

# Submission guidelines

## IMPORTANT CHANGES

Due to changes at Monash University ePress, authors are asked to contact the journal editors directly for **new submissions**. If your article was submitted prior to 2011, it will be in the online system and you may continue to use the online system or you may choose to communicate directly with the editors outside the system regarding your article's process. **The Online Submission and Refereeing systems will cease operation as of June 2011.**

To offer to referee for a journal, please contact the journal editors directly. See <http://www.epress.monash.edu/contacts.html#editors>

### ***Australian Review of Applied Linguistics***

To submit a new article to the *Australian Review of Applied Linguistics* please email your contribution directly to the ARAL Editorial Assistant, Cathleen Benevento, at [araleditor@gmail.com](mailto:araleditor@gmail.com).

For submissions already made through the online Submission and Refereeing System, please go to <http://ojs.lib.monash.edu.au/ojs/index.php/aral> or contact the Editorial Assistant to follow up on the article's progress.

### ***The Bible and Critical Theory***

To submit new articles to *The Bible and Critical Theory*, please contact the editors directly, via <http://www.epress.monash.edu/contacts.html#bc>

For submissions already made through the online Submission and Refereeing System, please go to <http://www.monyx.monash.edu.au/epress/> or email Julie Kelso at [julianne.kelso@uq.edu.au](mailto:julianne.kelso@uq.edu.au) to follow up on the article's progress.

### ***Telecommunications Journal of Australia***

To submit new articles to the *Telecommunications Journal of Australia*, please contact the editors directly via <http://www.epress.monash.edu/contacts.html#tja>

For submissions already made through the online Submission and Refereeing System, please go to <http://www.monyx.monash.edu.au/epress/> or email Executive Editor Blair Feenaghty at [editor.tja@optusnet.com.au](mailto:editor.tja@optusnet.com.au) to follow up on the article's progress.

Please see the next page for the Submission Guidelines

# Submission guidelines

These guidelines apply to all material that has been **accepted for publication** in any Monash University ePress journal or book.

This document is divided into two sections:

1. **Part One: Submission Specifications.** These instructions **must be followed**. These instructions cover the style for references, and the formatting requirements for tables, images and equations, and what can and cannot be submitted in the body of the main Word document.
2. **Part Two: Style Guide.** These are suggested guidelines. Your editor will advise whether you must follow these guidelines or not. The Style Guide section offers suggestions on spelling, punctuation, numerical and grammatical matters. Unlike the Submission Specifications, this section of the Submission Guidelines is not mandatory unless indicated by your editor.

**This document is current at 19 June 2010.**

## Has your article been accepted for publication?

These guidelines apply only to material that has been accepted for publication. If you would like to submit an article for consideration, the following applies:

- For *The Australian Review of Applied Linguistics*, *The Bible and Critical Theory* and the *Telecommunications Journal of Australia* you can submit your article via the online Submission and Refereeing System at <http://www.epress.monash.edu/submission>. This System has its own submission requirements which are available from within the System's website.
- For *History Australia*, please send your submission to the editors, Penny Russell and Richard White, at [history.australia@sydney.edu.au](mailto:history.australia@sydney.edu.au).

If you use the online Submission and Refereeing System to submit a paper for consideration in an ePress journal and your paper contains images, you may upload low resolution image files (i.e. 72 dpi) into the system. However, **if your paper is accepted for publication you must to supply the editors with a high resolution image file (minimum 300 dpi) for publication.**

To submit a proposal for a new scholarly book or journal, please contact the ePress manager, via <http://www.epress.monash.edu/contacts.html>.

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# PART ONE: Submission specifications

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## The main (text) document

### General

Each paper or chapter must be supplied as a Word document, and must contain **text** and table elements only (ie no figures images).

Figures (ie photographs and other images, charts, diagrams, graphs and maps) must **not** be embedded within the Word document: each one must be submitted as a separate file. For information about how to supply figures see 'Figures' (p. 9). For information about table specifications see 'Tables' (p. 11).

The referencing style is author-date, and with the formatting for the reference list based on that of *The Chicago Manual of Style* (14<sup>th</sup> edn., 1993. Chicago: University of Chicago Press). For information about both of these see 'References' (p. 17).

Please don't go to great lengths to format the manuscript, either manually or using Word's 'Styles' feature. All that is needed is formatting that indicates the structure of the document. For instance, the distinction between a first-level heading and a second-level heading (etc) is important (the key for headings is to indicate the hierarchy through sizing and bolding); you will also want to indicate such things as block quotes, bullet points or numbered lists, and so on. There is no need to justify any text, create a table of contents, insert manual page or section breaks, alter the leading of lines, create fancy headings or make adjustments to fit text neatly on the page; this will all be removed during the publication process and it simply creates more work for you and for us.

Please use endnotes rather than footnotes. For further information, see 'Endnotes' (p. 22).

### Order of material

Your paper needs to include the following material, in this order, **at the time of submission to the ePress** (ie after your paper has been accepted for publication):

#### Preliminary information

- Article title
- Article sub-title
- Author information:
  - First author's name
  - First author's affiliation and/or first author's brief professional biography
  - First author's email address if the author wishes for it to be published
  - Followed by second author's name, affiliation and/or biography, and email address if required – each in a separate paragraph. And so on for the third and subsequent authors.
- Abstract
- Five key words or key phrases. These should be written in order of importance. For example, what search words or terms would a person use to find your article through Google?

#### The main body of the article

- The main body of the article, with all figures and images removed (see 'Figures' p. 9). For formatting information, see 'Some formatting guidelines and limitations' (p. 8). For information about formatting tables, see 'Tables' (p. 11).

### **The end matter**

- Acknowledgements, if required
- Appendix, if required
- Primary Sources, if required (please [contact your journal editor](#) for their preferred style for citing primary sources)
- References (see 'Reference list' on p. 18 for the references style)
- Further reading, if applicable
- Endnotes, if required – note that the ePress style is for endnotes not footnotes (see p. 22)

## **Some formatting guidelines and limitations**

### **Columns**

Please do not apply columns to your document at all. It is almost impossible to manipulate the layout of data that was originally presented in columns.

### **Headings and subheadings**

As stated by the *Style Manual for Authors, Editors and Printers*<sup>1</sup>:

Headings are fundamental to textual contrast: they are the signposts for readers. To be effective, they must be carefully graded, distributed and worded.

A clear and logical heading hierarchy shows readers the relative importance of pieces of information.

Be consistent: headings of the same weight (ie first-level headings) should have the same attributes (font, font size, indentation, bold/not bold, italics/not italics). Each heading level should be visibly different from the next, with the font size logically describing the hierarchy of the headings; and the headings should all be distinct from the body text.

### **Italics**

Italics should be used for the titles of books and for the names of journals, and similar material (for more information about how to style publication titles see 'General notes on capitalisation, quotation marks and italics' (p. 20)).

Italics can be used for emphasis but they should be used very sparingly: overuse of italics often defeats the purpose, in that nothing really stands out and they become distracting for the readers.

Italics are also used to signify foreign words or phrases that are not in common usage in English. If the word or phrase appears in *The Macquarie Dictionary* 3<sup>rd</sup> edn., then its usage is considered common enough not to warrant italics.

Italics that appear in the original source of a quotation should be retained.

### **Manual line breaks**

During the production process, all manual line breaks are automatically replaced with a single space. Therefore do not use manual line breaks. If a line break is needed, a new paragraph should be created.

### **Non-standard characters (symbols, diacritics and macrons)**

Non-standard characters should not be used unless their inclusion is vital to the integrity of the message. This is because not all non-standard characters are compatible with the ePress's publication process, which means they may not display in the published article.

Non-standard characters include:

- non-English characters
- characters with diacritics, macrons, etc
- characters inserted using either a mathematical program or the 'Insert – symbol'

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<sup>1</sup> *Style Manual For Authors, Editors And Printers* (6<sup>th</sup> edn), John Wiley and Sons, ACT, 2002, p. 137.

- characters created using non-English fonts such as 'Greek', 'wingdings' or 'symbol'.

A screenshot of non-standard characters that display can be found on page 14.

If there is a symbol integral to your article that does not appear in this screenshot or on the keyboard, please contact your [Managing Editor](#) to advise them of this.

## Tabs

Do not use tabs. During the ePress's production processes, all tabbed spaces are automatically converted to a single character space. To achieve tab-like spacing please create a table within the main Word document (see p. 11 for 'Table specifications').

For instance, the following material would need to be re-created as a table to maintain the spacing, or re-written:

### Subscription increases from 2005:

Individuals	\$65.00 (up from \$49.50)
Students/unwaged	\$35.00 (up from \$16.50)
Institutions	\$90.00 (up from \$70.00)

In this instance, the above could be rewritten simply as text with the tabbed spaces replaced by a single space. Or it could be reproduced as a borderless table:

### Subscription increases from 2005:

Individuals	\$65.00 (up from \$49.50)
Students/unwaged	\$35.00 (up from \$16.50)
Institutions	\$90.00 (up from \$70.00)

Tables that are used simply to maintain formatting do not need to be labelled; there is no need for these tables to follow the instructions given at 'Labelling your tables' (p. 13).

