



# Journal of the Historical Society of South Australia

## Information for Authors

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This guide sets out how contributors should present their submissions for the *Journal of the Historical Society of South Australia* (JHSSA). The guide is revised annually.

The Journal is published in November and released at the meeting of the Society that month (first Friday).

Authors are provided with one copy of the Journal in which their essay appears and a PDF of the article, Journal title page, and table of contents. Please ensure the editor has an address for mailing your copy.

## Author's Information and Agreement

At the conclusion of this guide is a form in which we ask you to provide your contact details and a biographical entry (around 50 words) including your background and academic affiliations (if relevant). If you are willing, include your email address to assist in follow-up contact from readers.

The form also includes a simple publishing agreement: please sign and date this.

## Preparing and Submitting Articles

Copy is managed electronically. Articles should be submitted as a Microsoft Word document. Articles are then reviewed by two peers who provide feedback. Once you have responded to this feedback and you are satisfied that your article is finished, save a copy for your own records and then save it again as an RTF document.

This is an important step which enables the article you submit to be pasted directly into the page layout – we use Adobe InDesign – without the need for reformatting by the designer.

**Important: Please name the file JHSSA\_YYYY\_Author.rtf (where 'YYYY' is the year of intended publication and 'Author' is your surname).**

Check this document and then send it to the Editor by the agreed date.

## Formatting

Articles will be formatted to the JHSSA style for publication. Please adhere to the following directions:

- Text: use Times New Roman 12 throughout
- Left align (not justify) the text and use single line spacing
- Do not centre text or use formatting commands other than bold and italic
- Use one space only between sentences within a paragraph
- Use only a single return at the end of a paragraph (the JHSSA style uses 'spacing after' a paragraph rather than a full carriage return)
- Article title: left align and bold
- Author name (no titles): left align and bold
- Section headings: left align and bold
- Sub-headings: left align and italicise
- Quotations in excess of 30 words: new paragraph, left indent by 2 cm; single spacing; do not use quotation marks; do not use italics or bold unless part of the original text

## Abstracts

The full text of journal articles are also made available through RMIT's Informit publication database. Indexers assign specific subject terms for the catalogue entry and reproduce the opening paragraph which they assume is an abstract of the article. Authors must therefore make the first paragraph of their articles an abstract of 150 to 200 words. The abstract must be part of the article, not submitted separately.

## Illustrations

Illustrations have become central to the character of the Journal and should be included as a matter of course. There are many possibilities in addition to traditional photographs – maps, plans, drawings, the text of newspaper articles, book covers, and even actual objects (which can be scanned).

If you cannot find a suitable illustration but have an idea of what you want, please make a note and describe what you have in mind: the designer might be able to source an image or create an illustration.

The placement of illustrations should be indicated in the text with the phrase ‘image/table/graph no# about here’. The designer will strive to place images adjacent or near the relevant text but the final position is determined by the page layout and this is not always possible. If you need to refer to any illustrations in the text of your article, identify them all as Figure 1, 2, etc (see note on Captions).

Preliminary copies in low resolution of all images (appropriately numbered) should be appended as separate files with your original submission. At the proposal stage, images can be simple photocopies or low resolution digital files. Do not send originals or high resolution files at the submission stage. However, ensure that you can obtain copies of high resolution images including any necessary permissions to publish.

**Please note that most images downloaded from the Internet are rarely suitable for publication in the Journal, even if they look acceptable on screen.**

Once the Editor has accepted a submission, you will be asked to send high resolution images to the designer who will advise you if there are any concerns about image quality or size.

It is a responsibility of the author to secure the necessary permission for images to be published and to comply with the form of acknowledgment required.

Send each image as a separate file. **Do not embed images in a Word document (please).**

The preferred format for photographs is a TIFF image but high quality JPEGs are acceptable. Do not worry about file sizes; large images can easily be reduced in size but enlarging a small image is rarely satisfactory. The preferred format for line drawings (vector graphics) is an EPS file.

Send original images from digital cameras: do not reduce their size. Scans of photographs or other two dimensional material should be done at full size at a resolution of at least 300 dpi; for smaller items (less than postcard size), use 600 dpi. Scans of black and white line drawings should be at 1200 dpi.

The designer will edit images and repair faults to ensure the best possible reproduction.

