

THE AUSTRALASIAN JOURNAL OF IRISH STUDIES

STYLE GUIDE

The Australasian Journal of Irish Studies (AJIS) is a peer-reviewed academic journal. Authors submitting articles to be considered for publication must follow *AJIS*'s preferred style as regards the writing, referencing and setting out of their work. Failure to do so will mean that an article cannot be accepted and may be returned for revision.

The guidelines below are intended to assist authors with presenting their work in *AJIS*'s required style, but they cannot hope to explain all relevant issues definitively. Therefore, if an author has a question about anything covered in this guide—or not covered in it—they should seek the advice of one of the journal's editors, whose email addresses are listed on p. 10 at the end of the document.

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1. Word Length

Articles, **including footnotes**, should be between **6,000 and 10,000 words** in length. The editors cannot accept articles that are significantly outside these limits.

2. Format

- Documents must be in **Microsoft Word** (not PDF).
- **Times New Roman** font should be used in the article.
- The **article's title** should be in size 14 font and centred, with capital letters throughout.
- The **author's name** should appear under the title, not in capital letters, but in size 14 font and centred.
- An **abstract** of no more than about 100 words, in size 12 font, should appear under the author's name and before the beginning of the article. In it the article's topic, research questions and/or principal arguments should be summarised.
- For the **text** of the article, **size 12 font** is required.
- All the **text** should be **justified** on both the left and right sides.
- The **lines** of the article's text should be **1.5 spaces** apart.
- A **single space** should appear **between sentences** (requiring a single press of the spacebar after a full stop).
- **Sub-headings** should be used to separate the contents of the article in a logical fashion. They should be in size 12 font, their key words beginning with capital letters; they should also be justified to the left and in italics: for example, *Irish Female Convicts in Australia*.
- The **first line of the article should be justified to the left**, as should the first line of a paragraph immediately **under a sub-heading**.
- The **first lines of all other paragraphs** should be **indented by 0.5 cm using Tabs**.
- To indicate **short direct quotations** in the body of the text, **single inverted commas** should be used, with double inverted commas only used for quotes within quotes.
- A **full stop at the end of a sentence containing a quote** should be outside the closing inverted comma: for example, *Ulysses* begins with 'plump Buck Mulligan ... in a yellow dressing-gown'. However, if a **complete sentence is a quote**, then the full stop should come before the closing inverted comma: for example, 'The only way to get rid of a temptation is to yield to it.'
- **Footnote numbers** in the text should be in **Arabic** (not Roman) numerals and they should generally appear **at the end of the relevant sentence(s)**, after the full stop. (Note that *AJIS* is now using footnotes, not endnotes as previously.)
- If an article is quoting a work of **literature**, instead of using numerous footnotes, a **page reference** to the particular edition of the work can be **inserted between round brackets after a direct quote**: for example, 'My real name is Thady Quirk' (p. 1).
- Note that **bibliographies are not required** with articles.
- In addition, authors should supply a **short biography**, no more than 50 words in length, which contains details of their current position and research interests, plus information on any recent publications and any grants or awards they have received.