## Underlining

Do not use underlining unless reproducing the underlining as it appears in the original source of a quotation. Underlined words will easily be mistaken for hyperlinks when reproduced online.

# Figures

## General

As indicated under 'The main (text) document' (p. 7), figures **must not be embedded** within the Word document: each one should be submitted as a separate file.

Figures include all of the following: photographs, maps, diagrams (including Word-generated diagrams), charts and graphs, etc, as well as **symbols** inserted using special fonts in Word or using any maths programs, such as MathML.

**Copyright permission:** For any figures that the authors have not created, the authors will need to have permission to reproduce that figure, even if it is posted on the Internet (see p. 15 for 'Copyright and permissions' information).

## Figure specifications

### Acceptable file types for images

- [jpg](#), [gif](#), [tif](#). Note that **jpe** images are not acceptable.
- If a figure is created using Word or Excel (ie, for a graph, chart or diagram) please provide these figures as separate files, and in the file format of the program that created them. **Do not**, however, simply embed images into Word, as the resolution almost certainly will not be high enough. The original figure needs to be submitted.

## Maximum image size and minimum resolution

Images must have a resolution of **300 dpi** (dots per inch) for the size at which they'll appear in the **printed** article. For instance, if diagram needs to be at least 5 inches wide and three inches high in order to be legible, the 300 dpi will be for an image that is 5 inches wide by 3 inches high, not for an image that is, for example, 2.5 inches wide by 1.5 inches high.

The maximum page width of ePress articles is **130 mm wide by 175 mm high** (or 5.117 inches by 6.89 inches). This means that no figure can be larger than these dimensions. If a figure is larger, it simply won't display at all.

Your image may not use the full width of the page, but it does need to be large enough to provide the information intended, and to be legible if the figure includes text.

### A guide to whether your image will be big enough

- **Any figure under 100 kb** is most likely going to be either too small in physical dimensions and/or too low in resolution to be useable.
- **A full page photographic image** (5.117 x 6.89 inches) at 300 dpi equates to pixel dimensions of 1535 pixels (dots) wide by 2067 pixels high (ie, 5.117 x 300 and 6.89 x 300). The image file would be approximately 1890 kb in size, for a jpg.
- **A half page photographic image** (5.117 x 3.45 inches) at 300 dpi would equate to approximately 1535 pixels wide by 1033 pixels high. The file would be approximately 950 kb in size, for a jpg.
- If your figure is **a diagram** of some sort it will be a lot smaller than a photographic image, in terms of the kb size. A half page (line-drawn) map, for instance, at 300 dpi might only be about 430 kb. A half page textual diagram (ie of a work flow), at 300 dpi might be about 220 kb.
- **Screen shots** are not suitable: they are taken at 72 dpi. (For example, the figure near the top of p. 19 is a screenshot. Note how unclear it is.)
- **Images from the Internet** are usually only 72 dpi and are therefore not useable (remember also that these will require copyright permission to reproduce even though they are readily available on the Internet – see 'Copyright and permissions' on p. 15).

## Borders around images

Borders around images should be at least 1 point wide. If they are less than this the border will not display correctly.

## Labelling your figures

In the body of the main document you need to indicate where you would like the figure to be placed (it may not end up where you would like it, due to the space available on the particular page). To indicate this, you need to provide the following: the figure number, the file name for the figure (this should be the same as the figure number), the figure title, a descriptive paragraph if required, and the figure source, where applicable. For example:

[Figure number]	Figure 3
[File name]	Figure 3.doc
[Figure title]	Graph showing the pattern of highrise development, Melbourne, 1995 – 2000
[Figure caption]	The massive increase in residential development in inner-city Melbourne overshadows the slowing growth of commercial and retail development.
[Figure source/permission]	[As the authors have created the graph, there is no need for a source line.]
[Figure number]	Figure 4
[File name]	Figure 4.jpg
[Figure title]	Highrise buildings taking over the Melbourne landscape
[Figure caption]	The cluttered skyline is a product of the '90s.
[Figure source/permission]	Photograph by P. Wilmott, 2001. Reproduced with permission of the National Library of Australia.

## Labels embedded *within* figures

Try to include as much information as possible in the *caption* for the figure, which appears in the main body of the article. Where you need to have textual labels embedded by an image program within the figure itself (as opposed to having the label/s in the caption), it is important that you follow these font specifications **to ensure that your labels will be legible**:

- **Headings** should be the equivalent, approximately, of Arial 9 point as it displays in Word when printed.
  - **Non-headings** should be the equivalent of Arial 8 point.
- 

# Tables

## General

All tables will be converted to images as part of the production process, and it is very important that these specifications are followed to ensure that tables are legible.

Unlike images, tables can be embedded within the main Word document if they are created in Word. If they are created in Excel, each table should be presented as a separate file named 'table 1.xls', 'table 2.xls' etc.

As stated under the heading 'Tabs' (p. 9) any information that contains tabbed spaces should be replaced with a table, as tabbed spaces are automatically converted to a single space and the formatting will be lost. Presenting the information in a table is the only way to ensure the formatting/correct spacing is retained. This sort of table does **not** have to be labelled according to the instructions 'Labelling your tables' (p. 13) as long as the table remains embedded in the main Word document.

## Table specifications

### Acceptable file types for tables

Tables can be submitted as the following:

- .doc format (Word) (can be embedded in the main document)
- .xls format (Excel) (must be supplied as a separate file)

All tables will be converted to images by the ePress, so it is **vital** to follow the 'Table structure and formatting' guidelines below to ensure that the tables remain legible.

### Maximum size of tables

The maximum print size of the page is 130 mm wide x 175 mm high. This means that tables cannot be any larger than **130 mm x 175 mm**. If the table is larger than this it will be split across more than one page. It is the author's responsibility to ensure that large tables are structured so that they can be split logically across more than one page, where it is evident that this will happen.

### Font size within tables

- Headings should be 9 point Arial
- General table text and numbers should be 8 point Arial

These specifications must be followed to ensure the table text will be large enough to be legible when the ePress converts the tables to images.

## Alignment and decimal places

**Text:** General text should be left aligned.

**Numbers:** where numbers are comparative (such as a list of changing mathematical values) rather than descriptive (like a map number or the date), the numbers should be right aligned so that they are easier to compare. If the numbers are descriptive they can be aligned as desired.

**Decimal places:** where numbers include decimal places, all numbers should have the same number of decimal places and should be aligned along the decimal point, in order to facilitate easy reading. Always have a zero before a decimal number that is less than one. For example, 0.5 or 0.017.

## Borders

All borders (external and internal) should be 1 point width. Specify the widths for borders in Word tables by using the 'Format, borders & shading' dialog box.

## Sample table

Table is 130 mm wide by 150 mm high  
(maximum height available is 175 mm)

	<b>New-economy extremely advantaged localities</b>	<b>Gentrifying/ population change advantaged localities</b>	<b>Middle-class advantaged suburban localities</b>	<b>Total</b>
<b>Socio-economic change (%)</b>				
Residential turnover	48.30	55.40	41.60	44.70
Point change in labour-force participation	1.80	0.70	0.00	-1.20
<b>Income/wealth</b>				
Average wage and salary (\$)	47,207.49	37,394.26	36,124.31	34,060.78
Income ratio	2.05	1.60	1.11	0.93
Imputation credit (\$)	2,255.83	887.46	658.03	630.01
Interest received (\$)	1,897.69	846.37	941.33	769.89
Pension receipt (%)	7.18	6.74	9.96	9.11
Rental assistance (%)	3.29	5.90	4.01	4.90
<b>Occupational characteristics (%)</b>				
Educated professionals	48.20	39.60	34.90	27.60
Vulnerable occupations	8.30	11.40	13.00	16.70
<b>Industry characteristics (%)</b>				
New-economy	31.60	24.20	22.50	19.10
Mass goods and services	35.70	40.80	38.60	36.40
Construction	3.70	3.90	6.00	6.40
Mass recreation	8.80	10.50	7.30	7.30
Distribution and transportation	7.10	7.10	8.30	8.70
Old-economy	4.70	4.30	7.70	9.70
Agriculture	0.67	0.71	0.62	2.60

Headings are 9 point Arial.

A 'zero' before the decimal point for numbers less than one.

Numbers are right aligned, and aligned along the decimal point.

All borders are one point in width.

Non-headings are 8 point Arial.

General text is left aligned.

All numbers have the same number of decimal places.

## Labelling your tables

The main word document should include the following labelling information outside the table: the table number, the file name (if the table is not embedded in the main Word document), the table title and/or a descriptive paragraph about the table, and the table source where applicable. For example:

[Table number]	Table 1
[Table name]	Table 1.xls
[Table title]	Unoccupied 'townhouse' dwellings by suburb, 1996
[Table caption]	Note that columns marked with an asterisk indicate that the majority of its townhouses are in complexes of more than six storeys high.
[Table source or permission acknowledgement]	Source: ABS 1996

Note: if you have an **embedded** table in your document which you've had to create to maintain formatting that was originally created with tabs (see 'Tabs' on p. 9), you do not need to label that particular table. However, all other tables must follow these labelling instructions.