## Captions

Include captions in the text of your article following the phrase ‘image/table/graph no# about here’. Captions should include creator (where known), title, date and source (in brackets). Authors of photographic essays may choose to indicate image sources at the commencement of the text, especially when illustrations are drawn from the one collection.

Captions will be italicised in the published Journal. Titles of published sources will therefore revert from italics to normal. Note that captions in the Journal are not normally numbered unless you need to refer to them in the text. In this case, **all illustrations** in your article should be identified as Figure 1, 2, etc.

## Tables and special layouts

Tables will be treated as separate illustrations unless they are simple lists which will fit within a column of text. (The Journal is laid out with two columns per page, each 75 mm wide.) If you are copying an existing table, simply scan it and the designer will reproduce the contents in a consistent format for publication. If you create a table, use Word’s table feature with the appropriate Tab settings. **Do not use the spacebar to position characters.**

Give the table a title and a descriptive caption. You should also give the sources of the data which appear in the table.

If you want to have text laid out in a particular way (for example, to reproduce the appearance of an original document), please provide a description or example of your requirements rather than attempt to do it yourself.

## Endnotes and references

The Journal uses endnotes rather than footnotes and in-text referencing. The Journal does **not** use reference lists or bibliographies.

The aim of reference endnotes is to acknowledge the basis of evidence upon which the argument is based and to enable others to find that evidence subsequently. Endnotes should therefore include all necessary citation details of a published or unpublished resource as well as page numbers where appropriate. Often several items can be dealt with in one endnote.

The first reference to a source should be in full. Put forenames first. Giving the full forename in the first instance is useful, especially with common surnames. For a multi-authored book, use an ampersand (&) before the last name.

Unless the word is a proper noun, use lower case for subtitles of books and for titles of articles after the first word irrespective of how it appears in the original publication. The place of publication should be the nearest capital city rather than a suburb (eg, Adelaide not Plympton Park). The year of publication follows the place. For journals, use 'vol' and 'no'. Note that a fullstop is not used after the abbreviation (vol) or the contraction (no).

For sources with commonly-used abbreviations or acronyms, give the name in full in the first instance with the abbreviation or acronym in brackets: eg, South Australian Parliamentary Papers (SAPP), 1869-1870, no 44, pp705-06. For subsequent references just use SAPP.

If the title has more than three or four words, use a short title for subsequent references to the same source. The short title contains no more than four key words in the same word order, omitting articles (the, an) if possible. It should be in the same style as the first reference (ie, in italics for a book or journal and in single quotation marks for a chapter or journal article).

The short title can be as short as a single word; in which case you should indicate its subsequent use by writing 'hereafter' (see example for 'Protest' below). Do not use *ibid* or *loc cit/op cit* but repeat the short title.

Use the abbreviation p for page number and follow it with the number without a space: p36. For more than one page, use pp. For multiple pages, separate the numbers with a comma and a space: pp36, 42. For a span of pages, use a hyphen: pp117-34. Use at least two numbers for the second page: pp112-17, not 112-7. Do not use ff for following pages but give the actual page range. Do not use *passim* (meaning 'here and there' or 'throughout').

A final full stop is not included if the endnote only contains a citation. However, put a full stop at the conclusion of the endnote if other text in sentence form precedes it.

### IMPORTANT: PLEASE NOTE

Captions to figures and table titles should be self-contained and include the reference source. **Do not use endnotes for this purpose** because the position of figures and tables on the page cannot be determined until the layout is complete.

Do not attach an endnote to the title of your article. If you want to make a general comment about your article or acknowledge assistance, put this in a separate paragraph at the end of your article. This can appear under its own heading or as an un-numbered endnote.

## Examples of endnote citation formats

### *Books*

Joan Durdin, *They Became Nurses: a history of nursing in South Australia 1836-1980*, Allen & Unwin, Sydney, 1991, p36

(Note the use of lower case in subtitles, even where this differs from the book's printed title page.)

