

## **Notes for contributors**

*Australian Studies* is a refereed journal. Articles submitted to *Australian Studies* should be original works and should not be under consideration for any other publication at the same time. If another version of the article is under consideration by another publication, or has been, or will be published elsewhere, authors should clearly indicate this to the Editor at the time of submission.

### **Presentation**

Authors are responsible for ensuring that their manuscripts conform to the journal style. The Editors will not undertake retyping or extensive reformatting of manuscripts before publication. Articles not following these guidelines may be returned to the author before reformatting.

All articles should be formatted for A4. The main body of the text should be presented in Times New Roman font (size 12), be 1.5-spaced, and the margins justified. Do not double space between paragraphs. Each article should include the following information as below:

**Article title (size 16 font, centred)**

**AUTHOR'S NAME (size 14 font, centred and in capitals)**

*Author's institutional affiliation (size 12 font, centred and italicised)*

Author's email address (size 12 font, centred)

*This information should be followed by a short abstract, describing the main points of the article (size 12 font, justified, and italicised)*

Keywords: five or six short keywords which are most relevant to the article's contents  
(centred)

The first line of each paragraph should be indented to 1.25cm, and all pages should be numbered at the bottom right of the page. References should be supplied as endnotes, be numbered consecutively using Arabic numerals and 1.5-spaced, and begin on a new page at the end of the article. Please do not use footnotes.

Articles should be of no more than 8,000 words in length, and review articles about 4,000 words. As *Australian Studies* is an electronic journal, article length may be negotiable, but if contributors wish to exceed these limits they should consult with the Editor in advance of submission. The Editor regrets that word limits cannot be lengthened retrospectively.

All diagrams, charts, graphs and illustrations should be referred to as figures and consecutively numbered, and integrated into the article. Tables should contain only essential data. Each figure must be given an Arabic numeral and be referred to in the text, and to aid in the editing process tables should be saved as text or an image using the appropriate function within your word processor. When using images, it is the author's responsibility to gain permission from the copyright holder for their reproduction and pay any copyright fees; such permissions should be submitted by the author along with their articles. Images should be of a good quality (at least 300 dots per inch).

Authors should also submit a brief biography with their articles, which could include details of academic or other status, institutional affiliation, recent publications, current research interests and memberships (especially if office-bearing) of learned societies or other official bodies.

Copyright in articles published in *Australian Studies* rests with the publisher.

### **Spelling**

Please use British English spelling and punctuation. Please use '-ise', '-isation' etc.

Please use capitals sparingly. Use for titles and for unique institutions, but lower case for provincial organs and lower-grade offices. Capitalise 'Party' in a title, otherwise lower case. Capitalise 'left' as a noun, otherwise lower case.

e.g.

Prime Minister Whitlam

Australian National University

Australian Labor Party, but ‘the party’s membership stood at three million’

‘the Australian Left’, but ‘left-wing politicians’

### **Quotations**

Quotations over 50 words should be indented, beginning at 1.25cm and ending at 14cm, and separated from the main text by one line above and below.

Please use single quotation marks, except for a quote-within-a-quote, for which double quotation marks should be used. Ellipses should be enclosed in square brackets.

e.g.

‘As documents, they often ended with the formal phrase “and in duty bound will ever pray” – a deferential expression of gratitude offered for whatever favour the petition writer anticipated’.

### **Referencing**

#### **Books**

Author’s name as it appears on the book’s title page, title italicised, with capitals for principal words, place of publication and date of publication in parentheses, page reference:

e.g.

John Gascoigne, *The Enlightenment and the Origins of European Australia* (Cambridge, 2002), 114.

John McLaren, *Writing in Hope and Fear: Literature as Politics in Postwar Australia* (Cambridge, 1996), 14-35.

### Articles

Author's name, title of article within single inverted commas with principal words capitalised, title of journal italicised, volume number, date, (place of publication then date if a chapter in a book), page reference:

e.g.

Hamish Maxwell-Stewart, 'The Rise and Fall of John Longworth: Work and Punishment in Early Port Arthur', *Tasmanian Historical Studies*, Vol. 6 (1999), pp.96-115.

Zoe Laidlaw, 'Closing the Gap: Colonial Governors and Unofficial Communications in the 1830s' in Simon J. Potter (ed.), *Imperial Communication: Australia, Britain and the British Empire* (London, 2005), pp.47-89.

### Subsequent references

A reference to a single source in the previous note may be replaced by '*ibid.*', though clusters of '*ibids*' should be avoided if at all possible. In later notes, this should be altered to the author's surname, a contraction of the work's title, and page number(s). Do not use '*op cit*'.

e.g.

**First reference:** Grace Karskens, "'This Spirit of Emigration": the Nature and Meanings of Escape in Early New South Wales', *Journal of Australian Colonial History*, Vol. 7 (2005), pp.1-34

**Next note:** *Ibid.*

**Subsequent notes:** Karskens, 'Emigration', p.12

### Unpublished research

Name of author, title, degree, awarding university and date of award in parentheses:

e.g.

Tim Causer, “Only a Place Fit for Angels and Eagles”: the Norfolk Island Penal Settlement, 1825-1855. (PhD thesis, University of London, 2009).

### Web references

Author (if applicable), italicised title of website, url, date of access:

e.g.

*The Proceedings of the Old Bailey: London’s Central Criminal Court, 1674 to 1913*, [www.oldbaileyonline.org](http://www.oldbaileyonline.org), accessed 10 Sept 2009

### Official publications

British official publications should be listed under the name of department, or as Parliamentary Papers, noting the paper number. For foreign official papers, place the name/abbreviation of the country before the department:

e.g.

House of Commons 1822 (448) *Report of the Commissioner of Inquiry into the State of the Colony of New South Wales*

### Newspapers

Italicised title of newspaper, date, page number if available:

e.g.

*The Times*, 7 June 1863, p.4

*Sydney Morning Herald*, 8 Jan 1844

### Archival and manuscript material

Item, series description in parentheses, series reference code, and repository (with repository name abbreviated after first citation). The series description is required on only the first reference to that particular series:

e.g.

James T. Morisset to Colonial Secretary, 16 Jan 1833, (Colonial Secretary's Correspondence, Letters Received), NRS905 4/2566 Reel 769, State Records New South Wales

**First reference:** John Lloyd (Conduct Registers of Male Convicts Arriving Under the Assignment System on Strength in November 1844), CON34/1/6 1060, Archives Office of Tasmania

**Later reference:** Lloyd, CON34/1/6 1060, AOT.

### **Submission**

All articles and cover sheets should be submitted electronically to the Editor, Professor Elizabeth Schafer ([e.schafer@rhul.ac.uk](mailto:e.schafer@rhul.ac.uk)). Authors will be supplied with a PDF of the final version of their article.