

## *University of Melbourne Collections*

### **Guidelines for authors**

**October 2007, updated March 2010**

*University of Melbourne Collections* invites contributions relating to one or more of the 33 cultural collections owned by the University of Melbourne (see [www.unimelb.edu.au/culturalcollections/](http://www.unimelb.edu.au/culturalcollections/)), or to one or more individual items within any of the collections.

The magazine has been published twice a year since November 2007. See [www.unimelb.edu.au/culturalcollections/research/magazine.html](http://www.unimelb.edu.au/culturalcollections/research/magazine.html)

Contributors are welcome to contact the editor, Dr Belinda Nemeč, tel 8344 0269 or [bnemec@unimelb.edu.au](mailto:bnemec@unimelb.edu.au), to discuss possible articles.

Please provide all text as electronic files in MS Word. Keep formatting to a minimum. Text should be in Times New Roman, size 12 font, double-spaced. Indicate headings in bold.

Include the names of all authors at the beginning of the article, and a one-paragraph biographical note about each author at the end of the article.

Articles may be of any length, up to 3,000 words, including endnotes, picture captions and biographical details. Longer articles will occasionally be given consideration on a case-by-case basis.

Images: provide images (preferably colour) in tiff format, resolution 300 dpi on a CD. Provide images in as large a format as possible, i.e. A4 or larger, especially those to be used for covers or large spreads. Do not increase the size of a smaller image, as this will affect the resolution. Indicate within the text where images should appear. If you need assistance in obtaining images of items in any of the University of Melbourne Collections, please consult the editor or the relevant collection manager.

Captions for images: provide at the end of text or as a separate Word file. Styles for **Endnotes/References** below also apply for captions.

By submitting an article for consideration for publication you are agreeing to the article, if accepted, being published in both the print and online versions of *University of Melbourne Collections*. The online version appears at least six months after the publication of the print version.

The editors reserve the right to publish or not to publish a submitted article.

Copyright of the article remains with the author. Copyright of the design and layout of the magazine remains with the University of Melbourne.

It is the responsibility of authors to obtain copyright clearances for images. If in doubt please contact the editor.

All articles accepted for publication will be subject to editing. Final edited text will be forwarded to the author for final checking. Checked proofs and any corrections should be returned to the editor within 48 hours. Please contact the editor if this presents a difficulty for you.

All published authors will receive two complimentary copies of the relevant issue of the magazine.

Please forward all articles and images to the editor:

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## Style guide: MAIN TEXT

In general we follow the *Macquarie dictionary* for spelling, and *the Style manual for authors, editors and printers*, Australia: John Wiley & Sons, 6th edition, 2002, for matters of style.

- **Abbreviations:** Avoid abbreviations, unless there is a convention internal to your article:  
first (not 1st); Victoria (not Vic.). Write capital letter abbreviations without full stops:  
NSW; USA.

A full stop at the end of an abbreviated word is only used where the last letter of the word has been removed:

Mr / Dr / Ms / Prof. / etc.

See also **Initials** below.

- **Ampersand:** Do not use ‘&’ (unless it is used deliberately in the title of a book or item or quotation).
- **Apostrophes:** To indicate contractions or possessive only, not plural. Use *The maid’s tragedy* and the 1950s, not the 1950’s. Do not use it in possessive pronouns. Use yours, hers, theirs etc.
- **Bibliography:** See **References and further reading** below.
- **Centuries:** 19th century (not nineteenth century or 19<sup>th</sup> century); 16th century; 21st century.
- **Dashes:** There are two types of dash or rule (see also **Hyphens** below): use the shorter en-rule (–) for date ranges and page ranges: 1996–2007, pp. 17–34; and the longer em-rule (—) to signify an abrupt change, introduce an amplification or explanation or set apart parenthetical elements:

It is, perhaps, the only extant—and complete—document of its kind in Australia.

- **Dates:** Write in order of day, then month, then year: 7 March 1857; 27 December 2001, (not ‘7th June’ or ‘September 23rd’).  
Exception: Where a date appears in a quotation, leave it as the original.

**Date span:** Within body text use the word ‘to’ for indicating spans of dates:

from 1887 to 1889

For captions, etc. use 1887–1889 (not 1887–89 or 1887–9). Use an en-dash not a hyphen (see **Dashes** above).

If publication date is approximate, use circa in abbreviated form:

c.1856 (note, no space between c. and the date)

- **Dimensions:** These usually occur in captions for artworks or objects. In centimetres, with one decimal place, height before width before depth:  
37.6 x 132.0 x 2.1 cm
- **Directions:** For north, south, east and west, use lower case and spell out in full. Use a hyphen for ‘north-west’, ‘south-east’, etc.
- **Endnotes:** Use endnotes rather than footnotes or parenthetical references, and number them 1, 2, 3 (not i, ii, iii or a, b, c):

<sup>3</sup> Susan Maslan, ‘Susannah at her bath: Surveillance and revolutionary drama’, *Eighteenth-Century Studies*, vol. 34, no. 3, 2001, p. 425.

