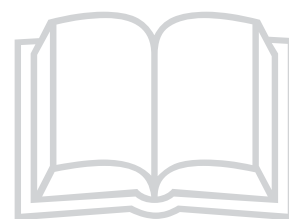
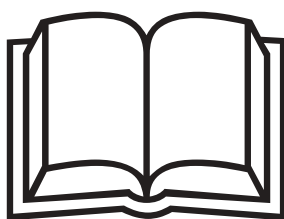


**A Brief Authors' and Editors' Guide to**

# **PREPARING MANUSCRIPTS FOR CRAWFORD HOUSE**

*A Style Manual and Guide to Presentation*





**A CHP Production**

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# Introduction

This guidebook has been written to facilitate the passage of your manuscript through the publishing process. It is not intended to be a comprehensive set of guidelines, but to provide a general overview of the kinds of matters that are important in the preparation of manuscripts for publication. It does not seek to set out a rigid set of rules. We are usually quite flexible with most matters discussed herein; this manual merely sets out some of our preferences.

The manual contains information on the form in which we would prefer you to send your manuscripts and associated material to us; how to prepare copy on a word processor; and some of our preferences for style.

We suggest you read this booklet thoroughly before you begin entering your manuscript into a word-processing program, as it may save you some time in the long term.

Please note that the guidelines set out are mainly for those manuscripts that we have already accepted for publication, and not to those that are being sent to us for assessment.

We hope that this guidebook will prove useful to you, but if you wish to discuss any of the matters raised in this booklet, or any other issues concerning manuscript preparation, please contact Crawford House Publishing.

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## Sending Us Your Manuscript

### Computer Disks

Any manuscript longer than a few pages should be sent to us on computer disk. Although we work with Apple Macintosh computers, we can accept any double-sided double-density or high-density 3½-inch floppy disk from an IBM or compatible computer, as well as from a Macintosh. We can no longer use 5¼-inch floppy disks. If you have a lot of material, we can use 100 MB Iomega Zip cartridges, or CD-ROM. Syquest removable cartridges (44 MB, 88 MB or 200 MB, 5¼-inch, Macintosh format only) are also still acceptable.

### Printout

Along with the manuscript on disk, you should also send us a complete and up-to-date printout of the material contained on the disk. This printout should be an exact duplicate of the disk's contents. There are two major reasons for this. First, if there are any problems with the disk (such as damage to files, problems with translation from an IBM format, or loss of special characters during translation) we can check the printout to make any necessary corrections. Second, you can make notes on the printout indicating where illustrations, tables (if they are separate from the word-processor files) and suchlike should be positioned.

Please do not make any changes to the disk without indicating them on the printout. To ensure special characters (such as accented letters, dashes, superscript or subscript characters, degree symbols) are not left out of the book, it may be useful for you to carefully read through the printout and circle such characters with a red pen or mark them with a highlighter.

### Choice of Word-Processing Program

We can use material prepared with a wide variety of word-processing programs in IBM and Macintosh format. In general, though, it is better if you use a

relatively popular program, such as Microsoft Word or Works, WordPerfect, WordStar or MacWrite. See 'Appendix' for a list of file types which we are able to translate.

If you use a shareware program, or one which is relatively obscure, we will probably not have the translator necessary to transform it into our required format. If this is the case, and if the word processor you are using can produce them, you should provide us with ASCII files (from IBM format), or text files (from Macintosh). Note that this may lead to the loss of special characters (such as accented letters, em dashes or en dashes, superscript or subscript characters, degree symbols), so it is important that you send a printout with your disks.

### Illustrations

For line drawings, good-quality, clean artwork should be sent to us. The drawings (or any other illustrations) can be any reasonable size; we will reduce or enlarge them to suit the final book design.

Black-and-white photographs can be provided as prints or transparencies (slides), as reproduction is good from either format.

Colour photographs are a different matter. The best reproduction is obtained by using transparencies, and these are by far our preference, particularly where the quality of the image is a major issue. We can work with prints, but the image quality suffers. In general, it is also very difficult to reproduce colour illustrations which are taken from material which has already been printed (such as books, magazines or posters). Unless it is absolutely necessary to use previously printed matter, original colour illustrations (photos, paintings and so on), should be provided.

