

NOTES ON HOUSE STYLE

(UPDATED, JANUARY 2009)

The decisions of the editor(s) are final.

MANUSCRIPT PRESENTATION

1. Papers should be submitted by email, as an MS Word attachment to the Editor, Professor Tanya Fitzgerald (t.fitzgerald@latrobe.edu.au)
2. Put your name, institution and contact details on a separate page at the beginning of the file. All pages should be numbered.
3. Articles submitted to *History of Education Review* should not be under consideration by any other journal, or have been published elsewhere, and the email accompanying the submission of any manuscript should contain a clear statement to this effect.
4. Authors will be required to assign copyright to the journal. The author is responsible for securing permission to reproduce all images, captions, illustrations etc.

STYLE

1. Use 8pt Verdana, 1.5 spaced, margins 35 mm. Block quotes to be indented 25 mm left and right. All references are contained in footnotes. All footnotes should be entered using the footnote facility in MS Word.
2. The maximum length for a manuscript is eight thousand words, including footnotes. Contributions are not required to reach maximum length.
3. Avoid the use of sexist, racist and otherwise discriminatory language, except in quotations.
4. Subheadings are flush to the left margin, bold and not capitalised.
5. Avoid the use of US spelling. Use UK English (or equivalent).
6. Use italics, not bold, for emphasis.
7. Use italics for foreign words or phrases which have not been fully accepted into the English language: check your dictionary.

USE OF CAPITALS

1. When in doubt, don't.
2. Capitals should be used for titles of specific appointments, commissions or institutions, but not for general references. First use of a title should be given in full. If, after having introduced the full title, an abbreviated form is used, the capital letter should be retained: the National School Board...the Board.
3. Where there is any likelihood of confusion, capitals should be used in words which have a different meaning without them: an Act, the Opposition, the State.
4. Use lower case for subjects taught at school except where they have a capital in any case: thus, algebra but Euclid.

ABBREVIATIONS

1. Use a full stop after an abbreviation, as: Vic., but not after a contraction which ends with the same letter as the word itself, as: Qld, Dr., etc. **Note:** editor is abbreviated to ed. Whereas editors is abbreviated to eds
2. Symbols for currency or units of measurement have no full stop: 5 km, 23 lb, £140 10s 6d.
3. For abbreviations which consist of capitals, use no full stops as NSW, NZCER, except for personal names (Nancy M. Sheehan) and for academic degrees (B.A., Ph.D.).
4. When a person's name is introduced give the personal and family names (given and surnames). Later uses should be of the family/surname or the personal/given name but not both.
5. Plurals of abbreviations which take an 's' do so without an apostrophe: MPs, Revs.

QUOTATIONS

1. Use single quotation marks except for a quotation within a quotation, which then requires double quotation marks.
2. Quotations of forty or more words should be indented, without quotation marks.
3. Within a quotation use the spelling and punctuation of the original. Use [sic] in such quotations to indicate that the original really spells or reads thus. Do not use [sic] to express your amusement or contempt. Your interpolations, if any, are contained within square brackets.
4. If omitting material from a quotation, use three ellipsis points: as... followed by a single space. Do not use ellipsis points at the beginning or end of a quotation.

NUMBERS

1. Numbers and ordinals up to one hundred are spelled out: twenty five, three Rs, fifty-sixth anniversary.
2. Numbers over one hundred are given in figures: 276; except for round numbers: two hundred, five thousand, six million.
3. With a succession of quantities use figures: there were 361 children in attendance at the 5 schools: 180 were boys, 181 were girls, and there were 12 teachers present.
4. For percentages: 91 per cent, not 91%.

DATES

1. These are shown as: 15 January 1970.
2. Months, whether in the text or note, should be spelled out in full.
3. 1870s, 1900s - no apostrophe.

REFERENCES

The Chicago Notes System, developed by the University of Chicago, is widely used by the social sciences and sciences disciplines. For full information on this style, see *The Chicago Manual of Style* (15th edn) or <http://www.chicagomanualofstyle.org/contents.html>. There is now an EndNote output style available at <http://www.endnote.com/support/enstyles.asp> and look for TF-L Chicago British footnotes only

- (a) **Book:** Firstname Lastname, *Title of Book* (Place of publication: Publisher, Year). For example: Marjorie Theobald, *Knowing Women: Origins of Women's Education in Nineteenth Century Australia* (Cambridge: University of Cambridge Press, 1996). Subsequent references: Lastname, *Title* (short title: for example, *Theobald, Knowing Women*.)
- (b) **Chapter:** Firstname Lastname, 'Title of Chapter', in *Title of Book*, ed. Firstname Lastname (Place of Publication: Publisher, Year), pages. For example: Sara Delamont, 'The Contradiction in Ladies Education', in *The 19th Century Woman: Her Cultural and Physical World*, ed. Sara Delamont and Lorna Duffin (London: Croom Helm, 1976), 134–163. Subsequent references: Lastname, 'Title of Chapter'. (short title)
- (c) **Journal article:** Firstname Lastname, 'Title of article', *Journal Name* Vol (year): pages. For example: Sandra Holton, 'The Suffragist and the Average Woman', *Women's History Review* 1 (1992):19–44. Subsequent references: Lastname, 'Short Title'.
- (d) **Conference paper:** Firstname Lastname, 'Title of Paper' (Paper presented at Name of Conference, Place, Year).
- (e) **Parliamentary publications:** House of Commons, 'Present and Future Role of the Assistant Chief Education Officer', *Sessional Papers, 1982–83, Prison Education*, 25 April 1983, vol. 2, par. 9.14, p. 102.
- (f) **Thesis:** Firstname Lastname, 'Title of Thesis' (degree [abbreviated], Name of University, Year).
- (g) **Newspaper article:** Firstname Lastname, 'Title of Article', *Title of Newspaper*, Date.
- (h) **Internet document:** Author. 'Title of Document', Site Owner, URL.