



Journal of the Historical Society of South Australia

STYLE GUIDE

Writing style

The *Journal of the Historical Society of South Australia* has a broad-based readership. Authors should use accessible language and write in a lively and concise manner. The author should have an independent voice and not echo the tone of the sources.

Spelling

The *Journal of the Historical Society of South Australia* (JHSSA) refers to the *Macquarie Dictionary*. Use labour, colour, behaviour etc; focussed, travelled etc; ‘ise’ endings (e.g. organise/organisation, emphasise, recognise); program.

Layout and formatting

- Use Times New Roman 12-point throughout.
- Left align (do 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.
- Do not use tabs.
- Article title: left align and bold.
- Section headings: left align and bold.
- Sub-headings: left align and italicise.
- Indicate in square brackets in the text the desired placement of images or tables. Do not insert images or tables into the text (see Images and tables).

Capitals

Use ‘Aboriginal people’ or ‘Indigenous people’ with a capital letter when they refer to Australians. The most inclusive way to refer to Indigenous Australians is ‘Aboriginal and Torres Strait Islander peoples’’. Avoid using ‘Aborigines’. Use capital letters when referring to a specific group e.g. Ngarrindjeri people. The term First Nations is emerging as a term preferred by some Aboriginal and Torres Strait Islander people. If in doubt, check with those to whom you are referring.

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.

Quotations

Use single quotation marks routinely and double quotation marks only for quotes within quotes.

If the quoted text occupies part of a sentence, the closed quotation mark comes before any other punctuation mark: e.g. before the full stop.

Example

According to Stanley Fish, ‘the purpose of a good education is to show you that there are three sides to a two-sided story’.

Where the quotation stands as an entire sentence in its own right, the quotation mark appears after the punctuation mark.

Example

As the Liberal member explained to the Premier: ‘Modesty is not your forte.’
‘That is quite true,’ Dunstan replied. ‘False modesty, however, never was.’

Quotations in excess of 30 words should form a block quote and should be indented left by 2cm. Introduce the block quote with a colon, omit quotation marks and use single spacing.

Numbers

Do not commence a sentence with a figure but write the number in words: e.g. Fifteen nurses were amongst the 82 immigrants.

Use figures for numbers larger than 10, percentages, monetary amounts, page numbers, measurements, ages and time of day.

Examples:

25 houses; 174 days; more than 300 protesters (Note: if both large and small numbers occur in the same paragraph or section, use figures for them all. e.g. The group comprised 174 people made up of 138 adults and 3 children.)

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

£163; 1s 3d (use the £ sign found in Insert/symbol on your toolbar)

\$395; \$2.1 million

p.69; p.1268; pp.112–17 (not 112–7)

300 acres; 66 feet; 11 square metres; 79 kilometres (Note: write a unit of measurement in full)

50 km/h

22 years of age; over the age of 18; a twenty-two year old woman
8am, 11.30pm (no spaces)

Write ordinal numbers in full (e.g. second, third) or as numbers followed, without spaces, by abbreviations (e.g. 2nd, 3rd). Do not use superscripts for the abbreviations.

Use the en dash to separate numbers: 2015–16, 1939–1945, pp.112–17.

Measurement

When quoting or referring to an historical source, use the unit of measurement given in the source: e.g. gallons, miles, acres. Do not give the imperial or metric equivalent.

Dates

Use date-month-year form and spell out the month in full: e.g. 3 January 1937.

Use the en dash without spaces to separate numbers: 1879–95 and 1895–1903, but for *financial year* write 1932/33.

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

Include a full stop if abbreviating circa, born and died, but no space: e.g. c.1830, b.1904, d.2005.

Punctuation

In personal names, use a full-stop after initials, but not a space. Include a space before surname, for example C.H. Spence.

In endnotes, do not include a space between p. and page number. Write p.125.

Ellipsis

Use three dots, with a space each side, to indicate the omission of words from quotations.

Hyphen and dash

Include a hyphen in a compounded word used as an adjective: e.g. twentieth-century history, middle-class women, low-income families, nineteenth-century houses, when using mid: e.g. mid-term and mid-1890s.

For a range of numbers or a span of time use the en dash: e.g. 1939–45; 5am–9pm; pp.112–17.

Abbreviations

Omit the full stop in abbreviations when the word being contracted ends with the same letter (Mr, Dr, Qld, dept), **but not otherwise**. Hence, edn, eds, but ed.

As a general rule do not abbreviate states, territories and countries. Abbreviation is acceptable for frequent use as a noun as opposed to an adjective, but first reference should be in full. Use: SA, NSW, WA, NT, ACT, USA, NZ (no punctuation marks and not italicised), but Tas, Qld, Vic.

If using acronyms and /or abbreviations for institutions, organisations etc, write the first reference in full, with the abbreviation in brackets and capitals. Thereafter use abbreviation: e.g. Royal Adelaide Hospital (RAH), State Library of South Australia (SLSA).

Use etc, am, pm without a full stop but include a full stop in e.g. and i.e.

Do not use full stops with abbreviations that appear in full capitals, whether two letters or more and even if lowercase letters appear within the abbreviation: e.g. CEO, MD, PhD, UK, US.

Italics

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

The first mention of an Act of Parliament should include the full title and the date: e.g. *Real Property Act 1858*. Subsequent references should be to the Act.

Useful websites include:

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

www.parliament.sa.gov.au/From1836/ (for MPs, offices, etc)

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

Images, tables and graphs

Supply images, tables and graphs separately from the text and provide each one as a separate file. Indicate in brackets in the text the desired placement of each item but do not insert images etc into the text. **For further information** on file sizes and other submission requirements **see the JHSSA Information for Contributors document** available on the HSSA website.