We can now also use high-resolution scanned images on floppy disk, Syquest cartridges (44 MB or 88 MB), Zip disks or CD-ROM. If you wish to use such techno-

logy in the production of your book, however, please discuss the matter in detail with Crawford House Publishing before scanning or sending the material, because in some cases it may be better for us to use the original images.

### **Copyright Permission**

It is generally your responsibility as the author (or editor) of a book to ensure that none of the material used in it breaches copyright law. The *AGPS Style Manual* has

information on copyright, as do several other reference books listed at the back of this manual. There is a particularly useful summary in Hudson's *Modern Australian Usage*. Remember that laws change and these texts will date, but they are still a good starting point. For general inquiries, you can send a stamped, self-addressed envelope to the Australian Copyright Council, Suite 3, 245 Chalmers Street, Redfern NSW 2007, or phone them, toll free, on 008 226 103. Crawford House Publishing may also be able to assist you with general inquiries.

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## Copy Preparation on Word Processors

Because all text formatting and page design at Crawford House Publishing is carried out using specialised software, the manner in which a manuscript is typed into a word-processing program is very important. By following a few simple conventions, the word-processor operator can greatly enhance the ease with which the book can be formatted.

### Paragraph Indents

If you wish to indent the first line of each paragraph, you should use the paragraph formatting controls in your word-processing program. *Please do not indent using the space bar or tab key.* If you put spaces or tabs in, we only have to take them out again. If you are using a program which cannot indent paragraphs without using spaces or tabs, you could consider adding an extra line between paragraphs to indicate where each begins and ends. These extra lines are easier to remove than spaces and tabs.

### Spaces after Full Stops and Other Punctuation Marks

There should only be *one space* after a full stop or colon (or any other punctuation mark). Double spaces are used with monospaced typefaces (such as Courier or that on a typewriter), but are not used in books.

### Use of Bold and Italic Type

In the past, we requested that no text be formatted in italic or bold, as our translators were incapable of retaining those formats when the files were converted for page layout. Now, however, we are able to retain bold and italic text during file translation. If any of your text should be in bold or italics, please format it as such in your word-processing program. It is still important that you provide us with a complete printout of your

manuscript (as mentioned in the previous chapter) to ensure that if there are any problems in the translating process, we can remedy them by referring to your original printout.

### Underlining

Underlining should never be used in place of italics or bold type. In other words, it should never be used in a book, except underneath columns of figures in a table.

### Tables

If tables are typed into the text, the columns should be aligned using *single tabs*, not multiple spaces or multiple tabs. There are three main reasons for this.

First, it makes it much easier to adjust the table to fit the book's format, which is usually completely different to that of the manuscript.

Second, it is much more difficult (if not impossible) to precisely align the columns using spaces. This is especially the case when the original table is created in a monospaced typeface such as Courier; while the columns line up wonderfully in the original, as soon as the text is converted to a proportionally spaced typeface for publication the columns will not align precisely, even if extra spaces are added to try to realign them.

Third, it is much easier to ensure that the columns are evenly spaced in relation to one another if tabs are used.

### Headers, Footers and Page Numbers

You may wish to place page numbers (which we request you do) and headers or footers (it is up to you whether you include these) on the printout of your manuscript. Please do so using the word-processing program's ability to automatically place these elements on the page. Do not type them onto every page manually, because we

will only have to remove them. If your word-processing program cannot create automatic page numbers, headers or footers, please write the page numbers onto the printout by hand.

### **End of Page**

Many typists using word-processing programs place a page break at the end of some pages to suit their printer. Many also use a hard return (that is, hit the return key) or insert tabs or spaces to ensure some words, lines or paragraphs appear at the top of the next page. This is all right when the text is being prepared for your printer, but it causes problems when we reformat the text to fit in a book. *Please let the text flow naturally within your document.*

### **Widows and Orphans**

*Widows* (single words standing alone on the last line of a paragraph) and *orphans* (the first or last line of a paragraph standing alone at the top or bottom of a page) may appear on your printout, but they will not appear in the formatted book. They should be ignored – again, please let the text flow naturally, without your intervention. Adding line spaces, tabs, hard returns or spaces to remove them from your printout only creates difficulties during formatting for publication.