## Remove automatic linking to your tables

If you have created automatic links between your table and all textual references to the table (ie 'See table 4 for details', where the text is a link), you must remove these links before submitting your article for publication. The formatting that creates the automatic link is incompatible with the publishing process and will result in the reference to the table number disappearing, creating text that looks like this: 'see for details'.

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# Symbols, non-English characters, and equations

## Symbols that don't display

Due to software limitations, not all symbols, **non-standard** characters (including non-English characters) or mathematical equations display in the PDF or html.

Symbols and equations that stand in a paragraph on their own (ie, without surrounding text) are fine, as these can be converted to images. However, it is much more difficult to insert images directly into the text, so **wherever possible please avoid using non-standard characters, symbols or equations.**

What is meant by non-standard characters, symbols and equations? Any character that is:

- not found on a standard (English-language) keyboard; or
- is inserted using a mathematical program such as MathML; or
- is inserted using the font 'symbol' or 'Greek', and any other non-English fonts; or
- is inserted by selecting 'insert' from the Word toolbar and selecting a symbol that is not from the Arial or Times font within the ASCII decimal font.

## Which symbols do display?

All symbols found on the keyboard display.

Almost all symbols inserted by selecting 'Insert > Symbol > Symbol' on the Word toolbar, and selecting either the Arial or Times New Roman font, and the ASCII (decimal) subset WILL display – see the screenshot below. The five symbols that don't display have a diagonal red line through them; but the left and right angled quotation marks, < and > – can be found on the keyboard in any case.

## A screenshot of inserted symbols that display

Choose 'Symbols' from the tab menu

Choose 'Arial' font from the menu

Choose 'ASCII (decimal)' from the menu

## Hints

- Use characters from the keyboard wherever possible, with superscript and subscript, rather than inserting symbols or using a maths program: ie an equation such as  $D=\{x_1, y_1), \dots, (x_N, y_N)\}$  should be created on the keyboard.
- Wherever possible use words instead of symbols. For instance use this:

It has been chosen to consider acceptable all the predictions that assigned to all the "validation mines" a score class greater than 15.

rather than this:

It has been chosen to consider acceptable all the predictions that assigned to all the "validation mines" a score class  $\geq 15$ .

- Please advise your Managing Editor if the use of non-standard characters, symbols or mathematical equations is essential to your paper.

## If you are using a maths program, please note the following

The ePress does not have the software to edit equations made using a mathematics program. Therefore ensure that all equations are large enough to be legible – at least 12 point font size in Times New Roman, or 10 point in Arial. If there are any errors in equations written using maths software, the ePress is unable to edit them; the author will need to resupply the equation.

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# Audio material

## File formats

All audio files should be submitted – fully edited – as high quality .mp3 files with a bit rate of 32 bit. This will make the files playable by any user with either Quicktime or Windows Media Player, two of the most popular media players.

## Web accessibility guidelines for audiovisual material

Monash University has determined that all content published on the World Wide Web by Monash University departments must comply with basic accessibility requirements as set out in the W3C-authored 'Web Content Accessibility Guidelines 1.0 (WCAGG)'. Web Accessibility guidelines are issued by the W3C, an international consortium that sets standards for web authoring. These guidelines can be found at <http://www.w3.org/TR/WAI-WEBCONTENT/>.

The section of the WCAGG document dealing with audiovisual material is Guideline 1, 'Providing equivalent alternatives to auditory and visual content'. Note, in particular:

Guideline 1.3: "... provide an auditory description of the important information of the visual track of a multimedia presentation. Synchronize the auditory description with the audio track as per checkpoint 1.4. Refer to checkpoint 1.1 for information about textual equivalents for visual information." Note that techniques to achieve compliance with this guidelines are listed in the guidelines.

Guideline 1.4: "For any time-based multimedia presentation (e.g., a movie or animation), synchronize equivalent alternatives (e.g., captions or auditory descriptions of the visual track) with the presentation." Note that techniques to achieve compliance with this guidelines are listed in the guidelines.

Guideline 1.5: "... render text equivalents for client-side image map links, provide redundant text links for each active region of a client-side image map."

All content published by Monash University ePress must comply with these guidelines.

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# Copyright and permissions

## Who is responsible for obtaining permission to use third-party material?

It is the author's responsibility to obtain permissions for the use of all works covered by copyright. Permissions must be obtained **before** the work is delivered to the ePress for publication.

The ePress strongly advises that authors use the proforma permissions request developed by the ePress and available from your editor. While your editor can advise on permissions and copyright issues, the responsibility remains with the author to obtain all necessary permissions. This responsibility is written into the 'Contributor Agreement' that authors are required to sign when contributing papers (including book reviews and other non-standard journal material) to journals and books.

Please advise your Managing Editor immediately if there are any problems in obtaining permissions.

Permissions can take some time to obtain: the process of tracking down the copyright owner may be lengthy, as may be the process of getting a response from the copyright owner once they have been located. Therefore, it is vital that the process of obtaining permissions begins early.

## When do you need to obtain permission?

There are no 'hard and fast' rules on when permission is required. Authors should note that the guidelines set out here are merely guidelines and do not constitute legal advice. A useful reference is *Writers & Copyright* (publication #80v3, Australian Copyright Council, 1997, NSW. See <http://www.copyright.org.au/page5.html>). Authors should be aware that different countries have different copyright laws.

### Images and information from the Internet

It is important to note that while an image may be available readily on the Internet, it is still covered by copyright laws. If you want to use an image from the Internet, you should 1) seek permission to use the image; and 2) ensure that the image is large enough in physical dimensions and in dots per inch to be useful (see p. 10 for information about 'Maximum image size and minimum resolution').

### For text material

As a guide, when a whole book chapter, or the equivalent of 10 per cent of a book or article, is used, permission usually needs to be sought. However, the main criterion is whether a 'significant portion' of material has been used: one line in a poem may be significant enough to warrant permission being sought for its use, regardless of the length of a poem. The expression of an unusual idea or the quotation of a passage that has a very distinct use of language may necessitate permission being sought.

When permission is required for text material, it is usually best to contact the publisher of the material first as the publisher can advise who owns the copyright and, therefore, who to seek permission from.

Refer to the *Writers & Copyright* guide for more information.

### For non-text material

Material such as paintings, photographs, audio recordings, video recordings, digital broadcasts and so on may well be protected by copyright – and in some instances multiple people or groups of people may be copyright holders. For instance, an artist may have copyright over her/his painting, and a photographer have copyright over the photographic reproduction of the painting that appears in a book; in music, one person may have copyright to the tune, another to the lyrics, another to have copyright of the on-paper arrangement of the music and lyrics, and yet another to the audio recording.

Contact the artist/s to find out who holds copyright over the material; it may be necessary to try to locate them through a gallery or recording studio, for instance, first.

Refer to the *Writers & Copyright* guide for more information.

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# References

## The reference style is based on *The Chicago Manual of Style's* author-date style

Monash University ePress uses a modified version of the author-date system as found in *The Chicago Manual of Style* 14<sup>th</sup> edn. (Chicago: University of Chicago Press; 1993). This modified style is used for citing references to all material that has both a date and an 'author', ie: journal articles, books and book chapters, theses, movies, newspaper articles, plays, Internet pages. Other referenced material, such as unpublished transcripts or archived material, should be included in the Endnotes (see p. 22) and/or in a 'Primary sources' list. [Contact your Managing Editor](#) to find out their style for citing primary sources.

## Inline author-date citations

Inline citations should follow the 'author-date' system. They should not be numbered, nor should there be any intervening material between the author and the date, except a parenthesis if required.

The style is based on that found in *The Chicago Manual of Style* 14<sup>th</sup> edn., but has a number of modifications, as listed below.

Material that appears in brief form as an inline author-date citation should be described fully in the reference list. Note that inline citations cannot appear in abstracts, as abstracts have to function as stand-alone texts when they're online.

## Variations from *The Chicago Manual of Style's* author-date citations

- Use 'et al.' after the first author's name where there are more than two authors, rather than when there are more than three authors.
- Where a work by two family members with the same last name is cited, both last names must be provided in the author-date citation, regardless of whether the citation is to the publication or the authors' views. Use this:

[Poad and Poad \(1973\)](#) argued that the ancient pilgrimage...

rather than this:

The Poads (1973) argued that the ancient pilgrimage...

- Apart from a parenthesis, there should never be any intervening material between the author and the date, even in the endnotes.

## Examples of author-date citations

Correct:

Robin Boyd described the Australian home as a 'material triumph and an aesthetic calamity', his first task was to evoke the Australian suburb ([Boyd 1977](#), 13–14). More recently, Patrick Troy, editor of *A History of European Housing in Australia*, also placed housing history within an urban context ([Troy 2000](#)).

Correct:

Sarah [Stephen \(1984\)](#) has shown how the bohemianism of Australian painters and writers of the late nineteenth century conveyed a touch of excitement, glamour, and a little danger to thrill-seeking art patrons (p. 77). Richard [White \(1981, 88–96\)](#) has demonstrated how bohemianism reinforced claims of late nineteenth century artists and writers to be treated as professional artists.

Incorrect (because there is intervening material between the author and the date):

Robin [Boyd](#) described the Australian home as a ‘material triumph and an aesthetic calamity’, his first task was to evoke the Australian suburb ([1977, 13–14](#)).