3. Style

- **Spelling:** Authors are advised to follow the *Style Manual* of the Australian Government Printing Service (7th ed., 2020), which is available online at: www.stylemanual.gov.au. Note, however, that Australian and New Zealand spelling generally follows British and Irish spelling (not American): so, for example, centre (not center) and labour (not labor). In particular, also use: ... ise (not ... ize); focuses (not focusses); programme (not program); and retain the mute ‘e’ in judgement and acknowledgement.
- **Capital Letters:** These should be used at the beginning of sentences, in headings and titles, and in the names of persons, places or organisations. Otherwise, they should be kept to a minimum and only employed when lower case might cause ambiguity. Words like ‘Catholic’ and ‘Protestant’ should have capitals, but not words like ‘nationalist’ and ‘unionist’. Personal titles should only have capital letters when they come immediately before a name: for example, ‘President Mary Robinson spoke’; but, otherwise, ‘when Mary Robinson was president’. Deities’ names should have capital letters, but not pronouns referring to the deity: for example, ‘God and his commandments’ or ‘Athena and her helmet’.
- **Abbreviations:** Those in common usage can be used, preferably with the name given in full first and the abbreviation indicated in brackets, without full stops: for example, first New South Wales (NSW), followed subsequently by NSW; first United Kingdom (UK), then subsequently UK; first United States (USA), then subsequently USA. Irish county names should be given in full: for example, County (not Co.) Kildare. Abbreviations, such as i.e., e.g., or etc., should not be used in either the text or the notes.
- **Contractions:** These are distinguished from abbreviations by the presence of the final letter, as well as the first letter, and do not require full stops. The following should be used without full stops: Dr, Fr, Ms, Mrs and Mr.
- **Italics:** All book titles and journal titles should be italicised, and so should non-English words, unless they are in common usage: for example, elite, laissez faire, coup d’etat. Frequently used Irish names for positions and organisations do not require italics either, but accents should be included: for example, taoiseach, Dáil Éireann, Sinn Féin.
- **Hyphens:** These should be kept to a minimum but used where their omission might cause ambiguity. Hyphens should also be used with compound adjectives: for example, middle-class opinion; Irish-Australian community; nineteenth-century literature.
- **Dashes:** Again, these should be kept to a minimum. If parenthetical dashes are used, they should be long unspaced em-dashes: for example—. For spans of dates or numbers, shorter unspaced en-dashes should be used: for example–. However, dashes should not be used to introduce lists, the correct punctuation before a list being a colon.
- **Apostrophes:** These should not appear in decades: for example, use the 1840s (not 1840’s). Do not abbreviate decades with apostrophes: for example, use the 1970s (not ‘70s). For the possessive form of a word or name ending in ‘s’, write it as it is generally pronounced: for example, Adams’s statement, but Powers’ distillery.
- **Numbers:** Spell out the numbers one to ten in words, using numerals for 11 upwards. Do not begin a sentence with a numeral. Where several numbers above and below ten occur in the same or consecutive sentences, use numerals: for example, ‘she owned 20

cows, 10 sheep and 8 pigs'. If a number is in the thousands, insert a comma: for example, 5,000 or 100,000. For millions, as with numbers, use one to ten million but 11 million plus. If a fraction is included, however, use numerals: for example, 1.5 million or 8.75 million. Use numerals for percentages and spell out 'per cent' as two words: for example, 7 per cent or 20 per cent (not percent or %). When citing page numbers in the notes or the text, the abbreviation 'p.' should be used for a page, 'pp.' in the plural, with a space after the full stop and before the number: for example, p. 10, or pp. 10, 25, or pp. 10–25.

- **Currency:** For pounds or punds, use £; for shillings, use 's' without a full stop; and for pence, use 'd' without a full stop: for example, £12 3s 5d or £12,000. For euros, use €, and for dollars, use \$. If there may be ambiguity as to the type of dollar, then use AUD for Australian dollars, NZD for New Zealand dollars and USD for American dollars.
- **Dates:** Dates should be given in the following order, day, month and year: for example, 13 December 1948. Note that days should be indicated by a simple numeral (not 13th). In the text and the notes, the names of months should be spelt out in full, not abbreviated: for example, April or October (not Apr. or Oct.). Centuries should be given in words, not numerals: for example, twentieth century (not 20th century). Also, centuries should be used, not hundreds: for example, nineteenth century (not 1800s).
- **Punctuation:** As indicated above, lists should be introduced by a colon (not a dash): for example, she largely farmed livestock: cows, sheep and pigs. If there is a significant pause in a sentence, a comma should be inserted. A comma should not be used before 'and' in a list: for example, cows, sheep, pigs and barley (not ... pigs, and barley). Where commas are required to define clauses or bound phrases, they must be used in pairs: for example, County Fermanagh, which has many lakes, is popular with tourists.
- **Captions:** If a table, graph or illustration is used in an article, then the author must provide a caption and/or heading explaining to readers what is being shown, with a date or dates where appropriate. A source for the illustration or for the information in the table should be supplied in a footnote, with permissions for the illustration indicated if required.

