ROYAL HISTORICAL SOCIETY OF QUEENSLAND

STYLE GUIDE FOR CONTRIBUTORS

Note: Work submitted by authors that does not conform to the Style Guide will be returned to authors for correction.

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.

WORD COUNT
Manuscripts are not to exceed 6,000 words (including endnotes).

AUTHOR'S BIOGRAPHY
Authors are to include a brief biography about themselves (in a couple of sentences) as a footnote on the first page.

FORMAT
Text and images should be emailed to the Editors of the *Queensland History Journal* at info@queenslandhistory.org.au. Images should be emailed as separate files (in high resolution) and are not to be embedded in the text document.

- Text should be in double-line spacing, with 2.5 cm margins.
- The text file should be in WORD format.
- Use 12 pt, Times New Roman font.
- Add an extra line space to indicate each new paragraph.
- Do not indent paragraphs.
- Use a single space after full stops, and between words and sentences.
- Use prose sentences and paragraphs. Do not use dot points.

SPELLING

-ise, -ize	Use -ise not -ize, for example 'recognise' not 'recognize'.
-our, -or	Use -our not -or, for example 'colour' not 'color'.
per cent	Use 'per cent' not 'percent' or the symbol %. Examples: 'five per cent', '11 per cent'.
street	Flinders Street (capital 'S'); Queen and Adelaide Streets (capital 'S' for more than one).
river, valley	Logan River, Fassifern Valley (capitals 'R' and 'V'); Logan and Albert rivers, Fassifern and Brisbane valleys (lower case 'r' and 'v' for more than one).
directions	Use hyphens in directions such as 'north-west', 'south-east'.
emigrate, immigrate, migrate	
	To 'emigrate' means to leave your own country and go and live in another country, permanently. 'My grandparents **emigrated from** India.'
	To 'immigrate' means to enter and settle in a foreign country. 'My grandparents **immigrated to** Australia'.
	Use 'migrate' to talk generally about the movement of people. 'People often decide to **migrate** to Australia to provide a better education for their children.'

CAPITALISATION

- The **D**epartment of **F**inance owns the policy. The **d**epartment has been working on it for months.
- The **Q**ueensland **G**overnment; the **g**overment of **Q**ueensland; Road maintenance is a **l**ocal **g**overnment responsibility.
- **C**hief **I**nformation **O**fficer, Jane Nguyen. [Use upper case if the title precedes the person's name]
- Jane Nguyen, chief information officer. [Use lower case when the title follows the name]
- **A**djunct **P**rofessor Monty Chiratte.
- All **g**eneral **s**urgeons at the hospital attended Wednesday's forum.
- Our new **v**ice-chancellor and **p**resident is Professor Rufus Black.
- …chaired by **Vice-Chancellor Tom Dhillon**.
- The **V**ice-**C**hancellor of **T**he University of **Q**ueensland visited last week. [Initial capitals: official title replacing name]
- The **v**ice-**c**hancellor visited Gatton **c**ampus last week.
- They met with **A**ssociate **P**rofessor Dianne Stephens OAM, **m**edical **d**irector of the National Critical Care and Trauma Response Centre. [Lower case: generic descriptive title in body text]
- **A**ssociate **P**rofessor Dianne Stephens OAM, **M**edical **D**irector, National Critical Care and Trauma Response Centre [Initial capitals: full title]
- Professor Bartlett, the university's **v**ice-**c**hancellor, welcomed alumni to the reception. [Lower case: descriptive title after a name]
- The **r**esearch **f**ellow Lydia Clark wrote extensively on this topic. [Lower case: title before a name, modified by 'the']
- Several **p**ostdoctoral **f**ellows in the research facility met last week. [Lower case: plural title]
- A **p**rovost oversees a university's academic performance. [Lower case: common noun]
- Dhriti Saxena is a local **d**octor in general practice. [Lower case: common noun and descriptive title after a name]
- They met with former **m**edical **d**irector Tom Perera. [Lower case: title immediately before a name, modified by 'former']
- Dr Sam Brown is the **s**kin **s**pecialist at this clinic. [There's no need to capitalise 'skin specialist'.]
- Yesterday the **A**ttorney-**G**eneral of **A**ustralia travelled to Japan. ['Attorney-General of Australia' is a proper name and should be capitalised.]
- The **Premier** announced the new initiative this morning. [Use capitals for titles specified in legislation]
- The team met with the **p**remiers of New South Wales and Victoria. [Use lower case for generic references]

QUOTED MATERIAL

- Quoted material should be reproduced <u>exactly.</u>
- Use **single** inverted commas. For quotes within quotes, use double inverted commas within singles.
- For short quotes, if a full stop appears at the end of the quoted text (e.g. at the end of a sentence), the inverted comma is placed after the full stop. If a full stop does not appear in the quoted text, the inverted comma is placed before the full stop.
- For quotes over 30 words, leave a line space, indent left margin only and present quoted material as a block in single line spacing using 10 pt font, with no inverted commas.