### **Hyphens**

In justified text, a word is often broken at the end of a line and hyphenated so that the spacing between words remains reasonably consistent throughout a document. Because your manuscript will be completely reformatted, however, the lines will end in quite different places in the book. Please do not add any word-breaking hyphens to your manuscript, because we will only have to remove them later.

### **Returns at the End of Each Line**

As you type text into your word-processing program, the cursor will automatically move down to the next line as it reaches the end of the one you are in. You do not have to insert a hard return. Please do not hit the return key at the end of each line, only at the end of each paragraph.

For long quotes (which are generally considered to be of more than thirty words) which are indented, do not use returns or spaces to create the indents on either side of the paragraph. Use the paragraph formatting

controls in your word-processing program. An example of an indented quote is:

This is dummy type, used only to fill a space that would otherwise not be filled. Dummy type is often used to fill such a space.

### **Indexing**

Creating an index from within your word-processing documents will usually be a waste of time, because the pagination of the book will be totally different from that of your original printout. After we have formatted the book, proofread it, and inserted any illustrations, tables or so on, we will send you a full set of galley proofs, from which you can create the index using the final pagination. If you wish to create an index from within your word-processing documents prior to sending us the manuscript, bear in mind that you will have to change the pagination manually after the book has been formatted.

### **Special Note to Academic Editors and Authors who Provide Preformatted Manuscripts**

For those editors and authors (such as those from the ANU's Department of Social and Political Change) who provide manuscripts which have already been formatted, please do not index before we have re-placed the text within our page-layout program. The way in which our publishing software handles text is quite different (and far superior) to the way in which word processors do so, and as such pagination may change somewhat when we import your documents. To save us from spending a great deal of unnecessary time making sure that our pagination matches yours precisely (which also dramatically reduces the quality of the text's appearance), please wait until we return the galley proofs to you before indexing. If you wish to discuss this matter further, please contact Crawford House Publishing.

### **Placing Files on Computer Disk**

If your manuscript is more than thirty pages long, it should be divided into several documents, or files, before it is placed onto computer disk to be sent to us. You should not send us one master file containing the entire manuscript. The best idea is to break up the files according to the divisions within your work; for example, into a file for each chapter. For the types of disks we are able to accept, please refer to 'Computer Disks' in the previous chapter.



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# The Parts of a Publication

A book is made up of three main parts: the *preliminary pages*, or *front matter*; the *text*; and the *end matter*. Works of fiction normally do not contain end matter. Generally, the three parts are made up as follows:

## Preliminary Pages

We also refer to these, colloquially, as ‘prelims’. They are given lower-case roman page numbers (for example, page xvii). Most of our books will have some or all of the following:

- *Subtitle page* (sometimes called the *half-title page*); followed by a blank page
- *Title page*
- *Imprint page* (sometimes called the *copyright page*); contains details about the publisher, design and editorial credits, edition, ISBN, Cataloguing-in-Publication, copyright and printing
- *Contents*
- *Foreword*; written by someone other than the author or editor
- *Preface*; written by the author or editor
- *Acknowledgements*

- *About the Contributors* (where appropriate); may also be included in the end matter

If there is a *dedication*, it is usually placed at the top of the imprint page, but in larger type than the rest of the text thereon.

## Text

This is the body of the book, and starts on page 1, which is always a right-hand, or recto, page. This part of the book contains the *introduction* followed by the *chapters, essays or papers*.

## End Matter

The end matter of a book may contain any of the following elements:

- *Appendixes*
- *Glossary*
- *List of Acronyms*
- *Notes*
- *Bibliography (or References)*
- *Index*

---

# Matters of Style

The following are conventions of style for use in our books. As mentioned in the introduction, they are not a rigid set of rules, but we would prefer if you could abide by them wherever possible. Even if you do not follow some of these elements of style, please take every care that your alternative usage is used consistently throughout your manuscript.

## Abbreviations and Contractions

- In an *abbreviation*, the last letter of a shortened form is not the last letter of the original word, or only the initial letter is used; the abbreviation is followed by a full stop:

a.m. Tues. anon. approx. etc.

- Abbreviations consisting of a group of initial capitals do not contain full stops:

HMAS MP RSVP NSW OPEC

- In a *contraction* the last letter of a shortened form is also the last letter of the original word; the contraction is not followed by a full stop:

Mr Mrs Dr Pty Ltd fwd

- Note that *vol.* (for volume) is an abbreviation, and has a full stop, but that *vols* is a contraction and does not.