Use the footnote/endnote facility in Word to create your endnotes. See also Style guide for **Endnotes/ References** below. Do not use parenthetical references.

- **Eras:** Use BCE (Before Common Era) and CE (Common Era) rather than BC (Before Christ) and AD (*Anno Domini*).

- **Footnotes:** See **Endnotes** above.
- **Hyphens:** Minimise use, e.g. cooperative, coordinate (not co-operative, co-ordinate), but use a hyphen if it is necessary to make the meaning clear.
- **Initials:** Use a full stop after the initial. Where there is more than one initial, include a full stop after each initial, but no space between: G. Booker; J.G. Lockhart; S. Lucia.
- **Numbers:** One to ten are in words, 11 onwards are digits (e.g. 234); from 1,000 include comma:

seven, 224 / 5,679 / 32,444. Very large numbers: 54 million, six billion

Exceptions: Where a number appears in a quotation or book title, leave it as the original. Where a sentence begins with a number it should be spelt out.

- **Quotation marks:** Use ‘single curly quotation marks’.
- Exception: For a quotation within a quotation, use “double curly quotation marks”.
- **Quotations:** Where a quotation forms part of a sentence, the full stop sits outside the quotation mark (the stop completes the sentence):

This song calls for workers ‘to wage war on capital’.

Where the quotation is a complete sentence, the quotation marks ‘enclose’ the sentence, so the full stop sits inside the quotation mark:

‘The streets poured forth men in arms.’

- **Quotations of length:** If a quotation is longer than 50 words, use a separate, indented paragraph.
- **References and further reading:** If required, this should be a separate section at the end in alphabetical order of author’s surname:

Maura O’Connor, ‘National Library of Australia’s rare map digitisation project’, *The Globe*, no. 49, 2000, pp. 25–30.

Alwyn Scarth, *Vulcan’s fury: Man against the volcano*, New Haven and London: Yale University Press, 1999.

- **‘S’ not ‘Z’:** Civilisation (not civilization), rationalise, organisation.
- **Spelling:** We use the *Macquarie dictionary* as our standard. Set your computer language to Australian.
- **Temperature:** In Celsius; indicated by a temperature symbol and capital C: 27°C
- **Time:** Use ‘a.m.’ and ‘p.m.’:

1.30 p.m.; 6.00 a.m. Note spacing and punctuation. Use 12 noon and 12 midnight.

- **Time span:** Use the word ‘to’ for indicating spans of time:

6.30 a.m. to 2.30 p.m. (not 6.30 a.m. – 2.30 p.m. or variations)

- **‘University’:** Capital ‘U’ when referring to the University of Melbourne as ‘the University’. First reference to the University of Melbourne should name it in full.

When using ‘university’ generically, use lower case ‘u’ (unless it is part of a proper noun, in which case capital ‘U’, for example, Harvard University).

- **War:** use World War II (not World War 2 or 2nd World War).
- **Web language:** Web (capital ‘W’), website (lower case ‘w’ and one word), online (one word), email (lower case ‘e’, no hyphen), Internet (capital ‘I’), multimedia (one word).

**Style guide: ENDNOTES/REFERENCES (also apply to picture captions)****NB: Please use endnotes, not parenthetical references.**

- **Author:** Surname comes second:
  - Amanda Smith (not Smith, Amanda)
  - William Pène Du Bois (not Du Bois, William Pène)
- **Editors:** Use abbreviated form of 'editor' and place in parentheses after the editor's name:
  - Clare Gibson (ed.)
  - Edward Shorter and Charles Tilly (eds)
- **Title of a book or periodical:** Italicise the title of all published material. Place the name of a chapter within a book or an article within a periodical in single inverted commas. Use sentence case for titles of articles, chapters and books (capitalise only the first letter of first word and first word after the colon where applicable, except proper nouns), but title case for periodicals:
  - Camden's Britannia: Newly translated into English, with large additions and improvements ...*
  - 'Susannah at her bath: Surveillance and revolutionary drama', in *Eighteenth-Century Studies ...*

With titles in other languages, follow the correct style for that language.
- **Publication details:** Location: publisher, date, page number(s):
  - London: John Murray, 1826, p. 10.
- **Place of publication:** In English (Rome, not Roma; Vienna, not Wien). If there are two cities of publication, use 'and' to join them:
  - Oxford and New York: Oxford University Press, 1973.