NUMBERS
- Spell out numbers below 10, e.g. five.
- Use numerals for numbers of 10 and above, e.g. 32, 100.
- Use numerals for numbers that are accompanied by a symbol, e.g. 3 km, 8°C
- Use numerals in a sequence of numbers e.g. 'The boys were aged 3, 8, 10 and 12.' Not 'The boys were aged three, eight, 10 and 12.'
- Use a comma for numbers of four or more digits e.g. 3,712; $6,400; £6,050; 53,741.
- Link spans of numerals, and limit the number of digits in the second part of the span to those essential for clarity e.g. 9-12, 40-1, 45-50, 402-5, 421-39, 440-553
- There are exceptions: spans ending with numerals from 11 to 19.
  e.g. 11-12 not 11-2, 115-17 not 115-7.
- Ages: Use hyphens for ages expressed as adjectives before a noun e.g. '10-year-old boy' not '10 year old boy'. Do not use hyphens when stating the age of something e.g. 'The girl was 10 years old.'

DATES
- Use the following <u>order</u>: day of week (no comma), date of month (no comma), month of year (no comma), year, e.g., Wednesday 27 August 2008, 27 August 2008.
- For <u>approximate</u> 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 <u>spans of time</u>, 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).
- For dates of a person's birth and death, use 4 digits for both dates, joined by an unspaced en dash, e.g. Vince Gair (1901-1980).

CENTURIES AND DECADES
- In text, spell out centuries, e.g. nineteenth century, mid-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.
- Use a hyphen if a prefix is followed by a year such as mid-1880s.

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

LEGISLATION
In the past, the use of italics and punctuation varied according to the particular jurisdiction in Australia. To simplify matters it is now recommended that all elements of the formal titles of Acts and Ordinances be shown in italics.
- *Australian Constitutions Act 1850*

ITALICS

Italics should be used for the names of houses, stations, hotels, properties, ships, foreign words and phrases. e.g. *Newstead House, Jimbour Station, National Hotel, Fortitude.*

ENDNOTES

- Use endnotes <u>not</u> footnotes; use 10 pt 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)
- When listing page numbers, leave a space between the 'p.' and 'pp.' and the page number/s. e.g. p. 5, pp. 5-10.
- For second and subsequent citations of the same source, delete the author's christian name and publication details and use a shortened form that contains sufficient detail to identify the source. Do not use op.cit or ibid.

  The following shows the original citation and subsequent citations.

Wayne O'Donohue, 'First Agents-General: Development of the office in London 1860-1876', *JRHSQ*, vol. 11, no. 3, 1981-1982, pp. 59-74.

O'Donohue, 'First Agents-General: Development of the office in London 1860-1876', p. 60.

- For a reference to the same work cited immediately before, do not use 'ibid'. Delete the author's christian name and publication details and use a shortened form that contains sufficient detail to identify the source.

Constance Jane Ellis, *I seek adventure: an autobiographical account of pioneering experiences in outback Queensland from 1889 to 1904*, Sydney, Alternative Publishing, 1981, p. 10.

Ellis, *I seek adventure: an autobiographical account of pioneering experiences in outback Queensland from 1889 to 1904*, p. 12.

SOURCES

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.

Margaret Maynard, 'A great deal too good for the bush: women and the experience of dress in Queensland', in Gail Reekie, ed., *On the edge: women's experiences of Queensland*, St Lucia, University of Queensland Press, 1994, p. 51.

Eric Richards and Ann Herraman, '"If she was to be hard up she would sooner be hard up in a strange land than where she would be known": Irish women in colonial South Australia', in Trevor McClaughlin, ed., *Irish women in colonial Australia*, St Leonards, Allen & Unwin, 1998, pp. 82-104.

Margaret Anderson, 'Good strong girls: Colonial women and work', in Kay Saunders and Raymond Evans, eds, *Gender relations in Australia: Domination and negotiation*, Sydney, Harcourt Brace Jovanovich Group, 1992, pp. 225-45.