Subsequent use: Durdin, *They Became Nurses*, p91

### *Chapter in a book*

Susan Marsden, 'Playford's Metropolis', in B O'Neil, J Raftery & K Round (eds), *Playford's South Australia: essays on the history of South Australia 1933-1968*, Association of Professional Historians, Adelaide, 1996, pp117-34

Subsequent use: Marsden, 'Playford's Metropolis', p121

### *Journal article*

R McGregor, 'Protest and progress: Aboriginal activism in the 1930s', *Australian Historical Studies*, vol 25, no 101, 1993, p26

Subsequent use: McGregor, 'Protest and progress', p26 **OR**

R McGregor, 'Protest and progress: Aboriginal activism in the 1930s', *Australian Historical Studies*, vol 25, no 101, 1993, p26 (hereafter 'Protest')

Subsequent use: McGregor, 'Protest', p26

### *Thesis*

S Burnard, 'Government policy and Aboriginal mission stations, South Australia 1900-1920', BA thesis, University of Adelaide, 1961, pp49-52

### *Parliamentary Papers and Debates*

South Australian Parliamentary Debates (SAPD), 22 November 1921, p1167

South Australian Parliamentary Papers (SAPP), 1869-1870, no 44, pp705-06

### *Report*

Taylor Weidenhofer & Sarah Laurence, *Stirling District Heritage Survey*, District Council of Stirling, Stirling, 1998, p56

If a report is unpublished, cite it as for a thesis.

### *Newspapers*

As a minimum, cite the newspaper title and issue details. Give the title in full in the first instance with an abbreviation or acronym in brackets to be used in subsequent references: eg, South Australian Register (SAR). If you have them, you can include additional information such as the page number, column letter (a, b, c, etc from left to right), article title, and author.

*Mount Barker Courier* (MBC), 11 April 1902 **OR**

John White, 'Gardening in the Hills', *Mount Barker Courier* (MBC), 11 April 1902, p267b

Note that some newspapers publish supplements and start the page numbers again: p1g vs supp p1g.

### *Dictionary entry*

For the Australian Dictionary of Biography: cite the web version by copying the citation at the foot of the entry. Include the author of the entry or use 'Anon' if one is not given. In subsequent endnotes use 'ADB'. If you cite more than one entry, use ADB + each subject's surname.

Use a similar format where possible for other major dictionaries/encyclopedias with alphabetical entries.

### *Archival sources*

In general, these references proceed from the particular to the general, with the agency name or acronym last. However, if an agency has a preferred format, it should be used. In the first reference, give the full title of the agency and its acronym in brackets. Thereafter use the acronym.

Superintendent Giles to J Milne, Aborigines Department, Correspondence Files, GRG 52/1/1911/24, State Records SA (SRSA)

J Francis to sister in England, 14 February 1892, PRG 37/7/2, State Library of South Australia (SLSA)

### *Websites*

Give the full www address, omitting http://, and enclose it in carets <>. Include the date the site was accessed for the purpose of the information referred to in the text. In the case of electronically-published articles and books, follow the conventions of citation for printed material in addition to citing the website.

< www.abc.net.au/dimensions/dimensions\_in\_time/Transcripts/s785953.htm>,  
< en.wikipedia.org/wiki/Hills\_Hoist>, all accessed on 8 May 2007

## **Writing style**

The *Journal of the Historical Society of South Australia* has a broadbased readership.

Authors should use accessible language and write in a lively and concise manner. Articles should not be repetitive, verbose or pedantic and should not echo the tone of the sources. The author should have an independent voice. Referencing should be realistic, not pedantic.

Where this guide does not prescribe, our point of reference is the Australian Government *Style Manual for Authors Editors and Printers*.

## **Capitals**

In general, be sparing in the use of capitals.

Use capitals for proper names where they refer to specific individuals, offices, institutions, organisations, events (for example, Premier Playford, the Walsh Labor Government, the South Australian State Parliament, the Great Depression of the 1930s, World War One). Use lower case for general uses such as parliamentary committee, the [state, commonwealth] government, the premier, parliament, depression in the 1890s, council regulations. When referring to a previously named act of parliament, use Act.

Spell Aborigines and Aboriginal with a capital A.

## **Numbers**

Spell out whole numbers up to ninety-nine. Numbers that begin sentences are also usually spelled out.

Use figures for numbers larger than ninety-nine; ages; percentages; monetary amounts; page numbers and measurements.

If both large and small numbers occur in the same paragraph or section, use figures for them all.

Approximations such as ‘about five hundred people’ should be in words.