Captions

In the caption include:

The creator (where known)

The title of the image

The year, if known. If the exact year is not known but you have an approximate date write c. (for circa/about).

The source (in brackets) which may be the name of the library, archives or gallery that holds the image, with its catalogue number if known; the name of the person who supplied the image; or the details of a published work.

Note that some agencies have specific requirements for acknowledging an image and these should be followed.

For images obtained from the State Library of South Australia, use the abbreviation SLSA and the collection number.

Examples:

William Westall, *Kangaroo Island, Sailors and Servants*, 1802 (National Library of Australia)

The family at Port Victor, 1913 (Courtesy David Martin)

‘Junk’ materials in a European adventure playground (Arvid Bengtsson, *Adventure Playgrounds*, Crosby Lockwood, London, 1972, p.75.)

John Cockburn, c.1895 (SLSA B3681)

Endnotes

Endnotes are inserted at the end of the article and should be used primarily to cite sources. Citations should include sufficient information for a reader to locate the source but should not be pedantic. Discursive notes should be avoided.

The first use should be in full. A shortened form should be adopted for subsequent use(s). Note: DO NOT USE *ibid* or *op cit*.

In the shortened endnote form, and where there are no other works cited by the same author, use surname and page number. Where there is more than one work by a particular author use surname, brief title and page number. For a multi-authored book follow the same approach as for a sole-authored work.

Endnote reference numbers should be inserted at the end of a sentence after all other punctuation.

Where there are multiple endnotes for the same sentence they should be compiled in order and separated with a semi-colon.

Endnote examples

Note order of names, forenames first, unlike in bibliographies.

Book: sole author

Joan Durdin, *They Became Nurses: a history of nursing in South Australia 1836–1980*, Allen & Unwin, Sydney, 1991, p.36. (Note use of lower case in subtitles.)

Subsequent use, shortened forms:

Durdin, p.91. (if none of the author's other works are mentioned)

Durdin, *They Became Nurses*, p.91. (if other works are mentioned)

Book: Multi-authored

Stuart Macintyre, André Brett, and Gwilym Croucher, *No End of a Lesson: Australia's Unified National System of Education*, Melbourne University Press, Melbourne, 2017, pp.214–16.

Subsequent use, shortened form:

Macintyre, Brett and Croucher, p.220. (if no other works mentioned by the same authors)

Macintyre, Brett and Croucher, *No End of a Lesson*, p.220. (if other works are mentioned)

Chapter in edited book

Susan Marsden, 'Playford's Metropolis', in Bernard O'Neil, Judith Raftery & Kerrie Round (eds), *Playford's South Australia: essays on the history of South Australia 1933–1968*, Association of Professional Historians, Adelaide, 1996, pp.117–34.

Journal article

Michael Kenward, 'Adelaide: the Development Agency', *New Scientist*, April 1989, p.10.

Russell McGregor, 'Protest and Progress: Aboriginal activism in the 1930s', *Australian Historical Studies*, vol. 25, no. 101, 1993, p.26.

Thesis

Julie-Ann Ellis, 'Public Land and the Public Mind: public land policy in South Australia, 1834–1929', PhD thesis, Flinders University, 1995, pp.49–52.

Parliamentary Papers and Debates

South Australian Parliamentary Debates (SAPD), 22 November 1921, p.1167.

South Australian Parliamentary Papers (SAPP), 1869 870, no. 44, pp.705–16.

Report

Taylor Weidenhofer & Sarah Laurence, *Stirling District Heritage Survey*, District Council of Stirling, Stirling, 1998, p.56.

If a report is unpublished, cite as for a thesis, with no italics.

Newspaper article

John White, 'Gardening in the Hills', *Mount Barker Courier (MBC)*, 11 April 1902, p.267.

(Note: include page where available. Column letter not needed.)

Archives

Items quoted from holdings of archival agencies should be cited using the preferred format of that agency. In the first reference, give the full title of the agency and its acronym in brackets. Thereafter use the acronym. The agency name or acronym should come last.

Examples:

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

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

Reed to Snell, 26 July 1985, Reed Papers, Adelaide Anglican Diocesan Archives (AADA).

Oral evidence

David Smith, interviewed by Janet Brown, Walkerville, SA, 25 August 2019, transcript held by author.

If the transcript is held in a library/archive, after the date, include repository name and reference number.

Electronic sources

In the case of electronically-published materials including journal articles, books, reports, full text items on a compact disk or other sources from the internet:

- follow the conventions of citation for printed material and
- cite the website address (URL) inside angle brackets (<>) and the date the site was accessed for the purpose of obtaining the information referred to in your article.

Examples:

UNESCO, 'Science and Technology Park Governance A. Concept and Definition'
<<http://www.unesco.org/new/en/natural-sciences/science-technology/university-industry-partnerships/science-and-technology-park-governance/concept-and-definition/>> accessed 5 May 2020.

NRM Education, 'Barker Inlet Wetlands',
<http://www.naturalresources.sa.gov.au/files/sharedassets/adelaide_adelaide_and_mt_lofty_ranges/nrm_education/barker-inlet-wetland-fact.pdf> accessed 13 August 2019.

'The Australia-India Council', Australian Government Department of Foreign Affairs and Trade,
<<http://dfat.gov.au/aic/>> accessed 10 October 2010.

For the *Australian Dictionary of Biography*:

Peter Bartlett, 'Downer, Sir John William (1843–1915)', Australian Dictionary of Biography, National Centre of Biography, Australian National University,
<<http://adb.anu.edu.au/biography/downer-sir-john-william-6007/text10261>, published first in hardcopy 1981>, accessed online 7 November 2020.

(Note: the volume number of the hard copy edition of the ADB is not required.)