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 (lower case for vol.)
- issue number, or other identifier (lower case for no.)
- date of publication
- page number(s)

Example:
Arthur Laurie, 'The black war in Queensland', *Journal of the Royal Historical Society of Queensland* [*JRHSQ*], vol. 6, no. 1, September 1959, pp. 155-73.

Note: This example is the first time the *Journal of the Royal Historical Society of Queensland* is cited in the endnotes. Use the full title plus the abbreviation in square brackets. Use the abbreviation *JRHSQ* in subsequent endnote references by the same or other authors.

Newspapers
Include where applicable:
- author's first name and family name
- title of article (in single inverted commas)
- title of newspaper (in italics)
- date of publication, column number, page number

Example:
'Nummus', Letter to the Editor, *Brisbane Courier*, 23 September 1870, p. 3.

TF Merry, 'Notice', *Darling Downs Gazette*, 19 October 1870, p. 80.

Note: Use full title in the first instance and abbreviate the title in square brackets. Abbreviate in subsequent endnotes. Thus:

Moreton Bay Courier [*MBC*], 25 July 1846, p. 2.
MBC, 26 October 1850, p. 2.

Theses
Examples:
Kathryn Cronin, *The Chinese Question in Queensland in the Nineteenth Century: a Study of Racial Interaction*, BA (Hons) Thesis, The University of Queensland, 1970, p. 30.

Elaine Brown, *William Pettigrew 1825-1906: saw miller, surveyor, shipowner and citizen: an immigrant's life in colonial Queensland*, PhD Thesis, The University of Queensland, 2005.

Unpublished manuscripts
Examples:
Nan Middleditch, 'The Huxham Families and their Ancestors: The Bubb, Watts, Cosburne and Matthews Families', unpublished manuscript, n.d., p. 23, courtesy Nan Middleditch.

Noel Condon, 'John Condon', unpublished manuscript, 1996, author's collection.

Archival Records
The 'author' for an archival record is the agency responsible for the record's care. Thus the agency's name (no italics) appears first. Because endnotes and no bibliography are used in the *Queensland History Journal* articles, archival citations should be detailed.

Examples:
Queensland State Archives [QSA], Colonial Secretary's Office; Series ID 8400, Special Batches; Item ID 6818, Copies of correspondence respecting the annexation of New Guinea, Letter No 281 of 1883.

Queensland State Archives [QSA], 846759, Inwards Correspondence, 'Letter from Church Warden to Colonial Secretary', 2 April 1862.

National Archives of Australia [NAA], Joseph Benedict Chifley, CP M1458, General correspondence from special organisations and persons, 1946-49.

An abbreviated citation can be used for second and subsequent citations from the same correspondence: e.g. NAA: CP M1458.

Internet
Cite the article as you would the same article in a print publication together with the date accessed and the internet address, listing:
- author(s) name
- title of the article (between single quotation marks)
- title of reference (in italics)
- any publication information (volume, number etc.)
- page range

- accessed day month year (the date you accessed the article)
- URL or Internet address (no underline).

'Lieutenant Colonel Charles George Gray', *Monument Australia*, accessed 22 November 2020, http://monumentaustralia.org.au/display/102729-lieutenantcolonel-charles-george-gray.

Clem Lack, 'Harris, George (1831-1891)', *Australian Dictionary of Biography*, National Centre of Biography, Australian National University, published first in hardcopy 1972, accessed 16 June 2020, http://adb.anu.edu.au/biography/harris-george-3907/text5847.

IMAGES
Images (maximum of 4) should be forwarded/emailed in one of the following formats:
- Photographic prints either colour or black and white
- Digital images emailed as separate files, preferably as jpg or tif files.

<u>Captions</u> for photographs should accompany contributions, together with identification, location and relevant permissions to reproduce (from copyright owners, photographers, etc.). Captions should not be in italics. Other information (e.g. source, acknowledgements, etc.) should follow the caption, be contained within round brackets, and 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)

Artesian Bore, Barcaldine c.1894. (*State Library of Queensland*)

Gwendolyn Grant, *Portrait of John Slaughter*, 1949. Oil on canvas on board 47cm x 29cm.
(*Author's collection*)

FURTHER ASSISTANCE
For further editorial information refer to:

The Australian Government Style Manual (Style Manual): https://www.stylemanual.gov.au/

26 November 2023