4. Quotations

Footnote Numbers: Numbers in Roman numerals should generally be inserted at the end of sentences. If a discussion draws upon multiple sources, these should be consolidated and listed in the one footnote, its number being placed at the end of the final relevant sentence.

Short Direct Quotes: Quotes of 40 words or less should be incorporated into the text of the article, between single inverted commas. Double inverted commas should only be used for quotations within short quotes.

Long Direct Quotes: Quotes of more than 40 words should be separated from the text, with the whole quote indented 1.0 cm on the left side and 1.5 cm on the right, using 'indent' in Word (not Tabs). Inverted commas should not be used for long quotes; a footnote number should appear at the end of the quote; and a quotation within a long quote should be indicated by single inverted commas.

Interpolations in Quotes: A word or words inserted into a direct quotation by the author of the article should appear between square brackets: for example, ‘The month was June [wrote Bowen], of a summer almost unknown; ...’

Ellipses in Quotes: If an author removes a word or words from a quote, this should be indicated by three dots separated from the sentence, but without spaces between the dots or square brackets: for example, ‘And I shall have some peace ..., for peace comes dropping slow, ...’

Quoting Poetry: If a short quote from a poem is given in the text, the lines of verse should be separated by a stroke, with a space on either side of it: for example, ‘Sad memory brings the light / Of other days around me.’

Quoting Foreign Languages: Quotations from foreign-language sources should be translated into English. However, where there are reasons for using the original language, the non-English words should be in italics and a precise translation should be provided in a footnote.

5. Illustrations

Authors are welcome to supply illustrations or maps to accompany their articles, making clear where in the article they want the picture(s) or map(s) to be placed. The final page size of *AJIS* is B5, so all illustrations will be scaled accordingly. Authors should provide a high-definition JPEG or TIFF of their illustration, in at least 300 dpi. The journal can only publish grey-scale or black-and-white pictures, and all must be accompanied by captions, clearly identifying what they represent. Their sources, authors and/or locations should be set out in an accompanying footnote.

6. Permissions

It is the responsibility of authors to obtain and/or purchase all necessary permissions allowing them to reproduce illustrations or extensive quotations beyond the ‘fair usage’ allowance, which is approximately 10 per cent of a published work. These permissions must include global digital and print rights. If an author is unable to secure such permissions by the deadline for final submission of their article, it may be published without the illustration(s) or quote(s).

7. Tables and Graphs

Tables, graphs, bar charts and other figures can be used in articles. As the final page size of *AJIS* is B5, authors should format their figures, in terms of columns and scales, to fit a B5 page. Figures should be accompanied by captions or headings summarising their contents, while a footnote should also be insert indicating the source(s) of the information on which the figure is based.

8. Footnotes

Contents: Footnotes should be used, not endnotes, and they should only be used to give details of the sources for direct quotes and for significant information contained in an article. They should not be used to add further substantial factual data or to engage in debates with other

scholars. However, brief clarifications of material in the text can appear in footnotes, where including such an explanation in the body of the article would disrupt the discussion.

Format: Footnotes should use size 10 font; they should be justified on both the left and right sides; and a single space should be used between the lines of the note.

First References:

- **Monographs**

The first citation of a monograph should include the following information: 1) author's initials (if two or more) or one first name; 2) author's surname; 3) the title (in italics, the main words capitalised, with a colon before the sub-title); 4) place of publication (a city or town, followed by a colon); 5) publisher's name (omitting PLC); 6) date of publication; and 7) relevant page reference(s), preceded by p. or pp. For example:

- Patrick O'Farrell, *Vanished Kingdoms: Irish in Australia and New Zealand. A Personal Excursion*, Sydney: New South Wales University Press, 1990, p. 21.

Where a re-issue or a subsequent edition of a book is cited, the date of the first edition or the later edition number should appear immediately after the title. For example:

- G.C. Lewis, *Local Disturbances in Ireland*, 1836, Cork: Tower Books, 1977, p. 80.
- C.M. Arensberg and S.T. Kimball, *Family and Community in Ireland*, 3rd ed., Ennis, Co. Clare: Clasp Press, 2001, pp. 3–30.