- The plural of an abbreviation or contraction never includes an apostrophe:

MPs ECGs LPs CDs STDs

- The plurals of units of measurement are not followed by a full stop and never end in *s*:

kg (kilogram and kilograms) *not* kg. or kgs

L (litre and litres) *not* L. or Ls

- In formal narrative, many abbreviations and contractions are spelt out fully (while the abbreviated or contracted form may be suitable for bibliographies or suchlike). Commonsense should be applied. Specific examples of abbreviations which should not be used in formal narrative include:

e.g. – *prefer* for example

i.e. – *prefer* that is

etc. – *prefer* and so on, and so forth

*For example* and *that is* should be preceded by a semicolon, and followed by a comma:

Use a different colour; for example, red or green.

Roger is a vegetarian; that is, he eats no meat.

- In formal narrative, contractions *Mt* for *Mount* and *St* for *Saint* and *Street* should be written out in full (unless *St* is part of someone's surname; for example, Jill St John).

- Contractions such as *won't* for *will not*, *she's* for *she is*, and *isn't* for *is not* should not be used in formal narrative unless in reported speech or other quoted material.

## Compass Points

- Spell out completely and hyphenate:

north *not* N

north-east *not* NE, N.E., north east or northeast

- Latitude (north-south) and longitude (east-west) are expressed in degrees (°) and minutes ('):

42°29'S 65°43'E

### Currency

- Exact sums of money should be noted in figures:

\$5 \$12.95 45c

- For sums in millions:

\$2 million \$12.9 million

But if there are more than two figures after the decimal point:

\$12 450 000 *not* \$12.45 million

- For foreign currencies denominated in dollars, or to distinguish between Australian dollars and foreign dollars, each should be differentiated by using the appropriate letter or letters before the dollar sign:

A\$2.50 US\$12 NZ\$453.76

- For non-dollar currencies, the appropriate abbreviation or symbol is placed before the sum:

DM 12 000 ¥ 45 million £4 000

- Before 14 February 1966, Australian currency was expressed in pounds, shillings and pence (£ s d). The following examples illustrate the recommended style for this currency:

£10 5s 6d *not* £10/5/6  
3s 4d *not* £0 3s 4d, 3/4

### Dates

- Our preferred format, for clarity and simplicity, is:

26 September 1994

- Where the date is preceded by a day of the week, insert a comma:

Monday, 26 September 1994

- In formal narrative, the date should not be abbreviated:

2 June 1967 *not* 2.6.67, 2/6/67, 2 Jun 67

- Decades – note that there is never an apostrophe; the *s* is not possessive:

1980s *not* nineteen-eighties, eighties, '80s

- Centuries:

19th century *not* 19th Century, nineteenth century, Nineteenth Century

- The abbreviation *BC* follows the year; *AD* precedes the year:

76 BC AD 1224

- If spans of days or years are used, they should be written as follows:

1994–95 or 1994–1995 *not* 1994–5, 1994/95, 1994/1995

24–25 October *not* 24–5 October, 24/25 October

### Foreign Words and Phrases

- Commonsense should be used to determine which foreign words and phrases should be italicised. Those which are assimilated into English are not italicised, and the original accent is often dropped:

curriculum vitae entree cafe

- Accents may be retained as an aid to pronunciation:

blasé papier-mâché résumé

- Foreign terms not assimilated, or which may be used often but still seem to merit it, are italicised:

*haut monde de rigueur déshabillé*

- The *Concise Oxford Dictionary* is a good reference for checking which foreign terms should be italicised.

- Authors should consider whether the use of a foreign term is necessary, may seem pretentious, or may be confusing or unintelligible to the uninitiated. For example:

Is *idée fixe* more useful than obsession?