Include the city only, not state, province or country, etc.:

  - Baltimore: Johns Hopkins University Press (not Baltimore, MD: Johns Hopkins University Press)

Exception: A country or state name can be included to distinguish between, for example, the American and British Cambridge:

  - Cambridge, Mass.: MIT Press, 1973.
  - Cambridge, UK: Cambridge University Press, 1984.
- **Publisher:** Spell out; delete commercial indicators such as 'Ltd'; do include 'and Co.':
  - Oxford University Press (not OUP)
- **Publication date:** If publication date is uncertain, put it in parentheses. If publication date is approximate, use *circa* in abbreviated form:
  - c.1856 (note, no space between c. and the date)
- **Edition numbers:** Abbreviate the edition number and write 'edition' in full. The edition goes after the title and before the place of publication:
  - A social history of France, 1789–1914*, 2nd edition, New York: Palgrave Macmillan, 2004.
- **Page numbers:** For one page, p. 12; for two or more pages, pp. 22–25 (not 22–5).
- **Volume:** Place after title of work. Abbreviate, using a full stop where appropriate:
  - vol. 45; vols 1–7.

- **Paintings and other artworks:** Italicise title if it is the title given to the work by the artist. If it is a title given later by someone other than the artist, do not italicise. See examples below.
- **Website references:** Treat webpages like articles, books or chapters in books depending on their format. However, the full URL address and the date it was last accessed should be included. See examples below.
- **Collection name:** If applicable, put at the end of a description or caption:
 

James Dwight Dana, *Characteristics of volcanoes*, London: Marston, Searle and Rivington, 1890. Vallance Collection, Special Collections, Baillieu Library, University of Melbourne.

If applicable, add after the name of the collection, the name of the donor and date of donation, unless donor has requested anonymity:

Special Collections, Baillieu Library, University of Melbourne. Gift of Mrs Marjorie Smith in memory of George Smith, 2001.
- **Repeated citations:** For second and subsequent citations of the one work, use just the author's surname, an abbreviated title of the work and a page number (if applicable):
 

<sup>15</sup> Maslan, 'Susannah at her bath', p. 426.

## EXAMPLES

### Books

Fiona MacCarthy, *William Morris*, London: Faber and Faber, 1994, pp. 59–65.

Gay L. Gullickson, *Unruly women of Paris: Images of the commune*, Ithaca: Cornell University Press, 1996, p. 3.

Peter McPhee, *A social history of France, 1789–1914*, 2nd edition, Basingstoke and New York: Palgrave Macmillan, 2004.

'La Trobe, Charles Joseph', in Alec H. Chisholm (ed.), *The Australian encyclopaedia*, vol. 5, Sydney: Angus and Robertson, 1958, pp. 246–248.

William Ruff, 'Deceptions in the works of Scott', in Alan Bell (ed.), *Scott bicentenary essays*, Edinburgh and London: Scottish Academic Press, 1973, pp. 176–187.

### Periodicals

Susan Maslan, 'Resisting representation: Theater and democracy in revolutionary France', *Representations*, no. 52, Fall 1995, pp. 27–51.

Maura O'Connor, 'National Library of Australia's rare map digitisation project', *The Globe*, no. 49, 2000, pp. 25–30.

### Paintings, other artworks, objects

W.B. McInnes, *General Sir John Monash GCMG KCB VD*, c.1920s, oil on canvas, 71.0 x 63.5 cm. Reg. no. 1979.0078, University of Melbourne Art Collection. Gift of Miss Benticle, 1979.

Photographer unknown, Portrait of Louise Dyer, n.d., silver gelatin print, 25.5 x 20.3 cm. State Library of Victoria.

Minangkabau people (West Sumatra, Indonesia), Woman's ceremonial tube skirt, 20th century, machine-spun cotton with silk and metallic threads, 105.0 x 98.3 cm. Museum and Art Gallery of the Northern Territory. Abbott Collection, 2000.

Edith Alsop, *Gondoliers, Venice*, c.1930, woodcut, 9.6 x 10.2 cm (plate). Reg. no. 1984.0034, University of Melbourne Art Collection. Gift of Dr Yvonne Aitken 1983. © Estate of the artist.

Jan van de Velde II, Farm built against a square tower, plate 11 from part 2 of *Sixty landscapes*, 1616, etching, 13.6 x 20.1 cm, second state. Reg. no. 1959.3935, Print Collection, Baillieu Library, University of Melbourne. Gift of Dr J. Orde Poynton, 1959.

E. and Co. (London), hot water jug, 1854–1855, electro-plated nickel silver, 12.0 x 8.0 x 9.3 cm. University of Melbourne Art Collection. Purchased 1937.

Sometimes it is more informative to put the object name first, depending on context and emphasis:

Wild-Fuess cylindrical barometer, made by Leppin and Masche (Berlin), c.1942, inscribed with maker's number 856, chrome, brass, mercury and glass, 105.0 x diameter 5.0 cm. Reg. no. 1, School of Physics Museum, University of Melbourne.

### **Website addresses**

Include as many details of website (author, title, date, etc.) as possible, followed by url (*without* angle brackets < >) and with date accessed:

University of Melbourne homepage, [www.unimelb.edu.au/](http://www.unimelb.edu.au/) accessed 7 June 2007.

School of Physics, University of Melbourne, School of Physics Museum website, [www.ph.unimelb.edu.au/museum/](http://www.ph.unimelb.edu.au/museum/) accessed 26 June 2008.