Fifteen nurses were among the 182 immigrants.

The group comprised 121 adults (74 males, 47 female) and 9 children.

174 days; more than three hundred protesters

### *Ordinal numbers*

Ordinal numbers can be written in full (second, third) or as numbers followed, without spaces, by abbreviations (2nd, 3rd). Do not use superscripts for the abbreviations (and stop Word doing it for you).

### *Thousands*

Use four figures without spaces up to 9999 (unless in a table with larger numbers). Include a non-breaking space from 10 000 (Ctrl+Shift+Space).

14%; 0.6%; but note ‘a certain percentage ...’

### *Span of numbers in dates and endnotes*

Use hyphens without spaces to separate numbers: 2015-16, 1939-1945, pp112-17

### *Currency*

£163 1s 3d (use the £ sign found in Insert/symbol on your toolbar or Alt + 0163)

\$395; \$2.1 million

Only give modern equivalents where the article requires it and then with great care and suitable qualification, taking into account inflation and present worth:

... £150 or about \$1000 in today's currency.

The Reserve Bank of Australia has an Inflation Calculator for decimal and pre-decimal amounts in Australian currency <[www.rba.gov.au/calculator/annualDecimal.html](http://www.rba.gov.au/calculator/annualDecimal.html)>.

### *Measurements*

When writing units of measurement, use current metric terms. Units in the text should be written out in full and not abbreviated: 23 kilometres, not 23 km (and certainly not 23 kms).

When quoting or referring to an historical source, use the original measurements. Metric equivalents may be inserted in brackets if necessary but this should be done sparingly. Readers wanting to know modern equivalents can easily find conversion calculators on the Internet.

Use a non-breaking space between the number and the unit (in full or abbreviated).

Units in full have plural forms; abbreviations don't: 79 kilometres but 79 km.

300 acres; 66 feet; 11 metres; 79 kilometres

### *Dates*

Use day-month-year, spelling out the month in full: for example, 3 January 1937.

For a span of dates write 1873-75 or 1895-1903 but differentiate a financial year as 1932/33.

Do not include an apostrophe in 1920s, 1950s, etc.

Do not use a full-stop or a space when abbreviating circa, born and died: c1830 or b1904.

## **Punctuation**

Punctuation is an art, not a science. Punctuation marks – especially commas – should be used sparingly and only where they are needed to avoid confusion and ensure understanding. Do not insert a comma just because you have paused in your writing process. However, individual styles will be accepted if the use is not incorrect.

Parenthetic commas are like brackets and are used in pairs unless the phrase is at the beginning or end of a sentence. The test for their proper use is that the sentence should still make sense with the phrase (and commas) removed.

The same test applies for material enclosed by brackets and includes the punctuation marks. If a complete sentence is put in brackets, the concluding full stop must be inside the closing bracket.

### *A special note on endnotes –*

Logically, the placement of a superscript to indicate an endnote should also follow these rules; however, it just looks wrong. Superscripts should be placed after the sentence punctuation:

... and so say all of us.<sup>2</sup> *not* ... and so say all of us<sup>2</sup>.

... after the excursion,<sup>7</sup> and then continued ... *not* ... after the excursion<sup>7</sup>, and then continued ...

Remarks in brackets are like asides. If you want to highlight an inserted remark, you can use dashes. They are used in pairs like brackets unless the remark is at the end of a sentence when only the first is used. Use the en dash – Ctrl + Num - or Alt + 0150 – preceded and followed by a space.

Note that, used in the sense of 'in spite of' or 'nevertheless', 'however' is always followed by a comma.

The curate couldn't eat the egg; however, he admitted parts of it were excellent.

The curate couldn't eat the egg, however much he tried to be polite.

Semicolons are like big commas and are useful in a list of phrases, rather than words, or when enumerating commas are used.

There'll be pies, pasties, and sandwiches; fresh fruit and small cakes; and coffee, tea, or fruit juices. A semicolon can often be replaced with a full stop and then starting a new sentence.

Colons are used to introduce lists, descriptions, explanations, or quotations.

Include a hyphen in a compounded word used as an adjective (for example middle-class women, low-income families, nineteenth-century houses); when using mid (mid-term, mid-1890s); and in date spans (1939-1945).

