

JACH - STYLE SHEET

Submission of Article

Supply three typescript copies with a separate cover sheet for name and address. Please submit using the journal style and traditional form of footnoting. Do not format except for a return between paragraphs. (No tabs or indents). This is important.

1. Type on one side only.
2. Double spacing, 12 point palatino.
3. Footnotes numbered consecutively and at the bottom of the page.
4. Length about 8000 words though we will consider longer and shorter pieces.

Traditional Form of Documentation

1. Initials, surname, full title (with the capitalisation of the original) place and date of publication in first citation.
2. Italicise titles of books, journals and *ibid.*, *op. cit.* and *loc. cit.* (in the same work and on the same page as the footnote immediately before).
3. Single inverted commas for journal titles.
4. Subsequent references after first citation, *ibid.*, if immediately following, author's surname and *op. cit.*

Quotations

1. Single quotation marks, double for quotations within a quotation.
2. Indent quotations if more than about thirty words, single space, no inverted commas.
3. Any omissions in the quotation identified by three dots but none at beginning or end of quotations.

Manuscript Material

Originator, date, series or collection, file or catalogue number, place or holding.

Examples

Journal Articles

C. Twomey, 'Without Natural Protectors': Responses to Wife Desertion in Gold-Rush Victoria', *Australian Historical Studies*, Vol. 28, No. 108, April 1997, p. 22 (or for a multiple page reference, pp. 23-24).

Published Books

G.R. Elton, *The Practice of History*, Glasgow, 1967, p. 22 (or for a multiple page reference, pp. 23-24).

An Edited Collection

M. Anderson, 'Marriage and Children in Western Australia', in P. Grimshaw, C. McConville and E. MeEwen (eds) *Families in Colonial Australia*, Sydney, 1985, p. 55. No comma after the parenthesis.

More than one publication by same author

First citations for each as above, after the first full citation for each, then short title following first full citation or in the case of consecutive citations *ibid.* or *loc. cit.*

Miscellaneous

- 1 Form of date, eg. 1 January 1901.
- 2 No apostrophe before the s for eg. 1840s.
- 3 Italicise names of ships, newspapers, foreign words and phrases.
- 4 Numbers written in full to about twenty, numerals thereafter.
- 5 Abbreviations: a full stop if the last letter of the abbreviation is not the last letter of the word, for example, ed. If eds then no full stop after the s.
- 6 No sub headings
- 7 Indent paragraphs.
- 8 Titles of books and articles, follow the capitalisation of the original except if the original is all capitals in which case apply the normal rules for capitalisation.
- 9 Single space after a fullstop and semi-colon