In [1981](#) Richard [White](#) demonstrated how bohemianism reinforced claims of late nineteenth century artists and writers that they should be treated as professional artists.

Where more than one reference is made to the same cited material in a paragraph, only the first mention needs to be cited in author-date style (as long as it is clear which cited text is being referenced):

French sociologist Pierre [Bourdieu \(1993, 29–73\)](#) has shown how the illusion of artistic independence from economic values can actually make the work more valuable to consumers [...] By adopting the bohemian identity the artists declared themselves rich in what Bourdieu called cultural capital, innately gifted and *déclassé*, surmounting their origins and obscuring the humdrum business of earning their daily bread (43, 68–73).

For multiple works by the same author in the same year, in both the inline citation and the reference list, add a letter to the year to distinguish between the cited material:

In the study of Egyptian literature, later texts that depict social chaos and express pessimism have often been used to reconstruct the earlier First Intermediate Period, thought to be their referent ([Wilson 1969a, 441](#); [1969b](#); [1969c, 467](#)).

Where there is more than two author, the words ‘et al.’ should follow the first author’s name (note that this is only for the inline citation: all authors’ names should appear in the full citation). For example:

The price the client pays is not just the rendering of a specific service but his acceptance of the patron’s control over his (the client’s) access to markets and to public goods, as well as over his ability fully to convert some of his own resources ([Eisenstadt et al. 1984, 214](#)).

## Reference list

The Reference list must contain the full citation details for material referred to in an inline author-date citation (it doesn’t matter if the author-date citation is in the main body of the article or in an endnote). It may also contain details of other material used in the writing of the article but not cited directly in the paper.

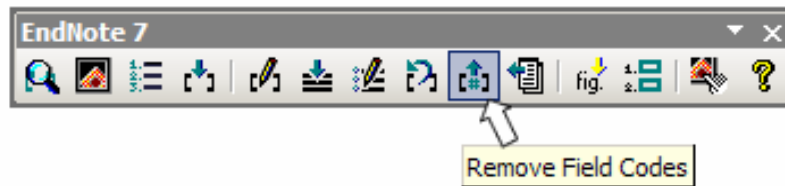
### Using ‘EndNote’ computer program to create references

If you created your Reference list using the computer program ‘EndNote’ you may need to adjust your output settings to ensure that the output complies with the style described on the next page.

## EndNote field codes must be removed

Please remove the field codes before submitting your material to the ePress. The field codes make the reference list almost impossible to work and you will be asked to re-submit your work if the field codes are left intact.

Field codes are removed using the EndNote toolbar – go to the main toolbar and click 'View' then 'Toolbars' then 'Endnote':



## Variations from *The Chicago Manual of Style's* reference list style

The ePress uses a slightly modified version of the reference list for the author-date style in *The Chicago Manual of Style* 14<sup>th</sup> edn. (Chicago: University of Chicago Press, 1993).

Variations from the Chicago Manual of Style are as follows:

- Book titles should have maximum capitals.
- All authors, editors and translators should be listed by last name, then first name.
- Where there are multiple authors, do not separate authors by 'and'. Separate them with a semicolon: Trinca, Matthew; Wehner, Kirsten.
- Your editor should advise whether full first names or initials only are to be used.
- Where a publication has multiple authors and initials only are being used for the first names, do not put full stops between the initials and separate the authors with a semi-colon. Only the final author's final initial should have a full stop.
- If an author name is repeated in subsequent references, do not replace with a three-em dash (or similar), because when a user clicks on the author-date reference link in the html there will no context to tell them who the author '———' is. Always include the author's name for each reference.

### Correct:

Van Seters, John. 1992. *Prologue to History: The Yahwist as Historian in Genesis*. Louisville, Kentucky: Westminster John Knox.

Van Seters, John. 1999. *The Pentateuch: A Social-Science Commentary*. Sheffield: Sheffield Academic Press.

### Incorrect:

Van Seters, John. 1992. *Prologue to history: The Yahwist as historian in Genesis*. Louisville, KY: Westminster John Knox.

———. 1999. *The Pentateuch: A social-science commentary*. Sheffield: Sheffield Academic Press.

- Do not abbreviate journal titles.
- Do not abbreviate city or state names (the abbreviation 'MN' may be as uninformative to a reader from Australia as the Australian abbreviation 'NT' to a reader from North America).
- Where there are multiple authors, do not separate author names by 'and'; separate them with a semicolon.
- Book chapters, journal articles, conference papers and theses should be placed within single quotation marks.
- The whole page span of journal articles should be written, rather than the second number abbreviated, and the numbers separated by an en-dash rather than a hyphen (ie 1376–1388 rather than 1376-88).
- Page numbers for journal articles should always be included, and the page span should not be abbreviated.
- For dissertations and theses, include the city before the name of the University.

## General notes on capitalisation, quotation marks and italics

Book, journal and exhibition titles should be italicised and in maximum capitals (ie, all words except articles and prepositions should be in capital letters).

Conference names should be in maximum capitals but not italicised.

Movie titles should be italicised and in minimum capitals – only the first letter of proper nouns and of the title and subtitle are capitalised.

Titles of book chapters, articles, conference papers, theses, reports, web pages and so on should be enclosed within single quotation marks. Again, minimum capitals are required.

Maximum capitals are used for the titles of book series, and for the numerical or series names of reports and discussion papers. These are not italicised.

## Examples of reference list entries

### Books

Davidoff, L; Hall, C. 1987. *Family Fortunes: Men and Women of the English Middle Class, 1780–1850*. 2<sup>nd</sup> edn. London: Routledge.

Healy, Chris; Witcomb, Andrea, eds. 2006. *South Pacific Museums: Experiments in Culture*. Melbourne: Monash University ePress.

### Book chapters

Chant, Barry. 1994. 'The nineteenth and early twentieth century origins of the Australian Pentecostal movement'. In *Reviving Australia: Essays in the History and Experience of Revival and Revivalism in Australian Christianity*, edited by Hutchinson, Mark; Piggin, Stuart. Sydney: Centre for the Study of Australian Christianity.

### Multi-volume books

Davies, R., editor. 1965–1983. *A History of the Methodist Church in Great Britain*. 4 vols. London: Epworth Press.

### One volume of a book

Randall, J O. 1979. *Pastoral Settlement in Northern Victoria*. Vol. 1 of *The Coliban District*. Melbourne: Queensbury Press.

### Book in a series

Bloch-Smith, Elizabeth. 1992. *Judahite Burial Practices and Beliefs about the Dead*. Journal for the Study of the Old Testament Supplement Series, 123. Sheffield: Sheffield Academic Press.

Roberts, Adam. 2000. *Fredric Jameson*. Routledge Critical Thinkers. London: Routledge.

### Journal articles

Hindmarsh, D. 1999. '“My chains fell off, my heart was free”: Early Methodist conversion narratives in England'. *Church History* 68 (4): 910–929.

Cronon, William. 1992. 'A place for stories: Nature, history and narrative'. *Journal of American History* (March): 1347–1376.

Westbrook, R. 1990. 'Adultery in ancient law'. *Revue Biblique* 97 (3) (October): 542–580.

Runions, Erin. 2004. 'Biblical promise and threat in U.S. imperialist rhetoric, before and after September 11, 2001'. *The Scholar and Feminist Online* 2 (2). Accessed 18 August 2003. Available from: <http://www.barnard.edu/sfonline/reverb/runions1.htm>.

## Theses or dissertations

Perry, Ronald D. 1975. 'History of domestic servants in London, 1850–1900'. Ph.D. thesis, Washington: University of Washington.

Stanley, Peter. 1984. "'Don't let Whyalla down": The voluntary war effort in Whyalla, 1939–1945'. B.Litt. diss., Canberra: Australian National University.

## Conference proceedings

Wheeler, P J; Peterson, J A. 2005. 'Time-series delta changes at Lakes Entrance, Victoria, Australia (1889–2005): Correlation with catchment management events'. A poster paper presented at the National Oceanic and Atmospheric Administration (NOAA) GeoTools '05 Spatial Technology Conference. 7–10 March; Myrtle Beach, South Carolina. Accessed 23 November 2005 Available from: <http://www.arts.monash.edu.au/ges/research/Gis/public/conf.html>.

Kunapo, J; Chandra, S; Peterson, J; Brady, C. 2005. 'Optimisation of process flow for high resolution DEM generation via digital photogrammetry: Test of options with and without ancillary data'. Proceedings of SSC 2005 Spatial Intelligence, Innovation and Praxis: The National Biennial Conference of the Spatial Sciences Institute. September; Melbourne, Victoria: 1388–1392.

## Reports and discussion papers

Eardley, T. 1998. 'Working but poor? Low pay and poverty in Australia'. SPRC Discussion Paper No. 91. Social Policy Research Centre, University of New South Wales.

Junakaw, P; Kapuscinski, C. 1992. 'The costs of unemployment in Australia'. Economic Planning Advisory Council Background Paper no. 24. Canberra: AGPS.

Senate Community Affairs Reference Committee. 2004. 'A hand up not a hand out: Renewing the fight against poverty'. Report on Poverty and Financial Hardship. Canberra: Senate Community Affairs Reference Committee.

