

THE AUSTRALASIAN JOURNAL OF IRISH STUDIES

STYLE GUIDE

In order to facilitate the publishing process, please follow these guidelines in preparing the final manuscript. If there are any questions about specific details not covered in this style guide, please contact one of the editors.

Article Format

- Microsoft Word not pdf
- Times New Roman font
- All text in article to be justified on left and right sides
- Single space between sentences (single press of spacebar after full stop)
- Size 11 font
- Automatic indent of 0.5cm for first line of each paragraph (not tab)
- No indent after quotes
- The title of the article should be in capital letters and size 14 font, and it should be centred.
- The author's name should appear under the title, not in capital letters, in size 14 font, and centred.

Editorial Styles

- **Spelling:** In general, follow the Australian Government Printing Service style manual, latest edition. In particular use:
 - ise rather than ize
 - focuses rather than focusses
 - programme rather than program
 - retain the mute 'e' in **judgement, acknowledgement, etc.**
- **Capitals:** Keep the use of capitals to a minimum. Other than for proper names, use only when lower case would cause ambiguity. Titles should only have capital letters when they are before the person's name Prime Minister Kevin Rudd, but not after, 'Kevin Rudd was prime minister', except when the meaning is ambiguous.
- **Abbreviations:** The use of abbreviated titles in the text should be avoided. Those in common usage (ABC, ACTU, ALP) are acceptable (no stops). Lengthy titles can be reduced to a shortened form (whole words) after the first reference. The names of Australian states (Tasmania, South Australia, etc.) and Irish counties should be spelled out in full. For Irish counties, use County not Co. so County Kerry. Avoid use of abbreviations such as i.e. and e.g. in the text.
- **Contractions:** Contractions, which are distinguished from abbreviations by the presence of the final letter, do not require stops (Dr, Mrs, Fr, etc.).
- **Italics:** All book titles and journal titles should be italicised, and so should foreign

words, unless they are in common English usage (elite, laissez faire, coup d'état). Irish names for positions and bodies need not be italicised, all correct accents should be included (taoiseach, Dáil Éireann, Sinn Féin).

- **Hyphens:** Keep to a minimum and use only where omission would cause ambiguity. Compound adjectives (middle-class opinion) require hyphens.
- **Dashes:** For spans of dates and numbers, use an unspaced en-dash. For parenthetical dashes, use an unspaced em-dash.
- **Apostrophes:** Omit from decades (1840s, 1930s). For the possessive form of a word ending in 's', spell as pronounced (Menzies' policy, Adams's statement, Powers' distillery).
- **Numbers:** Spell out numbers from one to ten; use numerals from 11 onwards. Do not begin a sentence with a numeral. Where several numbers above and below ten occur in the same sentence, use numerals (He provided 100 cows, 35 sheep and 8 pigs.). Use numerals for percentages (13 per cent) and spell out 'per cent' as two words. When citing page numbers in the endnotes, the abbreviation 'p.' should be used, with a single space after the 'p.' For a span of pages, or more than 1 page, the abbreviation pp. should be used, with a space after the 'pp.'.
- **Currency:** Use '£' for pounds, 's' for shillings (no stop), and 'd' (no stop) for pence (£12 3s 5d). Use € for Euro. If there is any ambiguity between currencies, ie Australian and US dollars use AUD and USD, otherwise use \$ sign.
- **Dates:** Dates should be shown in the form: day, month and year (13 December 1948)
- **Punctuation:** Use commas to mark a significant pause in a sentence. Where they are used to define clauses and bound phrases they must be in pairs (Fermanagh, which has many lakes, is a lovely county).
- **Tables/Illustrations:** Where tables or illustrations are to be included, full captions need to be supplied by the author.
- For the pronoun referring to God or Jesus Christ use lower case. Ie God in all his mysteries.

Quotations

- **Arabic numerals** must be used for endnote references
- **25 words or more**
 1. Separate from main text by colon at end of text
 2. No quote marks
 3. For quotes within the quotation, use single quote marks
 4. Indent 1 cm for whole quote, using indent in Word (not tabs)
 5. Size 11 font
 6. Reference number at end of quote
- **Fewer than 25 words**
 1. Run on in the text
 2. Enclose within single quotation marks

3. **Double quotation marks** should be used for quotations within quotations

- **Interpolations:** Indicate with square brackets: [...]
- **Ellipsis:** Indicate with three dots: ... [not spaces between dots]
- To break a line of poetry use / with spaces on either side

Illustrations

Illustrations relevant to the article are welcome.

The final page size is B5, all illustrations will be scaled to fit this size.

Please supply high definition jpeg or tiff of any illustrations in at least 300 dpi.

We can only publish gray scale or black and white illustrations.

Please include in your text a caption for each illustration, including copyright details.

Permissions

It is the responsibility of the author to obtain and/or purchase all necessary permissions to use illustrations or extensive quotations outside the ‘fair usage’ requirement [approximately 10% of a published work]. If permissions are not available at the time of final submission for publication, the illustration or quotation will have to be omitted from the published article.

Tables

Tables and figures relevant to the article are welcome. When formatting tables please be aware that the final page size is B5. It would be helpful if tables are formatted to fit a B5 size page so that all columns and information are correct at this size. Please provide a caption for all tables, including relevant referencing.

