

STYLE GUIDE for CONTRIBUTORS to the ISAA REVIEW

The *ISAA Review* is the refereed journal of the Independent Scholars Association of Australia Inc. (ISAA)

We invite contributions in the form of articles between 3,000 – 6,000 words. These articles will be given to at least two readers for assessment. Readers are not sent the names of authors and authors are not sent the names of readers who assess their material. The names and brief biographical details of authors of longer articles should, therefore, appear on a separate sheet.

In addition we invite letters, comments, opinion pieces (600 words) and articles-in-brief (1,500 words or less) that will be published subject to normal editorial discretion and not reader assessment.

Authors of all articles are requested to submit their work, for preference, by email (either PC or Macintosh) as Word (‘.doc’) attachments. Tables, figures and images should be submitted separately from the text as electronic files. If tables and illustrations are not original material their sources should be cited.

Authors retain copyright to their published material and are themselves responsible for obtaining permission to reproduce copyright material from other sources referred to or mentioned in their article.

We ask authors of all articles to follow the Style Guide set out below:

Spelling and Grammar:

- Australian English spelling in line with the *Macquarie Dictionary*.
- Grammar and presentation in line with *Style Manual for Authors, Editors and Printers*, 6th edition, 2002.
- Foreign words not in common English usage, in italics (*arrondissement, département, sine qua non*).
- Frequently used foreign words in line with the *Macquarie Dictionary* (*faux pas, oeuvre*).

References:

- References as endnotes at the end of each article. No bibliography.

Citations within Endnotes:

- Book titles in italics to follow the initials (or full given name as set out in original publication), before the last names for authors, then the year of publication, followed by page numbers, ending with a full stop.

G Cox, *Landscapes*, Cambridge University Press, London, 1989, p 42.

Gretchen Poiner & Sybil Jack, eds, *Limits of Location: Creating a Colony*, Sydney University Press, Sydney, 2007.

- Article titles in single quotation marks. Use either full or given name or initials of authors, followed by last names, for authors, cited following the original reference.

G Cox, 'Landscapes', *Meanjin*, vol.1, no.9, 1990, pp 25-30.

- If a work is cited again, give the name and abbreviated title, to distinguish between different works, and page numbers(s).

Cox, *Meanjin*, p 27.

- Personal communications should include a description and the date.

S Savieri, pers com, 24 April 1999.

- Website references should include the URL and the date accessed

Attorney-General's Department, *Review of the Commonwealth 'Acts Interpretation Act 1901'*, Attorney-General's Department, Canberra, 1998, viewed 5 April 2001, <<http://www.law.gov.au>>

- TV show titles in italics (*Yes Minister*) and episode titles in single quotation marks ('The Compassionate Society')

Quotations:

- Brief quotations within text in single quotation marks. Quotations *within* such quotations in double quotation marks.
- Longer quotations in separate indented paragraph, with no quotation marks. Quotations *within* such quotations in single quotation marks. Citation must be included at end of quote.

Formatting:

- All material to be submitted in Times New Roman font (TNR), size 12 with 2.5 cm (1 inch) margins.
- Page numbers: top right
- One space only, not two, between sentences.
- Use hyphen (small dash, 'en' rule) to link words (mother-in-law).
- Use longer dashes ('em' rule) – with a space either side, to indicate breaks in a sentence, interpellations & asides.
- Article titles and subtitles; sub-section headings within articles:

Titles: TNR, size 14, bold.

Subtitles: TNR, size 12, bold

Author's name (for shorter articles only): TNR, size 12, bold, immediately below title

Section headings within the article: TNR, size 12, upper case

Sub-section headings, TNR, size 12, bold

NOTE: The names of authors of longer articles must appear on a separate sheet.

Specific spelling and punctuation rules:

- Use 's' instead of 'z' (industrialise, organisation).
- Use 'm' instead of 'mme' (program).
- Do not use full stops after initials or in acronyms (A D Hope, DFAT).
- Use terms rather than abbreviations (for example, that is, namely, versus).
- Examples of full or hyphenated words:

Indigenous Australian (not hyphenated)

South-East Asia, long-term, part-time, decision-making, 20th-century phenomenon (hyphenated)

- Examples of numbers and dates:

World War II

One, 26.4, one hundred, 100, 450, 1000, 25 000, 2.2 million

100 kilometres

35°C, -25°C

\$A250, \$US 10 million

10 %

mid 16th century, 20th century

363 BC, AD 1000, 1945, Christmas Day 1911, 10 August 1970

8.00 am

Images: Please note that reproduction of all images is in black and white and (due to the coarse screen) it is generally not suitable for fine detail or subtlety.

- Colour images will be converted into black and white and therefore may not look the same as the colour original when printed.
- Images taken from the net are not suitable. They are too small.
- Images for reproduction ideally should be at 300dpi at the size to be printed and therefore need to be at least 1MB in size.
- If submitting a colour image (photograph, digital reproduction or scanned image), it needs to be at least 2-3 MB in size. Larger sized files are acceptable.