## Web pages

Note: if the publication date is not known, the year that the web page was accessed is cited in lieu of the date of publication.

Bureau of Meteorology. 2005. 'Significant weather – June 1998'. [Internet]. Australian Government. Accessed 27 July 2005. Available from: [http://www.bom.gov.au/inside/services\\_policy/public/sigwxsum/sigwx0698.shtml](http://www.bom.gov.au/inside/services_policy/public/sigwxsum/sigwx0698.shtml).

Bush, George W. 2002. 'President promotes compassionate conservatism'. [Internet]. San Jose, California: The White House. Released online 30 April 2002. Accessed 14 March 2004. Available from: <http://www.whitehouse.gov/news/releases/2002/04/20020430-5.html>.

Burchell, D. 2002. 'The western Sydney factor'. *Australian Policy Online*. Accessed 11 March 2004. Available from: <http://www.apo.org.au>.

## Further reading lists

If you would like to include a 'Further reading list', please follow the style in the *The Chicago Manual of Style*.

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## Endnotes

To include primary sources or add supplementary textual notes to the main body of the text, please use endnotes (not footnotes). The endnotes should be numbered, with the numbers in superscript; use the automatic numbering system in Word or RTF if you are familiar with this feature.

Endnotes can include inline citations, using the author-date system as detailed above. The material referenced here as an inline citation must also be cited fully in the reference list.

Do not place the numbering for endnotes in the following places:

- the abstract
- the author name/s
- the author biography
- the article title or subtitle
- any headings

The number for the endnote will not display in any of the above locations; therefore the readers will not know the endnote is there.

# PART TWO: Style guide

---

## Spelling and usage

### General information

As an Australian publisher, the ePress prefers Australian spelling, rather than American. Use:

‘ise’ rather than ‘ize’ (realise, organise)

‘our’ rather than ‘or’ (colour, behaviour)

‘re’ rather than ‘er’ (theatre, centre).

(See also ‘Double “l” or single “l”’, p. 26.)

However proper nouns, such as World Health Organization, retain their own spelling (and punctuation) as this forms part of their title.

For all issues of spelling and hyphenation not covered in this guide, please consult *The Macquarie Dictionary* 3<sup>rd</sup> edn. (New South Wales: The Macquarie Library Pty Ltd; 1999). Where this does not answer your question, a useful reference for issues of usage and style is *Modern Australian Usage* (2<sup>nd</sup> edn), Oxford University Press, Melbourne, 1997.

### A

#### acknowledgment

#### alumni

The singular form of ‘alumni’ is ‘alumna’ for a female and ‘alumnus’ for a male.

#### ampersand

Do not use ampersands (&) in general text; use ‘and’. An ampersand may be used in charts and tables where space is tight, or where it forms part of a company’s official name.

#### appeal against

Don’t adopt the American style, which drops the preposition.

#### appendixes

### B

#### backup

#### bookshop

#### bookstores

### C

#### café

#### chairperson or chair

#### chief executive officer

It is acceptable to abbreviate to CEO on second and subsequent references.

#### common law

#### commonplace

#### commonsense

## **compared with, similar to**

### **comprise**

'Comprise' does not take a preposition. It means 'include' or 'encompass'. For example:

The seminars may comprise undergraduate and graduate students.

But

The seminar is composed of students.

The word 'of' does not follow the word 'comprise' or 'comprises'.

### **continuous, continually**

'Continuous' means unceasingly; 'continually' means repeatedly.

### **cooperate**

### **coordinate**

### **co-worker**

not 'coworker'.

### **currency**

A\$100

NZ\$5000

US\$6000

## **D**

### **database**

### **defence/defense**

Use 'defence' (Australian spelling). Note, however; 'defensible' and 'defensive', etc.

### **dialog/dialogue**

Use 'dialogue' when using the word in its traditional sense, as a conversation between more than one participant. If the word is being used as a computer term, use 'dialog'.

### **disabled**

Do not use 'handicapped'.

### **discriminatory language**

Use non-discriminatory language.

Do not use racist language, nor language that denigrates individuals or groups of people on the basis of their gender, religion, nationality, sexual preference or gender identity.

It is acceptable to use the plural form to avoid saying 'he or she' when the reference is not to a specific person. 'He/she' is also acceptable. Alternatively, the sentence can be rephrased to remove the need for a reference to 'she' or 'he'.

#### **Avoid**

he (to mean either/both/all genders)  
chairman  
spokesman  
policeman  
manageress (and similar)

#### **Use**

they; he/she; she/he  
chairperson; chair  
spokesperson  
police officer  
manager

## **E**

### **ecommerce**

### **ellipses**

ellipses is plural; ellipsis is singular.

### **email**

### **epress**

Use 'epress' for a generalised reference to an electronic press, but 'ePress' when referring to Monash University ePress.

**enquire/inquire**

Use inquire.

**F****fax**

Preferred over facsimile. Lowercase, unless it forms the first word in a line. For example:

Contact Jane Smith:  
Telephone: 9876 5432  
Fax: 9876 5431

**fewer**

(see also 'less', p. 26.)

Use 'fewer' when referring to people or countable objects, not 'less' (which usually applies to quantities and uncountable masses):

Fewer than 20 students signed up for the new course.

'Twelve items or fewer' (yes, this is the grammatically correct form, but have you ever seen it in a supermarket?).

**focused, focusing****H****hi-tech****homepage****I****inquire/enquire**

Use inquire.

**in to, into**

The two mean different things:

The boy ran in to (toward) the goals and managed to score.

The boy ran into (hit) the goals and hurt his forehead.

**instalment****install****installation****its and it's**

The word 'its' is already in the possessive form, in the same way that 'her' or 'their' already indicate possession:

its house                  her house                  their house                  your house

Therefore an apostrophe is not needed to create a possessive.

An apostrophe is only used after 'it' when the word is an abbreviation of 'it is':

It's a lovely day = It is a lovely day

It's morbid = It is morbid

It's a sure sign = It is a sure sign

Unless the word is being used as an abbreviation for 'it is', do not use an apostrophe.

**J****judgment****L****lead-up**

**less**

(See also 'fewer', p. 25.)

Less refers to an uncountable mass or volume:

There is less love in the world today than there was in the '60s.

The yellow bucket has less sand than the red bucket.

The glass is less than half full.

'Less' can also be used for a non-specific amount:

My shopping bill was less than it was last week.

**licence/license**

licence is a noun:

She renewed her driver's licence.

license is a verb: 'to license' or 'licensed to'.

The cafe was licensed to sell alcohol.

**double 'l' or single 'l'**

For words such as labelled/labeled, travelled/traveled.

In both of the above examples, the words with the double 'l' are spelt according to Australian spelling conventions (the ePress style), and the single 'l' words use US spelling conventions.

Use Australian spelling for these, as indicated by *The Macquarie Dictionary (3<sup>rd</sup> edition)*. However, if you do not have access to the Macquarie and this style guide doesn't answer your query, the general rule is that you use 'll' if the word is two or more syllables, but only one 'l' if the word is one syllable. For example: hailed, hailing; pedalled, pedalling.

Note that 'instalment' is an exception to this rule.

**M****more than**

When referring to something that can be counted, use 'more than' rather than 'over':

The concert attracted more than 2000 music-lovers.

But

Derek is over 180 centimetres tall.

**multimedia****myriad**

Like 'comprise', 'myriad' does not take a preposition:

She had myriad reasons not to accept the offer.

**N****newsgroup****nonetheless****number**

When abbreviating, use 'no.' for number and 'nos' (without the full stop) for numbers.

**P****page**

Use 'p.' to abbreviate 'page', and 'pp.' for 'pages'. Both 'p.' and 'pp.' should have a space before the number.

**per cent****percentage**

### **practice/practise**

practice is a noun: the practice, a practice, *'A Country Practice'*.

practise is a verb: to practise, practising.

### **program**

## **Q**

### **quotations**

In quotations the original spelling and punctuation are retained. (See also 'Quotations and quotation marks', p. 41.)

## **T**

### **Titles**

See 'Capitalisation', p. 27, and the Reference section's 'General notes on capitalisation, quotation marks and italics', p. 20.

## **U**

### **under way**

## **W**

### **websites**

When including the URL of a website, please use the full URL:

<http://www.epress.monash.edu>

<http://www.theaha.org.au>

### **web terms**

Common web terms are usually written as one word, except where an acronym is involved:

webpage, download, homepage, website, cyberspace, CD ROM

## **Y**

### **yours**

This word does not take an apostrophe.

---

# **Capitalisation**

## **General**

Please refer to the *Style manual for authors, editors and printers* 6<sup>th</sup> edn. (Canberra: John Wiley & Sons Australia, Ltd; 2002) for further information about capitalisation.

### **acts of parliament**

Maximum capitalisation:

Residential Tenancies Act 1997

### **armed forces, military titles**

Full names of armies, navies, air forces, etc, are capitalised:

Royal Australian Air Force

Royal Australian Navy

### **astronomical terms**

Capitalise names of stars, planets, satellites etc. Capitalise 'Earth' when it is used as the planet name; lowercase it when it is used to mean soil, or in a phrase such as 'the earth sciences'.