ENDNOTES

Format

- Size 10 font
- Single space between lines and paragraphs

First Reference

Books

Author's initials or first name, surname, title (in italics), place of publication, publisher, and date of publication should be included, with page reference(s) preceded by p. or pp.

Patrick O'Farrell, *Vanished Kingdoms: Irish in Australia and New Zealand. A Personal Excursion*, Sydney: New South Wales University Press, 1990, pp. 1-

21.

Where a reissue or a subsequent edition is cited, put the date of the original edition in brackets after the title, or the edition number after the title without brackets.

G.C. Lewis, *Local Disturbances in Ireland* (1836), Cork: Tower Books, 1977.

Patrick O'Farrell, *The Irish in Australia: 1788 to the Present*, 3rd ed., Sydney: UNSW Press, 2000.

All significant words in the title should be capitalised. Use a colon to separate main title from subtitle, and place of publication from publisher's name.

Place of publication should be given as a city or town, with the state indicated afterwards for American publications: thus, Atlanta, GA, or Washington, DC. In the case of Australia, suburbs should not be used: thus Sydney (not St Leonards or Kensington), Brisbane (not St Lucia), and Melbourne (not Carlton or Ringwood). If the book was published outside a state capital or Canberra, the state should be given after the town name: thus Rockhampton, QLD; Launceston, TAS; Orange, NSW. For publications in Ireland or England outside major cities, include the name of the county or shire: thus Tralee, Co. Kerry; Stroud, Gloucestershire.

In citing page numbers, do not repeat numerals, except in the case of numbers between 10 and 19 (232–5, but 112–15).

Chapters in Books

Author's initials or first name, surname, title of chapter (in single quotes), in... (as for a book) should be included.

Oliver MacDonagh, 'The Irish in Australia: a General View', in Oliver MacDonagh and W.F. Mandle (eds), *Ireland and Irish-Australia: Studies in Cultural and Political History*, London and Sydney: Croom Helm, 1986, pp. 155-74.

Note that ed. is an abbreviation but eds is a contraction. The first therefore requires a stop, but not the second.

Articles in Journals

Author's initials or first name, surname, title of article (in single quotes), name of journal (in italics), volume (vol.), year of publication and page reference(s) should be included.

Rebecca Pelan, 'Dramatic Tiers: Contemporary Women's Drama from Northern Ireland', *The Australian Journal of Irish Studies*, vol. 1, 2001, pp. 167-75.

Newspapers

Provide title (in italics, but without the definite article), full date, and page number if available. If there is more than one newspaper of the same name, indicate the city or town of publication.

Sydney Morning Herald, 12 May 1972, p. 5.
Freeman's Journal (Sydney), 17 March 1867, p. 2.

Archival Sources

The range of possible citations for **unpublished** or **manuscript** sources is too great to allow for a definitive rule covering all cases. In general, however, authors are asked to keep as best they can to the following format: 1) the author's name; 2) then the type of document should be cited with its date; 3) followed by the name of the archive; 4) next the name of the collection; and 5) finally, the file number within the collection that identifies the particular document.

Thomas Russell, Journal, 5 April 1793 (National Archives of Ireland [hereafter NAI], Rebellion Papers, 620/20/33).

If there are to be multiple references to a particular archive, then its name should be abbreviated (NAI, NLI, PRONI, PROV) after the first citation.

The first citation to any **official** source, such as parliamentary debates, acts of parliament or reports of committees and commissions, should give the title in full. The title should be given exactly as used in the source, do not change to fit into this style guide. Thereafter this may be abbreviated to a short title and date, with volume and page numbers in arabic numerals.

Department of Administrative Services (Awards and National Symbols Branch), *Australian Flags*, (Canberra, Australian Government Publishing Service, 1995).

In complicated endnotes referring to several archival sources, commas should be used to separate different pieces of information about the one source, and semi- colons to separate different items.

Websites

'Historians and the *Commentarius Rinuccinianus*'
<http://commentarius.co.uk/content/historians-and-commentarius-rinuccinianus>, viewed 17 May 2009.

Theses

Author's initials or first name, surname, title of thesis (in single quotes), type of thesis, name of university and date of completion should be provided, with the relevant page reference(s).

Chris McConville, 'Emigrant Irish and Suburban Catholics: Faith and Nation in Melbourne and Sydney, 1851-1933', PhD thesis, University of Melbourne,

1984, pp. 202-12.

Interviews

Oral sources should be cited as follows:

P.J. Murphy, interviewed by author, 4 June 1989.

Subsequent References

Full details of each book, article or other source cited should always be given in the first endnote in which it is referred to, as set out above. Thereafter:

- a **short title** should be used as appropriate
- **op.cit.** should be avoided
- but **Ibid.** (not in italics or bold) should be used where one footnote is the same as its predecessor, although the page number(s) may be different.

For example:

- Use the author's surname only, followed by a short title and the relevant page number(s): O'Farrell, *Vanished Kingdoms*, p. 21.
- If the next reference is to the same work, use: Ibid., pp. 23-4.
- If the next reference is to the same work and the same pages, just use: Ibid.

The Editors, *AJIS*