, university and year of completion, page reference.

e.g. C.J. Fox, 'Unemployment and the Politics of the Unemployed: Victoria in the Great Depression, 1930-37', PhD thesis, University of Melbourne, 1985, p.103.

Subsequent References

- Full details of each book, article, or other source should be given in the first footnote citation. Thereafter short titles or abbreviations may be used as appropriate.
- Op. cit. should not be used.
- *ibid.* may be used where one footnote is the same as its predecessor. Note that *ibid.* is not italicised or capitalised.
- Examples of abbreviated archival record references appear below.

Examples

a) Use the author's surname only, followed by the appropriate reference.

e.g. Stannage, p.21.

b) Where two or more works by the same author are cited, use short titles after the name.

e.g. Stannage, *A New History*, p.22.

Titles of organisation etc. may be reduced to initials (no full-stops) after the first reference.

Archival material:

e.g. a) SROWA, AN 3/3, L & S, Acc 541, 1581/1899, Karrakatta Cemetery

b) GL, MS 4329/1, fo.5.

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