



Style Guidelines

Where not otherwise indicated, the *Journal* follows the style set down in the *Style Manual for Authors, Editors and Printers*, 6th ed., Canberra, John Wiley & Sons, 2003. Spelling and hyphenation should follow the *Macquarie Concise Dictionary*.

Layout

All lines of the main body of text should be set without indentation (that is, flush with the left-hand margin). An additional double or one-and-a-half line space (see 6 above) should be inserted between paragraphs.

Subheadings can be used. These will also commence on the left-hand margin, in bold type in lower case with initials of major words in capitals. The type size is the same as for the text.

Quotations

Quotations of *fewer than fifty words* should be included in the body of the text, enclosed within single quotation marks ('...'). Quotations within quotations should be enclosed within double quotation marks ("..."). Unless the quoted matter is a self-contained sentence, punctuation should normally fall outside the inverted commas.

Quotations of *fifty words or more* will be set as a block paragraph, separated from the preceding and following text by an additional double or one-and-a-half line space (see 6 above) offset (indented from the left-hand margin) one 1 cm. Block quotations will be in the same sized type as the text of the article, and not enclosed within quotation marks.

Authors are expected to check the accuracy of quotations for spelling and punctuation. Any peculiarities of syntax, spelling mistakes or factual errors that are part of the original quotation may be denoted [*sic*] (always in italics and enclosed within square brackets) immediately following their occurrence in the text. However, too frequent use of *sic* is to be avoided, particularly where the meaning and sense of the quotation will be clear to the reader. (See also **Spelling** below).

Other material interpolated into the quotation for the sake of clarity or to preserve grammatical consistency should also be enclosed within square brackets. Material omitted from the quotation should be denoted by an ellipsis (...) (Note: never more than three points, even if the ellipsis ends the sentence or quotation). Ellipses should not be used at the beginning of quotations. Quotations may begin with lower case letters if that is how they appeared in the text from which they are taken.

References

Notes are to be consolidated at the end of the article and should not exceed 10 per cent of the length of the text. They are to be confined to the citation of sources. They should be used sparingly (and not, for example, in cases where a common sense reading of the text will provide the necessary reference). Remember that the primary purpose of the citation of references is to assist the reader, not to parade the scholarship of the writer.

A reference will be denoted by a superscripted Arabic numeral in the text (thus.⁵). Numerals will run in numerical sequence from the beginning to the end of the article; reference marks other than numerals should not be used. Do not use brackets, do not use full stops after numerals, and do not repeat numerals.

Please use the automatic endnote facility in Word (in the Insert menu) to organise your endnotes. Manuscripts will be returned to the author for revision if endnotes are formatted incorrectly. If the endnotes are not revised correctly, the manuscript will not be accepted.

To avoid distracting the reader, reference numerals should be inserted at the end of a sentence after all other punctuation, rather than interrupting the flow of the sentence.

Citation of References

Books

In citing **books** use the sequence: Author's name, Book title and subtitle, Place of publication, Publisher, Year of publication, Page number(s) thus:

Geoffrey Serle, *The Golden Age: A History of the Colony of Victoria, 1851–1861*, Melbourne, Melbourne University Press, 1963, p. 61.

If the book is the work of more than one author, all should be cited thus:

William J. Metcalf and Elizabeth Huf, *Herrnhut: Australia's First Utopian Commune*, Melbourne, Melbourne University Press, 2002, p. 18.

Notes: In citing place of publication, give the name of the city rather than a suburb (e.g. 'Melbourne' rather than 'Parkville', 'Carlton' or 'Carlton South', the addresses sometimes given for MUP publications).

If the book is the work of corporate authorship, give the name of the corporate body as the author.

If the book has been through more than one edition, make sure that it is clear which edition you are citing thus:

Geoffrey Blainey, *The Rush that Never Ended: A History of Australian Mining* (1963), Melbourne, Melbourne University Press, 2nd edn, 1969, p. 71.

Subsequent references to books already cited: Use author surname and page number thus:

Serle, p.192.

If you are referring to two or more works by the same author in your article, such as Serle's *Golden Age* and his *Rush to be Rich*, use author surname and short title of book to distinguish between them. A second reference to *Golden Age* would thus read:

Serle, *Golden Age*, p. 185.

The styles *ibid.*, *op. cit.*, *loc. cit.* and *id.* to refer to an earlier citation should not be used; use instead the short title form referred to above.

Articles

In citing **articles**, use the following sequence: Author's name/Title of article/Title of journal or magazine in which the article is published/Volume and issue number if applicable/Date of publication/Page number(s) thus:

John Lack, 'The Legend of H.V. McKay', *Victorian Historical Journal*, vol. 61, nos 2 & 3, August 1990, p. 127.

Chapters

In citing from books comprising chapters, or collections of articles, by different authors, the following format should be used:

A.G.L. Shaw, 'The Hollow Conqueror and the Tyranny of Distance' (1967), in Ged Martin (ed.), *The Founding of Australia: The Argument about Australia's Origins*, Sydney, Hale & Iremonger, 1978, p. 125.