## brand names, registered trademarks

Brand names and registered trademarks are capitalised. For example:

Kleenex      Weetbix      Mobil      Biro

Whenever possible, use generic terms:

tissue      breakfast cereal      petrol station      ballpoint pen

*The Macquarie Dictionary* (3<sup>rd</sup> edn) indicates that a name is a registered trademark by putting '[Trademark... ]' in the listing. However it does not capitalise the trademarked word, so be aware of this and do not simply look for a capitalisation in the listing. For example:

biro... *noun* a ballpoint pen. [Trademark; named after Laszlo *Biro*, 1900–85, Hungarian inventor] (p. 214).

## committee names

Committee names generally are not capitalised. However, if lowercase style causes confusion among readers, capitalise are acceptable.

## conference names

Use maximum capitalisation for both title and subtitle of the conference. For example:

Monash International Banking Conference: Insights into Islamic Banking

## cultural movements, periods and styles

Numerical period designations are lowercase unless part of a proper name:

eighteenth century  
Eighteenth Dynasty

Generally, most historical or cultural period names are lowercase except for proper names and adjectives (baroque period, colonial period, romantic period, but Victorian era), or to avoid ambiguity (Middle Ages, Renaissance).

Capitalise names of cultural movements and styles if they are derived from proper nouns; otherwise they should be lowercase:

Doric, Gothic, Pre-Raphaelite

But

baroque, classical, cubism, dadaism, postmodernism.

## department

Capitalise 'department' when it is included as part of the full title of the department name:

The Department of Business Law and Taxation

But use lowercase when the name is shortened or used informally:

... the Business Law and Taxation department.

## government

Lowercase when used generically; uppercase when referring to a specific government:

The government of the day ruled that...

The Federal Government has announced an inquiry into safe injecting rooms.

## government departments

Lowercase when used generically; uppercase when referring to a specific department:

All education departments have been asked to meet new funding deadlines.

The NSW Education Department sought legal advice on the student's claims.

## government ministers

Lowercase when used generically or when the person no longer holds the position; uppercase when referring to a specific minister:

Coalition education ministers have agreed to new guidelines for private school funding.

The new Minister for Education, Science and Training, Ms Julie Bishop, addressed the conference.

Former prime minister Bob Hawke said...

## governor, governor-general

Lowercase when used generically; uppercase when referring to a specific governor:

State governors have been invited to meet the Queen in Sydney in September.

Australia's Governor-General, Major General Michael Jeffery, opened the new building.

## head

Lowercase, as in 'the head of the School of Asian Languages and Studies'.

## Indigenous Australians

Spell with a capital when referring to Australia's Indigenous population, but use lowercase when referring to the indigenous populations of other countries.

## Internet

Uppercase. But 'the net' is lowercase.

## official titles and positions

Use maximum capitalisation for a person's official title only when it is given in full (whether or not accompanied by his or her name):

The Minister for the Environment and Heritage, Senator Ian Campbell, stated that climate change in the Murray-Darling Basin...

When the title is shortened, however, it should be written in lowercase:

Yesterday, environment and heritage minister Senator Ian Campbell stated that climate change in the Murray-Darling Basin...

There are a few exceptions to this rule: use capitals when referring to the present Prime Minister, the present Treasurer, the present Australian monarch, and foreign heads of state:

The Prime Minister would not be swayed.

There was outcry over the Treasurer's budget cuts.

The Queen's last visit...

The President of the United States of America warned that... after which the President claimed...

It is **not** desirable to have a mixture of full and abbreviated titles, as in the following example:

The education, science and training minister, Ms Julie Bishop, met the Vice-Chancellor of Monash University, Professor Richard Larkins, to discuss the matter.

The sentence should be rephrased:

The Minister for Education, Science and Training, Ms Julie Bishop, met the Vice-Chancellor of Monash University, Professor Richard Larkins, to discuss the matter.

## subheadings and subtitles

All levels of subheadings within manuscripts should use minimum capitals – only the first letter of the first word and proper nouns should be capitalised:

The changing face of Australian

The first word appearing after a colon or semicolon should be capitalised in subheadings and subtitles:

Sigmund Freud: The early years

Lockdown: Pentridge riots

Regional habitat model: Structure and initial construction

Please note that this applies to subheadings within the body of the Word document only. It does not refer to the presentation of titles or subtitles of quoted sources, either within the body of the document or within the Reference list. Details for citations and the Reference list will be provided in the near future.

## World Wide Web

Uppercase. But 'the web' is lowercase.

---

# Numbers, dates and time

## Numbers

In tables it is acceptable to abbreviate the word 'number' to 'no.' (singular) and 'nos' (plural – no full stop). If used repeatedly, it may also be acceptable in prose.

### Numbers and symbols in prose

Spell out numbers one to nine within body text, unless they are written as a percentage or accompany a symbol or a unit of measurement (such as am or pm, a distance or weight measurement, and so on). Numbers 10 and above, or in decimal point, should be in figures.

Page numbers below 10 do not need to be spelled out unless they are part of the running text:

Lot two of the new land releases...

When a number is accompanied by a symbol or a unit of measurement, the number should always be written as a figure. There should be no space between the number and its corresponding symbol, although there should be a space between the number and an abbreviated unit of measurement (except within tables – see 'Numbers and symbols in tables' on p. 31):

180°	5 p.	pp. 147–173
£347.00	18 mm	100 kph
8" x 10"	11 am	300 dpi

Write 'per cent' as two separate words, but 'percentage' as one. If the number is a percentage, write the number as a figure if it is over nine:

There was a 19 per cent increase in productivity.

If a number starts a sentence, spell it out in full. For this reason, avoid starting a sentence with a number if the number is long.

In body text, use a comma (with no space after it) to aid readability of numbers *over* 9999. Do not use a comma with four-digit whole numbers:

4000 or 8475, for example, up to 9999. (As opposed to 4,000 or 8,475 or 9,999.)

Where the number goes into tens or hundreds of thousands, insert a comma before the thousand:

10,000                      763,485                      87,998

Where the number goes into the millions, write the amount in words and figures as follows:

6 million                      7.485 million                      104 million

## Numbers and symbols in tables

In tables, write numbers as figures and use symbols (such as '%') rather than words. To conserve space and aid readability, do not put a space between the figure and its symbol, nor between the figure and its unit of measurement:

25%	14°	£1097.00
8kw	1000km	5ml

However, if the symbol is used repeatedly in a column of a table, to avoid repetition and crowding, place the symbol in the label for the column:

Use this:

Yearly rainfall	%
Jan	3
Feb	8
March	10

Rather than this:

Yearly rainfall	
Jan	3%
Feb	8%
March	10%

## Currency

Do not put a space between the currency indicator and the dollar sign.

A\$100  
NZ\$5000  
US\$6000

## Spans of numbers

### En dashes

Spans of numbers are separated by an en dash, a dash that is the width of an 'n' (it is slightly longer than a hyphen). Press 'control + minus' (the minus on the number keypad) to create an en dash. This may not work on a Mac. An alternative method is as follows: select 'Insert' from the Word toolbar; select 'Symbol' from the dropdown menu; from the Symbol dialog box, select the 'Special characters' tab; select 'En Dash' from the list of characters in the Symbol dialog box; click OK.

Use an unspaced en dash (an en dash with no space on either side of it) when joining entities that are the same:

240–246 Albert Street  
pages 128–136 or pp. 27–28  
6–9 pm  
14–18 April

But use a spaced en dash (an en dash with one space on either side) when joining complex entities:

6 am – 9 pm  
5 April – 8 March  
45 BC – 86 AD

### Number spans for pages

When citing page number spans, do not abbreviate the second number. This goes against common publishing practice. The following format applies for both inline citations and for citations of page spans in journal articles and book chapters (etc) in the reference list.

#### Correct

pp. 124–127  
pp. 2314–2319  
pp. 72–78  
pp. 364–366

#### Incorrect

pp. 124–7  
pp 2314–19  
pp. 72–8  
pp 364–6

### Spans of years, dates and times

Do not use the en dash as a replacement for 'and' in the phrase 'between... and...', or as a replacement in a 'from... to...' phrase. In these situations, use the whole year for each occurrence, and use words rather than the en dash symbol:

#### Correct

between 1960 and 1969  
from 1984 to 1987  
between August and November  
2004

#### Incorrect

between 1960 and '69  
from 1984–1987  
between August–November 2004

Use a spaced en dash when joining complex entities and if the final element of the date repeats, write it only once, at the end of the span:

#### Correct

18 May – 13 July 2004  
8 am – 1 pm

#### Incorrect

18 May 2004 – 13 July 2004  
8 – 1 pm  
8 am–1 pm

Where the phrasing of the sentence does not have a two-sided expression ('to – from'; 'between – and'), the last two digits only of the year are retained. unless the unofficial century (ie 2000 instead of 2001) changes:

2000–01                      1311–17                      1919–23                      1877–91

There are two exceptions to this. The first is when the century changes – note that this is the **unofficial** version of the century (for example, the year 2000 denoting the start of the new century, rather than 2001). When dates span more than one 'century', all four digits are retained:

1999–2000                      1499–1500                      1886–1726 BC                      1666–1826

The second exception is when the year span is part of a title or subtitle – you may decide that it's better to include both years in full (separated by an en dash).

