



STYLE GUIDE FOR ORAL HISTORY AUSTRALIA JOURNAL

TYPE OF MATERIAL CONSIDERED:

- ❖ A. Peer-reviewed papers: 5,000–8,000 words. Papers of this length are expected to contain substantial consideration of theoretical, and/or ethical and/or methodological issues.
- ❖ B. Articles and reports describing specific projects and outcomes: no more than 1,500 words
- ❖ C. Reviews: up to 800 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 (i.e. NOT in the body of an e-mail message)

Formatting:

- Times New Roman font, 12 point
- single spacing
- no indentation of paragraphs
- one blank line space between paragraphs
- one space between sentences
- justified left hand margin, ragged right-hand margin
- internal sub-headings: justified left, in bold, sentence case
- quotations to be set within single quotation marks within paragraph
- closing quotation mark to be inside sentence's final punctuation mark
- footnote to be outside sentence's final punctuation mark
- no quotation marks required for indented quotes
- quotes to be properly referenced (See 'Notes & Citations' below)
- non-verbal elements within interview quotations can be included in square brackets, such as [laughter]
- square brackets used when what is inside the brackets is the author's interpretation of a quote which is difficult to decipher
- spell-check dictionary set to Australian English
- numbers smaller than 10 to be spelt in words
- an en dash (not a hyphen) to separate years (1879–1901) and page numbers (1–19)
- dates to be date month year (19 October 2019)
- foreign words should be placed in italics
- use World War One not First World War or World War I
- Don't capitalise generic titles and organisations e.g. Museums Victoria is capitalised but 'the museum's staff' is not
- No ibid or op cit – use author, abbreviated title and page number
- No space before ellipses



NOTES & CITATIONS

Take care to avoid plagiarism and acknowledge all sources.

Notes:

- Notes are to be formatted as footnotes
- Numbering of notes: ordinal, not Roman (i.e. 1, 2, 3 etc., not i, ii, iii etc.)
- Use an en dash and not a hyphen for page numbers (1–3, not 1-3)
- Style examples for citations:

Book cited in footnote:

Author's first name(s), surname, title (in italics), bracket, publisher, place and date of publication, bracket, page reference (without p. or pp.). NB no comma between title and bracket.

Thus: David Lowenthal, *The Past is a Foreign Country* (London: Cambridge University Press, 1985), 54.

Article cited in footnote:

Author's first name(s), surname, title of article (in single quotes, title case), name of journal (in italics) volume, issue, year (in brackets), colon, page numbers. NB no comma between journal title and volume no.

Thus: Alison Turtle, 'The Short-Lived Appointment of the First New South Wales Government Psychologist, Dr Lorna Hodgkinson', *Australian Historical Studies* 25, no. 101 (October 1993): 569.

If no issue number or month, no comma between journal title and issue number or year.

Thus: Stan Grant, 'My Grandfather's Equality: Confronting the Cosmopolitan Frontier', *Griffith Review* 60 (2018): 135.

Chapter cited in collection:

Author's first name (or, if unknown, initial), surname, title of chapter (in single quotes), editor(s) name(s), ed. or eds in brackets, then as for books above. Note that 'ed.' is an abbreviation but 'eds' is a contraction and is therefore not followed by a stop.

Thus: Tim Rowse, 'A Short and Simple Provisional Code: The Pastoralist as Protector', in Samuel Furphy and Amanda Nettelbeck (eds), *Aboriginal Protection and Its Intermediaries in Britain's Antipodean Colonies* (Routledge: New York and London, 2019), 175–93.

Newspaper articles

Author (if known), title, name of newspaper in italics, day month year.

Thus: 'The Murder of Mr John Dowling', *Walloo Times and Mining Journal*, 9 September 1865.

Page numbers

Between page numbers, insert an en dash and not a hyphen (e.g. pp. 2–23).

Dates

Dates for newspapers and interviews, and accessing URLs, 21 August 2019 (not August 21st, 2019).

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, 4 July 1989, tape and transcript held by author.

For oral sources accessed and stored by a collecting institution:

Rhonda King, interviewed by Mary Hutchison in Canberra on 11 and 19 May 2013, Australian Generations Oral History Project (AGOHP), National Library of Australia (NLA), TRC 6300/182, <http://nla.gov.au/nla.obj-220035263/listen/2-3612>

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:

In a separate file, please provide details of the following:

- 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 100 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.)

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NON-PEER-REVIEWED SUBMISSIONS:

Articles and reports in category B may contain identifying information of the authors. Send non-peer-reviewed material and project reports to:

Dr Skye Krichauff and Dr Carla Pascoe Leahy
Joint Editors, Oral History Australia Journal

Email: carla.pascoe Leahy@unimelb.edu.au and
skye.krichauff@adelaide.edu.au



PEER-REVIEWED SUBMISSIONS:

Material for peer-review must be de-identified for anonymous review and submitted to the Oral History Australia Editorial Board, which will first assess its suitability. Authors will be advised of the outcome.

Send material for peer-review to:

Dr Francesco Ricatti

Chair of the Editorial Board, Oral History Australia Journal

Email: francesco.ricatti@monash.edu

PEER REVIEW SUBMISSION DATE: 28 February 2020

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 2020, there may not be sufficient time to process it for inclusion in the 2020 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.