In the example above, the first date (in brackets) is the date of original publication of the article.

Theses

The first citation should contain: Author's first name(s) or initials, surname, title of thesis, type of thesis, university, date of completion, and page reference if appropriate.

G.F. Walsh, 'The Origins of the Clerical Workers' ALP Industrial Group', MA thesis, La Trobe University, 1978, pp. 86–96.

Note: The titles of articles, chapters and theses are always enclosed in single quotation marks and **never** italicised. Titles of journals, magazines and books are **always** italicised.

Unpublished material

In the first citation, the general rule is to cite the document first, followed by the name of the collection and the file number, then the name and location of the archive:

Sir Henry Barkly to Henry Labouchere, Secretary of State, 28 February 1857, VPRS 1084/P000, Unit 3, Public Record Office of Victoria, Melbourne (PROV).

(Both the Public Record Office and the National Archives recommend the reverse format, that is the citation and location of the archival authority first ['PROV' or 'NAA'], followed by the agency, series, unit and item. We prefer the format cited above.)

Notes: If two citations are needed in the one sentence, include both in the one endnote.

Where you are citing material from different sources under the same reference, use semicolons to separate the cited sources.

If a quotation is only part of a sentence, the full stop comes after the quotation mark: Robin Jones concluded that, all things considered, she was ‘not particularly radical at university’.

Newspapers

For endnotes, put the substantive title of the paper in italics, omitting ‘The’ (e.g. *Age*, or *Argus*—NOT *The Age* or *The Argus*), the only exception being *The Times* of London.

In the text of articles, the standard procedure is to put ‘the’, but without italicisation or capitalisation—e.g. ‘As the *Argus* editorial argued’. Again the exception is *The Times* of London.

Numerals

Except in tables, spell out numbers from one to twenty. ‘One thousand’ and ‘one million’ can also be spelt out, as can any approximate number greater than one hundred (‘More than four thousand Australian residents were interned during the First World War’). Any number that begins a sentence must also be spelt out. Otherwise, numbers over twenty should be expressed in numerals. Smaller numerals may also be used when parts of lists or to avoid confusion.

e.g. 10 twenty-year-olds, 15 seven-year-olds or 16 great-great-grandparents, 8 great-grandparents and 4 grandparents.

Spans of figures

As a general rule, spans of figures, such as a range of page numbers, should use as few figures as possible, except for numbers between 10 and 19 in each hundred. For example:

1–7, 9–11, 11–13, 19–21,
199–200, 209–11, 211–13, 219–21, 223–4

Note that spans of numbers are usually separated by an en dash [–] rather than a hyphen [-]. However, if authors are unable to insert en dashes, hyphens may be substituted. A global correction will be made when editing for publication.

Dates

1 January 1992
19th century

Spans of dates should not follow the general rule of spans of figures (see above) but use a fuller form:

1851–54 *or* 1852–1854
1914–18 *or* 1914–1918
22–26 October *not* 22–6 October

Currency, Weights and Measures

With currency, express amounts in the currency applicable at the time—Pounds, shillings and pence before 14 February 1966. Use the appropriate symbols and abbreviations, ‘£’ for pounds, ‘s’ for shillings and ‘d’ for pence, thus: £10; £10 16s; £10 16s 9d. Giving a contemporary currency equivalent is rarely helpful; the buying power of £10 in 1920 was much greater than that of \$20 today. If you wish to indicate the historical value of an amount, it is much better to give a relevant comparison: ‘£10, or more than two weeks’ wages for a working-man at the time’.

Weights and measures can be left to the discretion of authors, who should feel free to use miles, furlongs, roods and perches, inches, stones and pounds if this seems more appropriate to their article. Discussing the activities of colonial surveyors by using hectares and kilometres would be anachronistic. Conversions can if necessary be included in the endnotes.

Punctuation

Spaces after full stops or colons: one space, not two, is the *Journal* format.

Shortened Forms, Abbreviations and Contractions

The *Journal* no longer uses full stops in abbreviations that consist of more than one capital letter or capital letters only: RSPCA, AIF, ABC, HMAS, USA, PhD, GPO etc. However, unfamiliar abbreviations should be spelt out in full on first citation, followed by the abbreviated form to be used subsequently (in brackets) thus: History Teacher Educators’ Network (HTEN).

The abbreviations ‘a.m.’ and ‘p.m.’ used in the twelve-hour time system are generally written with full stops and are always in lower case.

We prefer to spell out in full the names of States and Territories: New South Wales, South Australia, Western Australia (**not** West Australia), Australian Capital Territory etc. However, where these names are repeated frequently in an article, the abbreviated forms NSW, SA, WA, ACT etc. can be used in the second and subsequent instances.

For percentages write ‘per cent’ rather than use the mathematical sign (%).

Contractions take a full stop only if the last letter of the word is not used. So we use ‘Mr’, ‘Mrs’, ‘Dr’ and ‘Cr’, but ‘Prof.’.

Personal initials are formatted as: C.E.W. Bean, E. Gough Whitlam AC QC, Mrs M.A. Leslie.