The place of publication should be a city or town, not a country or a city suburb. 1) In the case of Australia, use Sydney (not Kensington, St Leonards, etc.); Brisbane (not St Lucia); and Melbourne (not Carlton, Ringwood, etc.). If the book was published outside a capital city or Canberra, then include the state or territory after the town name: thus, use Rockhampton, Qld, or Orange, NSW, or Launceston, Tas. 2) Works published in the United States should include the state, as well as the city or town: thus, use Atlanta, GA, or Washington, DC. 3) For works published in Ireland or Britain outside major cities, include the name of the county or shire: thus, use Tralee, Co. Kerry, or Newbridge, Co. Kildare (abbreviating the word 'County' to Co. in footnote citations) and Stroud, Gloucestershire, or Basingstoke, Hampshire.

Relevant page numbers should always be cited, not just book details. When providing page numbers use en-dashes and do not repeat numerals: for example, use pp. 33–5 (not 33–35) and pp. 154–8 (not 154–158 or 154–58). But, when the first number ends in zero, the second number should be given in full: for example, use pp. 10-19 (not 10-9) and pp. 200-209 (not 200-9).

Please note that when citing monographs: **do not** use a single initial for the author's first name, give the full first name or use two initials; **do not** place brackets around the place, publisher and date; **do not** refer to chapter numbers instead of page numbers; and **do not** use '&' for the word 'and'.

- **Edited Collections and Book Chapters**

Edited collections of articles should be cited similarly to monographs, although the abbreviation (ed.), with a full stop, and the contraction (eds), without a full stop, should be included in brackets after the name(s) of the editor(s). For example:

- E.F. Biagini and M.E. Daly (eds), *The Cambridge Social History of Modern Ireland*, Cambridge: Cambridge University Press, 2017.

Citations of chapters in edited books should include the name of the chapter's author and the chapter's title between single inverted commas, followed by a comma and the word 'in', with then the details of the edited collection as set out above, plus relevant page numbers (using p. or pp.). For example:

- Kevin Kenny, 'Irish Emigrations in a Comparative Perspective', in E.F. Biagini and M.E. Daly (eds), *The Cambridge Social History of Modern Ireland*, Cambridge: Cambridge University Press, 2017, pp. 405–22.

- **Journal Articles**

The first citation of a journal article should include the following information: 1) author's initials (if two or more) or one first name; 2) the author's surname; 3) the title of the article, between single inverted commas and with the main words capitalised; 4) the title of the journal in italics and capitalised; 5) the volume number in an Arabic numeral (using the lower case abbreviation 'vol. '); 6) the issue number, if available (with the word 'number' abbreviated to 'no. '); 7) the year of publication (not in brackets and without the month); and 8) finally, the relevant page reference (preceded by p. or pp.). For example:

- Susanne Cammack, 'Political Gramophonic Gendering of Ireland and G.B. Shaw's *Pygmalion*', *Australasian Journal of Irish Studies*, vol. 16, 2016, pp. 78–92.
- Dianne Hall, 'Irish Republican Women in Australia: Kathleen Barry and Linda Kearns's Tour in 1924–5', *Irish Historical Studies*, vol. 43, no. 163, 2019, pp. 73–93.

- **Newspapers**

The title of a newspaper should be given (without *The*, so for example: *Times* not *The Times*) followed by the full date of publication (day, month, year) and, if available, the relevant page number(s), preceded by p. or pp.