Use a spaced en rule when joining complex time spans:

47 BC – 30 AD      1200 BC – 118 AD

## Dates

### In body text

The preferred formats are as follows:

February 1988

8 February 2004 (without the zero before the '8' in body text. In a table the zero may be used.)

If the day is also included, separate it with a comma:

Tuesday, 2 March 2004

Spell out the month in full (except in tables).

Spell out 'twentieth century', and so on.

There is no apostrophe in full year (plural) dates such as:

1960s      1800s

However, where the years have been abbreviated there is an apostrophe to replace the missing numbers:

'The '60s were good years.'

'The Roaring '40s...'

In these instances, where the apostrophe occurs at the start of the word, please ensure that the apostrophe is facing the correct way – ie, that it looks like an apostrophe rather than an opening quotation mark.

### In tables

The following shortened forms, without full stops, are preferred in tables:

Jan, Feb, Mar, Apr, May, Jun, Jul, Aug, Sep, Oct, Nov, Dec

### Decades

The preferred style is to use numerals rather than text – don't use apostrophes:

1970s, 1980s, 1990s.

## Time

There is a space between the number and the am/pm definer: 8 am, 5 pm.

No full stops in 'am' or 'pm'. Use a full stop rather than a colon to separate the minutes from the hours. If there are no minutes specified, do not put in '00' to represent the minutes, unless one half of the equation has minutes specified.

Use an unspaced en dash to separate time:

10.30–14.30      12–2 pm      6.30–8.00 pm

However, where 'am' and 'pm' are stated, and the time span changes from one to the other, a spaced en dash is required:

10 am – 2 pm      3.20 pm – 4.20. am      11.40 am – 12.00 pm

---

# Punctuation

## General information

For all issues of punctuation and style not covered by this guide, please consult *Style Manual For Authors, Editors And Printers* 6<sup>th</sup> edn. (Canberra: John Wiley & Sons; 2002).

Please note that proper nouns, such as Methodist Ladies' College, retain their own punctuation as the punctuation forms part of the title.

## Abbreviations and contractions

### Abbreviations

(See also 'Full stops', p. 40, and 'Latin abbreviations', p. 34.)

Abbreviations are words where the first or last few letters have been omitted:

p. (for 'page' – note that the plural form is 'pp'.)

vol. (for 'volume')

Prof. (for 'Professor')

ed. (for 'editor')

phone (for 'telephone')

no. (for 'number' – note that the plural form is 'nos' without the full stop.)

Abbreviations that have the last few letters omitted should be followed by a full stop to indicate the missing letters.

However, there are a couple of exceptions to this rule:

- months of the year abbreviated in tables do not need the full stop (see 'Dates' p. 33).
- the word 'fax' does not take the full stop. (This is because it is often followed by a colon in a list of contact details, and in prose the word 'fax' is so commonplace that placing a full stop after it would interrupt the flow of the sentence.)

Abbreviations that have the first few letters missing do not usually take an apostrophe to signify the missing letters (as in the old fashioned *'phone*). Generally these expressions are in common usage and do not need the apostrophe.

### Latin abbreviations

Latin abbreviations do not take full stops except when 'etc' concludes a sentence.

Use a comma before 'ie' and 'eg', but not before 'etc'. Use a comma after 'etc', except at the end of a sentence.

Keep the 'v' in versus lowercase.

### Contractions

Contractions are words that have letters in the middle of the word omitted. The final letter of the word remains the same as if spelled out in full; therefore the word is not an abbreviation and does not require a full stop.

Contractions that are nouns do not require an apostrophe to replace the missing letters:

Mrs                  Rd                  dept                  Pty Ltd                  eds

However, in other words an apostrophe is used to replace the missing letters:

cont'd                  doesn't                  wouldn't                  g'day

## Acronyms

Acronyms should be spelled out in full the first time they are used, with the acronym in brackets. Subsequent references should use the acronym only (unless it is not a common or well known acronym, or could be confused with another acronym). Do not use full stops in acronyms:

NSW, not N.S.W.

ANZAC, not A.N.Z.A.C.

Do not add a full stop, nor an apostrophe, to make an acronym plural:

There were seven CEOs in the room.

Use an apostrophe to show possession, however, as per normal:

The CEO's biggest regret was the third quarter budget deficit.

The CEOs' meeting was attended by...

When referring to an acronym, use the appropriate article for the way the term is spoken, not spelled:

an FBI agent

a CEO

an RACV member

a URL

## Apostrophes

Apostrophes are used in two main ways: to replace omitted letters in a word (don't, couldn't, cont'd) and to show ownership (Moi's politics, Freud's theories, Nefertiti's subjects).

### Singular nouns and collective nouns not ending in s

These words take 's:

the researcher's laptop

Howard's war

Freud's theories

the department's research

history's tradition

time's fell hand

the family's holiday

the cattle's paddock

Friday's seminar

There are some exceptions to this: for instance, 'tableau' becomes 'tableaux'. Please consult *The Macquarie Dictionary* (3<sup>rd</sup> edn), for questions of pluralisation not covered in this document. Where *The Macquarie Dictionary* offers more than one possible plural form, please use the first form suggested.

### Singular nouns ending in s

Where the singular noun ends in s, add 's – unless the noun is a Biblical name, in which case it takes only an apostrophe:

Davis's performances

Strauss's compositions

But

Jesus' parables

Herodotus' writings

### Plural and collective nouns not ending in s

Where the plural noun does not end in s, add 's

children's playtime

the staff's lunch room

### Plural common nouns ending in s

Plural common nouns that already end in s simply have an apostrophe added after the s:

The girls' school bus

the lecturers' seminars

critical theorists' writings

## Plural proper nouns ending in s

For plural proper nouns (ie the names of people, organisations and so on that are capitalised) that end in s add 's:

the Wilsons's holiday (plural of Wilson is Wilsons, + 's)

the Joneses's family holiday (plural of Jones is Joneses, + 's)

## Where the 'possessive' belongs to more than one person

In this situation only the last person in the grouping has their name apostrophised:

Simon and Garfunkel's music

John and Mary's wedding

However, if the 'possessed' does not 'belong' to both or all parties (for instance, if John and Mary had both had weddings, but not to one another), then both or all names would require apostrophes to indicate that they each had separate 'possession':

John's and Mary's weddings

Simon's and Geldof's music

## Words that are both singular and plural, and end in s

Where words are both singular and plural and end in s, add an apostrophe only, after the s, to make the possessive:

the scissors' edge

## Unusual expressions

Rarely, in unusual expressions, apostrophes are used to create plurals as an aid to reading clarity:

Dot your i's and cross your t's.

## Apostrophes and acronyms

For acronyms that are written in capitals, do not use an apostrophe to create a plural form. Merely add the s:

NGOs

MPs

URLs

PDFs

## Apostrophes and dates

There is no apostrophe in full year dates, such as 1960s (see 'Dates', p. 33). However, where the years have been abbreviated there is an apostrophe to replace the missing numbers: the '60s were good years (make sure that the apostrophe is facing the correct way – ie, that it looks like an apostrophe rather than an opening quotation mark).

## Apostrophes in adjectival phrases

For the following, there is no apostrophe because the phrase is adjectival (descriptive) rather than possessive:

bachelors degree    girls school    travellers hostel    masters degree

In each of these cases the first word describes the noun – it is a school for girls; it is a guide for travellers; it is a degree at the bachelors/masters academic level. The girls don't own or 'possess' the school, neither do the travellers own the hostel.

## Apostrophes in expressions of time

Do not use apostrophes in expressions of time that denote *more than* one day, week or month, etc:

In six months time

Four days work

The apostrophe is omitted because it seems to be more descriptive than 'possessive'.

However, where the reference is singular, use the apostrophe:

A month's holiday

The day's journey

The year's taxation records

## its and it's

The word 'its' is already in the 'possessive' form, in the same way that 'her' or 'their' already indicate possession:

its house

her house

their house

your house

Therefore an apostrophe is not needed to create a possessive.

An apostrophe is only used after 'it' when the word is an abbreviation of 'it is':

It's a lovely day = It is a lovely day

It's morbid = It is morbid

It's a sure sign = It is a sure sign

Unless the word is being used as an abbreviation for 'it is', do not use an apostrophe.

## Articles

For words beginning with 'h', use 'a' rather than 'an':

a historical event

a hotel

a humorous turn

a herbal remedy

When referring to an acronym, use the appropriate article for the way the term is spoken, not spelled (see 'Acronyms', p. 35).

## Bullet points

The introductory phrase preceding a list of bullet points should end in a colon. For individual bullet points no ending punctuation is needed unless the bullet point is a complete sentence, in which case a full stop is required. However, the last bullet point in a list should conclude with a full stop. If each bullet point consists of, or begins with, a sentence fragment, no initial capital is used. The word 'and' may be omitted from the end of the second last bullet point.

Disciplines offered at Clayton include:

- art history
- engineering
- marketing
- management
- science.

Where the introductory sentence is a complete sentence, each point is capitalised and ends with a full stop.