Apostrophes

The principal use of the apostrophe, normally followed or preceded by *s*, is to indicate possession. Refer to the *Style Manual for Authors, Editors and Printers* for elaboration of this

usage. Note particularly, however, that the apostrophe does **not** appear in the possessive pronoun *its*.

Plural forms (e.g. 1950s, MPs) never use the apostrophe.

The use of the apostrophe to indicate the omission of letters in abbreviated forms such as ‘don’t’, ‘it’s’, ‘I’ll’, etc. should be avoided. Unless used in a direct quotation, spell out in full: ‘do not’, ‘it is’, ‘I will’.

Semicolons

Semicolons are normally only used between complete main clauses that are closely related: ‘Secondary studentships were reintroduced in 1950 to meet the government’s rising need for qualified teachers; for working class students, they met a financial need by providing them with a way of obtaining a tertiary education.’

They may be used with conjunctive adverbs: Columbus sailed to discover India; however, he actually discovered the Caribbean.

Or between items in a list when there are already a lot of commas in the sentence: ‘Crime novels can tell historians a lot about the self-images of the times in which they are written, from Agatha Christie’s Miss Marple series, which is set in a world of country villages and stately homes; Dorothy Sayers’s Lord Peter Wimsey novels, which detail Fen villages and artistic communities in Kirkcudbrightshire; Peter Corris’s Cliff Hardy novels, which have depicted the changing highs and lows of Sydney life for over 30 years; and the many American crime novels that feature serial killers or mass murderers.’

Hyphens and Dashes

Hyphens are used for compound words: twenty-year-old, open-ended. The most frequent spelling change in English is the change from hyphenated to compound words, so check with a current Macquarie Dictionary, for example, ‘semi-colon’ is now ‘semicolon’; ‘socio-economic’ is now ‘socioeconomic’.

En dashes are used between ranges of numbers or dates: pp. 97–9, 2008–10.

Em dashes are used to punctuate sentences—closed em dashes—no spaces before or after—are the *VHJ* format.

Ellipses

The *VHJ* format is to have a gap before and after: ‘Teaching was an excellent occupation for a woman ... who wanted to have a career and a family ... the same school hours as your children, school holidays ... maternity leave.’

Spelling

We use the primary spelling given in the *Macquarie Concise Dictionary*. Hence ‘colour’,

‘realise’, ‘program’ and ‘judgment’ (but always use the original spelling when quoting *verbatim* from sources). Where the incorrect spelling of words occurs in quotations, the writer may choose to draw attention to each error by inserting immediately after it the word [*sic*] meaning ‘thus’ (always italicised and always enclosed in square brackets), but the overuse of *sic* is to be avoided (see also **Quotations** above).

Anglo-Saxon plurals are replacing Greek or Latin ones, so curriculums, referendums and syllabuses are acceptable.

Capital Letters

We use these for proper titles when specifically attached to individuals or groups:

So: Cr Jones or Councillor Jones, but Melbourne City councillors

The premier, Mrs Kirner; the governor, Lord Hopetoun; but the Queen; Queen Elizabeth; Governor Macquarie; President Hoover; Prime Minister Gillard

The Cain government, the State government

The state governor, the prime minister

The Labor Party. The National Party government.

Collective nouns should usually take the singular: ‘The council decided that it would do nothing’. ‘The club decided that it would do nothing’. ‘The committee decided that it would do nothing’.

‘Which’ and ‘That’

It is now common for the relative pronouns ‘which’ and ‘that’ to be used interchangeably; however, there are frequent instances when ‘that’ is the more felicitous usage, and the indiscriminate use of ‘which’ should be avoided. The rule used to be that ‘which’ should only be used to commence non-defining, or parenthetical, clauses (‘The houses in the street, which were all built of red brick, were uniformly ugly’), whereas ‘that’ was to be reserved for defining clauses (‘Uneasy lies the head that wears a crown’). Note that the ‘which’ clause in the first example can be removed without affecting the basic meaning of the sentence; the ‘that’ clause in the second cannot.

The *Style Manual for Authors, Editors and Printers* suggests that, while ‘that’ can be used only with defining clauses, ‘which’ may be used with either type of clause. The *Journal*, however, prefers to restrict the use of ‘which’ to non-defining clauses. As Eric Partridge remarks in *Usage and Abusage: A Guide to Good English*, ‘the discrimination between *which* and *that* ... is one of the marks of a stylist’.

The grammar-checking utilities packaged with modern word-processing programs, such as Microsoft *Word*, will prompt the writer to insert a comma in front of a ‘which’ clause to indicate its parenthetical nature; if no comma is required to preserve the intended meaning of the sentence, then it recommends that ‘that’ should be used. This is a useful rule of thumb

Address for Submission of Articles

Correspondence should be sent to:

The Editor

Victorian Historical Journal

Royal Historical Society of Victoria,

239 A'Beckett Street, Melbourne VIC 3000

Email: office@historyvictoria.org.au

Judith Smart April 2016