Also note the following points. 1) Titles of specific newspaper articles are not required. 2) In the first reference, but not in subsequent ones, the city or town where the paper was, or is, based should be included in brackets immediately after the title. 3) If a place name appears in the title, do not add a place of publication in brackets. 4) However, if the place of publication may not be familiar to many readers, then add a state (in the case of Australia and the United States) or a county (in the case of Ireland). 5) If there are two papers with the same title, then the city or town where the paper appears should always be included after the title. 6) If a paper is cited repeatedly in an article, an acronym of the title without full stops can be used, but the acronym should be signalled in the first reference. For example:

- *Age* (Melbourne), 20 April 1925, p. 7. (Drop place in subsequent footnotes.)
- *Sydney Morning Herald* [hereafter *SMH*], 12 May 1972, p. 5.
- *Western Star* (Roma, QLD), 8 November 1890, p. 3.
- *Times* (London), 23 June 2016, p. 1.
- *Telegraph* (Castlebar, Co. Mayo), 5 January 1840, p. 1.
- *Freeman's Journal* (Sydney), 17 March 1867, p. 2. (Continue including (Sydney) in notes to distinguish this paper from Dublin's *Freeman's Journal*.)
- *New Zealand Tablet* (Dunedin) [hereafter *NZT*], 30 July 1888, p. 8.

- **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 follow the format set out here as closely as they can. Citations to unpublished sources should include: 1) the author's name, if appropriate; 2) the name of the document or its type; 3) the date(s) when the document was created; 4) the name of the archive or library where the document is held, which should be reduced to an acronym if used subsequently; 5) the name of the collection of papers which contains the document; and 6) the relevant catalogue reference if one exists. For example:

- Thomas Russell, Journal, 5 April 1793, National Archives of Ireland [hereafter NAI], Rebellion Papers, 620/20/33.
- Loyal Orange Lodge 46, Wellington, Minute Book, 28 September 1894, held privately by Wellington District Orange Lodge, no catalogue number.
- A. Hunt, Melbourne, to R. Collins, London, 20 June 1906, National Archives of Australia [hereafter NAA], Department of External Affairs, A2910.417/4/2.

If documents in the same archive are cited repeatedly, the archive's name should be reduced to its generally accepted acronym, without full stops. For example:

- National Library of Ireland, Dublin / *Leabharlann Náisiúnta na hÉireann* (NLI)
- Public Record Office of Northern Ireland, Belfast (PRONI)
- The National Archives, Kew, Richmond, Surrey (TNA)
- Archives New Zealand, Wellington / *Te Rua Mahara o Te Kāwanatanga* (ANZ)

• Websites

Basic information on websites consulted must include: 1) the name of the website and, if known, its location, followed by a colon; 2) the online address; and 3) the date (day, month, year) on which the author accessed it. Names and addresses can vary considerably, but below are some examples of website citations as a guide:

- Irish Famine Memorial Sydney: irishfaminememorial.org, accessed 1 April 2020. (Always include date when website was first accessed.)
- Dr A.T. Dryer, Sydney, Witness Statement 957, 18 May 1954, Bureau of Military History, 1913–21, Dublin: militaryarchives.ie, accessed 10 May 2020.
- Eavan Boland, 1944–2020, Poetry Foundation, Chicago, IL: poetryfoundation.org, accessed 20 June 2020.

• Theses

Citations of unpublished theses should include the following information: 1) the author's initials or first name; 2) the author's surname; 3) the title of the thesis in capitals (between single inverted commas); 4) the degree, such as PhD or MA (without full stops); 5) the name of the university (plus the city and country, if the university's name may not be familiar to many readers); 6) the date the thesis was submitted; and 7) the relevant page number(s) after p. or pp. For example:

- Chris McConville, 'Emigrant Irish and Suburban Catholics: Faith and Nation in Melbourne and Sydney, 1851–1933', PhD thesis, University of Melbourne, 1984, pp. 212–15, 230.

• Interviews

The names of the interviewer and interviewee should be given in full, plus the date (day, month, year) on which the interview took place. If the interviewer was the author, then the word 'author' is sufficient. For example:

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

If the interview is not publicly available, it is the responsibility of the author to secure the permission of the interviewee for the publication of their words.