The report contained three key findings about stray animals in the Toolong area:

- Stray dogs are primarily male.
- Facilities for housing stray dogs are inadequate.
- Responsible dog ownership is a poorly understood concept among Toolong residents.

## Commas

(See also 'Latin abbreviations', p. 34.)

(continued over)

## In lists of items

Where there are several items listed in a sentence and separated by commas, there is no comma before the final 'and'.

His sandwich was filled with lettuce, cheese and tomato.

However, if confusion is likely to result from the omission of the comma, leave it in:

The boy ate pancakes, sausages, and ice-cream with topping.

(Compare: 'The boy ate pancakes, sausages and ice-cream with topping.' It sounds like everything had topping.)

## To enclose additional or parenthetical information

Commas are also used to enclose additional – parenthetical – information within two parts of a sentence. The sentence would still make sense if the additional information was removed. Commas are needed both before and after this additional information:

The field study was cancelled.

The field study, which contained unethical methodologies, was cancelled.

The additional middle clause gives specific information about why the field study was cancelled. However the sentence would still be accurate and correct without this information. Compare this with the sentence below:

The field study that contained unethical methodologies was cancelled.

This sentence tells us more about which class was cancelled, rather than why. It contains the implication that no other study was cancelled, and this is because in this sentence, the phrase 'that contained unethical methodologies' is not an extraneous, removable part of the text: it is not additional material but 'defining' material. Note that there is no need for a comma before 'was cancelled'. In this sort of situation either both commas are needed or neither; it depends on whether the material is extra or whether it is integral to the meaning.

To decide whether the commas should enclose the middle clause, decide first of all if the meaning of the sentence becomes incorrect without the clause. If the meaning becomes incorrect without the clause then commas should not be used. If the sentence is still accurate without the additional information, then both commas are needed. (See also 'Common comma errors', p. 39.)

## After an opening clause or phrase

Commas are often used after an opening clause or phrase:

At the end of the day, it was all she could do to climb into her sleeping bag.

After the students had discussed the hike in fees, they decided to stage a non-violent protest.

For example, the Indonesian orangutang population could be extinct within ten years.

However, St Andrews was the only church that did not have stained glass windows.

The comma can often be omitted if the clause/phrase is short and the omission doesn't cause confusion:

Before the meeting she reviewed the documentation.

## To separate unrelated numbers

If two sets of unrelated numbers are given side by side, a comma can be used to separate the numbers as an aid to clarity:

By 1995, 33 per cent of the Australia's population was not so inclined.

## Common comma errors

Commas are frequently put in the wrong location around parenthetical material (this error is very common when clauses are joined with 'and' or 'but'). The sentence should still make sense and be grammatically correct if the material between the commas is removed:

Correct: The truck arrived at 8 am but, because the owner was still in bed, the driver had to wait.

Incorrect: The truck arrived at 8 am, but because the owner was still in bed, the driver had to wait.

Commas are often incorrectly put between a subject and its verb, particularly when the sentence is long:

Correct: Honours students at Monash's School of Applied Sciences and Engineering found that it is uneconomical for homeowners to install conservation equipment because water is so inexpensive.

Incorrect: Honours students at Monash's School of Applied Sciences and Engineering, found that it is uneconomical for homeowners to install conservation equipment because water is so inexpensive.

Correct: The professor whose research paper had been plagiarised decided to take legal action.

Incorrect: The professor whose research paper had been plagiarised, decided to take legal action.

Correct: The actors who were rehearsing for Bell Shakespeare's forthcoming production of *Hamlet* spent most of their time in the theatre.

Incorrect: The actors who were rehearsing for Bell Shakespeare's forthcoming production of *Hamlet*, spent most of their time in the theatre.

Often only one comma is put around parenthetical information. Two are required:

Correct: Barbara Gould-Davis, who worked as a librarian, was a remarkable author in her own right.

Incorrect: Barbara Gould-Davis, who worked as a librarian was a remarkable author in her own right.

Incorrect: Barbara Gould-Davis who worked as a librarian, was a remarkable author in her own right.

## Dashes

(See also 'Numbers, dates and time', p. 30.)

Generally, hyphens join and dashes separate. A hyphen is the shortest of the horizontal punctuation lines; dashes are longer, traditionally represented by the en dash, the em dash or the double em dash.

The ePress style calls for en dashes ( – ) rather than em or double em dashes. Press 'control + minus' (the minus on the number keypad) to create an en dash. This may not work on a Mac. An alternative method is as follows: select 'Insert' from the Word toolbar; select 'Symbol' from the dropdown menu; from the Symbol dialogue box, select the 'Special characters' tab; select 'En Dash' from the list of characters in the Symbol dialog box; click OK.

En dashes within sentences have one space before and one space after them when they are used as a pair to bracket an independent clause, or at the end of a sentence to introduce a sentence fragment. Do not use more than one set of en dashes in any given sentence.

She smiled sweetly then – to my horror – pulled out the evidence.

Imagine my horror when she reached into her bag – and pulled out the evidence.

Unspaced en dashes are used to link items that still retain their separate entities (it is because they retain their separate entities that an en dash is used rather than a hyphen):

The American–Australian Free Trade Agreement

hand–eye coordination

However, where an entity is complex (ie, more than one word long) a spaced en dash is required:

The New South Wales – Victoria border...

## Ellipses

Ellipses should begin immediately after the word they follow, with no space either after the word or between the dots – this allows Word to auto-format the full stops as ellipses. There is, however, one space after the final dot. There should always be exactly three dots in an ellipsis.:

Correct: Menendez (1988) stated that ‘following the procedure, the patient’s vital signs... had improved remarkably’.

Incorrect: ‘the patient’s vital signs...had improved’

Incorrect: ‘the patient’s vital signs . . . had improved’.

Incorrect: ‘the patient’s vital signs..... had improved.’

Where a quoted sentence ends with an ellipsis, it is not necessary to add a final full stop:

Correct: According to Sendjaya (2005), ‘Outsourcing vendors promote the economic argument that competition keeps production costs lower... There is little evidence that local (onshore) outsourcing saves much money. Those studies confirming substantial savings... investigated relatively simple, standardised services...’

## Full stops

Only one space follows a full stop at the end of a sentence – and indeed, at the end of all punctuation marks.

See also ‘Abbreviations and contractions’, (p. 34.) and ‘Latin abbreviations’ (p. 34).

## Hyphens

(See also ‘Dashes’, p. 39, and ‘Numbers, dates and time’, p. 30.)

Generally, hyphens join and dashes separate.

For words and phrases not covered in this style guide, *The Macquarie Dictionary* (3<sup>rd</sup> edn) is the preferred authority on whether a term in noun or verb form is run together, hyphenated or kept as two words.

A few general usages and rules:

Hyphens are used to join compound nouns and adjectives, eg:

anti-apartheid

two-year-old

Hyphenate compound adjectives (including measurements) used before a noun, eg:

a three-year course      a long-lost friend      a first-year student

Hyphenate compounds including words such as 'all', 'self' and 'half', eg:

a real self-starter      half-hearted efforts      all-knowing      all-seeing

Do not use a hyphen after adverbs ending in 'ly':

An exceptionally well respected academic

But:

A well-respected academic

## Quotations and quotation marks

Use single quotation marks for direct quotations, and double quotation marks for a quote within a quotation.

Single quotation marks can also be used to signify emphasis in an unusual phrase; however, be very wary of overusing this technique.

Be aware that longer or significant quotations may require copyright permissions (see 'Copyright and permissions', p. 15).

### Indented quotations

As a rule of thumb, quotations that are longer than five lines, or about 60 words, should be indented on the page (these are known as 'indented quotations'). **Do not use tabs or the space bar to indent quotations.** Do not enclose indented quotations in quotation marks.

#### How to create an indented quotation

- Place your cursor in the paragraph that you want to transform into an indented quote (or, if it is more than a paragraph, select the all the text that you want to transform into an indented quote).
- Select 'Format' from your Word toolbar.
- Select 'Paragraph' from the dropdown menu.
- In the 'Paragraph' dialog box, make sure you have the 'Indents and Spacing' tab selected.
- In the section headed 'Indentation', set the left and right indentations to 2 cm.

### Retain spelling and punctuation

The spelling and punctuation of the original source should be maintained, even if it is not 'correct' by today's standards or according to this style guide.

### Truncated or edited quotations

If the source quotation is truncated, either in the middle or at the end of the quotation, use ellipses to mark the point of the omitted material. Do not use ellipses at the start of the quote, even if material has been omitted there.

If the wording is adjusted slightly to fit the grammar of the sentence, put the interpolation within [square brackets].

### Punctuation marks within and around quotations

Quotations that are inset do not need quotation marks. In the examples that follow, the quotations are inset only so that they stand out as examples; in an actual publication they would not be long enough to warrant being inset.

If the quotation comprises the whole of the sentence, the closing punctuation mark should occur within the quotation marks:

'It is not unheard of for archaeological sites to be defiled by the amateur archaeologist.'

If the quotation is only a part of the sentence, punctuation should go outside the quotation mark:

James Mellaart lamented that 'It is not unheard of for archaeological sites to be defiled by the amateur archaeologist'.

Mellaart deplored the state of archaeology, claiming sites were being 'defiled by the amateur archaeologist'.