## Spaces

In personal names, use non-breaking spaces after initials and before the surname: C H Spence.

In endnotes, do not include a space between the abbreviation p and the page number: write p125.

## Quotations

Use single opening and closing quotations marks (inverted commas) and then double for quotes within quotes within a paragraph.

If a punctuation mark is part of the quotation, place it inside the closing inverted comma. If the punctuation mark relates to the whole sentence rather than to the quotation, place it outside the closing inverted comma.

Use an ellipsis (three dots), with a space each side, to indicate the omission of words from quotations. There is no need to show these at the opening or closing of a quotation unless you are only using part of the sentence.

Enclose any words you insert in square brackets [thus]. Change whole words not individual letters: [They] rather than [T]hey.

Longer quotations – in excess of 30 words or more than one sentence – should go in a separate paragraph without quotation marks and be indented from the left by 2cm. Use single spacing.

Take care to transcribe direct quotations accurately. Only use [sic] to indicate an unusual word, spelling, or usage. If it is simply and obviously a typographical error, spare a thought for the toiling typesetter and just correct it. Do not put words in italics or bold unless this was done in the original text; in which case, you might want to explain it in square brackets, eg [original emphasis].

## Special Characters

Use standard characters for symbols, accents for foreign words, and numerical fractions: these are found in the Word menu under Insert|Symbols|More Symbols.

Note the useful keyboard shortcuts for common symbols:

pound (£) = Alt + 0163; e acute (é) = Alt + 0233; half (½) = Alt + 0189.

The Character Map utility has a full list of all special characters.

Fractions other than halves and quarters are better written in full: seven-eighths rather than  $\frac{7}{8}$ .

## Abbreviations, Contractions and Acronyms

In keeping with modern typographic practice, full-stops after abbreviations, contractions, and initials are not used: Mr, Dr, Qld, dept, edn, eds c (*circa*).

For time of day, use a non-breaking space after the number: 8 am, 11 pm. Use a colon to show minutes and then be consistent with all other times: 8:15 am, 11:00 pm.

As a general rule do not abbreviate states, territories and countries. Some abbreviations are commonly used as nouns but the first reference should be in full. Use SA, NSW, WA, NT, ACT, USA, NZ (no punctuation marks and not italicised) but not Tas, Qld, or Vic.

If using acronyms and /or abbreviations for institutions, organisations etc, include the first reference in full with the short form in brackets: thereafter use the short form. For example: Royal Adelaide Hospital (RAH), State Library of South Australia (SLSA).

For well-known subjects, it is not necessary to state your intention to use the short forms.

## **Italics**

Italicise titles of published works (for example books, reports, journals, and newspapers but not acts of parliament), plays, names of ships (but not the abbreviations preceding them: eg, HMAS *Brisbane*), works of art, non-English words including botanical names, words and phrases used uncommonly, and words used out of context.

However, italics are not used for an Australian Act of Parliament. The first mention should include the full short title and date. For example, Real Property Act 1858 (no italics). Care should be taken to use correct titles and names.

Useful websites are:

[www.legislation.sa.gov.au/index.aspx](http://www.legislation.sa.gov.au/index.aspx) (for titles of Acts, including repealed ones)

[www.parliament.sa.gov.au/From1836/](http://www.parliament.sa.gov.au/From1836/) (for MPs, offices, etc)

[dspace.flinders.edu.au/dspace/handle/2328/1894](http://dspace.flinders.edu.au/dspace/handle/2328/1894) (Acts of the Parliament of South Australia 1837-2002)

## **Spelling and Preferred Usage**

The JHSSA refers to the Macquarie Dictionary.

Unless directly quoting or a specific name (eg, Labor Party), use:

behaviour, colour, labour

Exceptions: Australian Labor Party  
Outer Harbor  
South Australian Harbors Board  
Victor Harbor

focused but benefitted

-ise endings (organise, organisation, emphasise)

program

First World War (not the Great War or World War I or One or 1)

Second World War (not World War II or Two or 2)

Traps for young players:

South Australian Chamber of Manufactures  
(not Manufacturers – ie, the things made, not the people who made them)

Woman's Christian Temperance Union of South Australia (not Women's)

employés/employé – typically used in the 19th and early 20th century, often without the acute accent: most readers will know this but use [sic] if you think there might be some confusion