Subsequent References: After the first full reference to a monograph, edited collection, chapter, article, newspaper, archival source, website or thesis, subsequent references should be abbreviated as appropriate. A short title or *ibid* should be used, but **not** *op. cit.*

- **Short Title**

Subsequent references to monographs, book chapters, journal articles and theses should include the following: 1) surname(s) of author(s) or editor(s); 2) short title of work in italics, without its sub-title; 3) relevant page number(s) after p. or pp. For example:

- O'Farrell, *Vanished Kingdoms*, p. 13.
- Kenny, 'Irish Emigrations', p. 410. (Use short chapter title but omit details of the edited collection in which the chapter appeared.)
- Hall, 'Irish Republican Women in Australia', pp. 80–81. (Omit details of the journal in which the article appeared.)
- McConville, 'Emigrant Irish and Suburban Catholics', p. 210.

- **Ibid.**

If the same reference is used in consecutive footnotes, then *ibid* (not in italics or bold, but followed by a full stop and sometimes a comma) should be used. There is no limit to how many times *ibid* can be used throughout the article. For example:

- Footnote 5 O'Farrell, *Vanished Kingdoms*, p. 21.
- Footnote 6 *Ibid.*, pp. 24–5. (Same work as in previous footnote, but a different page reference.)
- Footnote 7 *Ibid.* (Same work and same page reference as in previous footnote.)

The same principle applies when using *ibid* to cite newspapers. For example:

- Footnote 10 *Argus* (Melbourne), 15 June 1858, p. 3.
- Footnote 11 *Ibid.*, 20 June 1860, p. 2. (Same paper, different date and page.)
- Footnote 12 *Ibid.* (Same paper, same date and page.)

9. Submission and Refereeing

Articles should be submitted to the editors of *AJIS* at: ajiseds@gmail.com.

All articles submitted are reviewed by the editors before a decision is made whether to send them to two expert referees. On the basis of the referees' reports, the editors determine if an article will be published or not, and they inform authors. Should the referees recommend revision before publication, their reports are sent to the author who is requested to amend their work in line with the referees' recommendations. On re-submission, the editors decide whether or not to publish the revised article based upon how successfully the author has addressed the referees' comments and suggestions. The editors' decisions are final.

As the refereeing process can often be a lengthy one, authors are encouraged to submit their articles early. *AJIS* is published annually, usually in July or August, so submission sometime between the previous October and January is strongly recommended.

10. Research Reports

In addition to articles and book reviews, *AJIS* also occasionally publishes unrefereed research reports or notes, ranging in length from 1,000 up to 15,000 words. These can take a variety of different forms. They may be descriptions and discussions of important documents held in archives that are either little known or have only recently been deposited. They can be transcriptions of notable texts that, again, are not widely known. Alternatively, they may be critical assessments of research conducted in a particular field over decades. Whatever their form, research reports should follow the journal's style as set out in this guide.

If an author is thinking of offering *AJIS* a research report or note, they should first consult one of the editors to ensure that their intended work is likely to be suitable for the journal. Editors, whose email addresses are listed below, will be happy to offer advice.

11. Online Publication

Since 2019, *AJIS* has begun the publication of unrefereed articles on the website of the Irish Studies Association of Australia and New Zealand (ISAANZ): isaanz.org. These papers vary considerably in length and subject matter, but they too should follow the journal's style guide. They may be conference papers, articles dealing with local or family history, reports highlighting on-going research, etc. Again, potential authors should consult one of the editors, who can provide further information about the online publication process.

12. Editors' Email Addresses

If authors have any questions regarding articles, reports or online publication that have not been answered in this guide, they should contact one of the editors listed below:

Dr Philip Bull (p.j.bull@latrobe.edu.au)
 Associate Professor Frances Devlin-Glass (francesdevlinglass@gmail.com)
 Associate Professor Dianne Hall (dianne.hall@vu.edu.au)
 Professor Elizabeth Malcolm (e.malcolm@unimelb.edu.au)
 Dr Chris Murray (chris.murray@monash.edu)

Enquiries in the fields of history and politics can be directed to Bull, Hall or Malcolm; in the fields of literary and cultural studies, they can be sent to Devlin-Glass or Murray. However, any editor will be able to offer advice about any proposed article or report.

The Editors, *AJIS*