

STYLE GUIDE

FOR ORAL HISTORY AUSTRALIA JOURNAL No 39, 2017

‘Moving memories: oral history in a global world’

TYPE OF MATERIAL CONSIDERED:

(For more detail on each of these categories, see the ‘Information for Contributors’)

A Papers – no more than 5,500 words: *Papers of this length are expected to contain substantial consideration of theoretical, and/or ethical and/or methodological issues.*

B Articles describing specific projects and outcomes: no more than 4,000 words

C Reviews – up to 1,500 words

Note: *Word limits do not include endnotes*

TECHNICAL REQUIREMENTS

Word-processor formats either:

Mac- or IBM-compatible Microsoft Word XP or higher

Media:

Send as a file attachment to an e-mail (ie, NOT in the body of an e-mail message)

Formatting:

- in Times New Roman font, 12 point
- line spacing: one-and-a-half
- no indentation of paragraphs
- one blank line space between paragraphs
- two spaces between sentences
- justified left hand margin, ragged right hand margin
- internal sub-headings:
 - justified left,
 - in bold
- quotations to be set within single quotation marks within paragraph
- no quotation marks required for quotes forming a separate paragraph
- quotes to be properly referenced (*See ‘Notes & Citations’ below*)
- spell-check dictionary set to Australian English

NOTES & CITATIONS

Take care to avoid plagiarism, and acknowledge all sources.

Notes:

- Notes are to be formatted as **endnotes** (not footnotes)
- Numbering of notes: ordinal, not Roman (i.e. 1, 2, 3 etc., not i, ii, iii etc.)
- Style examples for citations:

Book cited in endnote: Author's initial(s) or first name(s), surname, title (in italics), publisher, place and date of publication, page reference (p. or pp.). Thus: David Lowenthal, *The Past is a Foreign Country*, Cambridge University Press, London, 1985, p. 54.

Article cited in endnote:

Author's initial(s) or first name(s), surname, title of article (in single quotes), name of journal (in italics), volume (vol.), year, page, reference. Thus: Alison M. Turtle, 'The short-lived appointment of the first New South Wales government psychologist, Dr Lorna Hodgkinson', *Australian Historical Studies*, vol. 25, no. 101, October 1993, p. 569. Please note single space between vol. and 25; no. and 101; p. and 569.

Chapter cited in collection

Author's initial(s) or first name(s), surname, title of chapter (in single quotes), in (then as for books above). Thus: B. Stoddart, 'Sport and Society 1890-1940', in C.T. Stannage (ed.), *A New History of Western Australia*, Nedlands, 1981, pp. 652-74

Interviews

Oral sources should be cited as follows: interviewee's name, interviewer's name, month and year of interview, location of tape and/or transcript (with a reference number if held in a library). Thus: Jill Smith, interviewed by author, July 1989, tape and transcript held by author.

Note that 'ed.' is an abbreviation but 'eds' is a contraction and is therefore not followed by a stop.

ILLUSTRATIONS

Images, photos, drawings etc. are particularly welcome. If required, you may indicate where you would like them to be placed within the text, however selection and actual placement will depend on editorial requirements.

- Please scan black/white or colour prints to the highest resolution possible and forward with your submission
- captions to be listed separately
- must be accompanied by a declaration signed by you that you have obtained
- permission to reproduce all the image/s
- full citation of the source of each image is required

DETAILS REQUIRED FROM CONTRIBUTOR/S:

- Full name, address and contact details
- **An abstract of the article's content (up to 200 words)**
- Biographical details/notes on contributor/s (no more than 250 words) required for all contributions
- If sending images etc., include all details as required (see above)
- Indicate whether or not you are a financial member of a State Oral History Association, and if so, which state. (Note: contributors are **not** required to be members of Oral History Australia.)

CLOSING DATE FOR SUBMISSIONS: 1 APRIL 2017

(However, see below for details of peer review)

Please note that unless these specifications are met, including referencing according to the Guidelines specified above and provision of details from contributor, articles may not be accepted. Please contact the Editor for any further clarification

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PEER-REVIEW:

Peer-review is an option that may be requested by contributors of Category A papers. Note that instead of forwarding to the General Editor, material for peer-review must be submitted to the Oral History Australia Editorial Board, which will first assess its suitability. Authors will be advised of the outcome.

Where to send material for Peer-Review:

Dr. Ariella Van Luyn

Oral History Australia Editorial Board

Email: ariella.vanluyn@jcu.edu.au

PEER REVIEW SUBMISSION DATE: 28 FEBRUARY 2017

Material for peer-review may be submitted to the Oral History Australia Editorial Board at any time. However, note that unless received by the Committee by 28 February 2017, there may not be sufficient time to process it for inclusion in the 2017 issue. Also note that, while the Editorial Board will make every effort to ensure papers are peer-reviewed in sufficient time for publication, regardless of when offers are forwarded to the Editorial Board, the review process may not necessarily be completed in time for publication in the next available Journal.