### Hyphens

Hyphenation is a broad and contentious issue, but a dictionary can be used as a guide (we use the *Macquarie Dictionary*). The following guidelines, while not comprehensive, may be useful. A hyphen should be used:

- if words should be read as having a single meaning:

happy-go-lucky a get-together

- in most compounds used as adjectives, whether they fall before or after the word to which they are attached, often to avoid ambiguity:

an ill-advised politician  
a blue-grey feather  
a little-known artist

- in number compounds:

eighty-two  
one-third  
forty-odd  
seven-point agenda  
six-year-old dog  
pre-1923  
mid-1942

- to differentiate between meanings:

recreation *and* re-creation  
represent *and* re-present  
reform *and* re-form

### Italics

Italic type is used to indicate the following:

- Titles of books, plays, and long poems:

*Of Mice and Men*  
*King Lear*  
*Paradise Lost*

- Foreign words which are not assimilated into English (*see also* 'Foreign Words and Phrases'):

*coup de grâce* *haute couture*

- Scientific names of plants and animals:

*Eucalyptus macrorhyncha* *Thunnus albacares*

- Names of specific trains, ships and aircraft (but not terms such as SS, HMAS):

*Orient Express* *SS Titanic* *Spirit of St Louis*

- Legislation when the exact title is used:

the *Copyright Act 1968*

- Court cases:

*Commonwealth v. Friktenwaltzen*

- Emphasised words (which should not be overused):

We *must* leave tomorrow.

- Cited letters and words:

The *s* is not possessive in *1980s*.

- Cross-references such as *see* and *see also* in an index:

RAAF. *See* Royal Australian Air Force

### Measurements

- Measurements should always be in *metric* unless they are used in a historical or geographical context.

- Numbers are written as figures, and the measurement is usually written out in full in formal narrative (although there are exceptions, such as temperature):

5 kilometres 72 kilograms 22°C

- Ages are not regarded as measurements:

twelve years old *not* 12 years old.

- Where contractions or abbreviations are used, plurals do not receive an *s*:

kg *not* kgs for kilograms  
cm *not* cms for centimetres

- Where contractions and abbreviations are used, there is always a space between the measure and the associated number (but not for degrees of angle or heat, or symbols such as those for inches and feet):

6 t 48 mL 98°F 68° incline 5'6"

### Numbers

- In general narrative:

zero to ninety-nine are spelt out  
100 and upwards in figures

- Numbers at the beginning of a sentence are written out:

Two hundred and forty dogs were caught by the ranger in 1993.

It may be better in some cases to rewrite the sentence so that the number is not at the beginning:

The ranger caught 240 dogs in 1993.

- In general, figures rather than words are used for:
 

exact sums of money	\$9.95
times	12.30 p.m., 1145 hours
mass	2.3 kg
measures	45 mm
degrees of inclination	45°
degrees of temperature	23°C
latitude and longitude	42°17'S
percentages	98 per cent
dates and years	12 July, AD 667, 1992

- Age is written according to the general rule (numbers bigger than ninety-nine in figures):
 

She is twenty-three years old.  
He was 103 last week.

- In general, spans of numbers should use as few numbers as possible to make the meaning clear (taking special care with numbers between 10 and 19 in each hundred):

14-16 *not* 14-6    62-3    164-85  
211-19 *not* 211-9

- Spans of years and street numbers are among exceptions to the above:

1973-78 or 1973-1978 *not* 1973-8  
33-37 Bridge Street *not* 33-7 Bridge Street

- In numbers running into thousands, the comma which traditionally divided each group of three numbers has largely been replaced by a space:

1000    10 000    100 000

Note, however, that four-digit numbers do not include the space. Although we prefer use of a space, a comma is OK. The important thing is to remain consistent throughout your manuscript.

- Millions are written in figures and words unless there is more than one figure after the decimal place:

1 million    16.5 million    \$45.3 million  
2 760 000 *not* 2.76 million

- Percentages are written as follows:

3 per cent *not* 3 percent, three per cent, 3%

- When a decimal point is used for a number lower than one, always place a zero before the point:

0.66 *not* .66

- Fractions are normally written out in formal narrative, and hyphenated:

one-third    three-quarters

- Ordinals follow the general rule (numbers bigger than ninety-nine in figures):

seventh    forty-first    103rd

Exceptions include centuries, military units, and dates:

12th century    43rd Division, US 8th Army  
On 8 January we left Paris, arriving home on the 12th.

### Quotation Marks

- Single quotation marks are the norm:

Keating said he was a 'bloody wombat'.

- Double quotation marks are used for quotes within quotes:

'And then he cried "I'm doomed!" and disappeared,' she said.

### Spelling

We refer to the *Macquarie Dictionary* in most cases. The *Concise Oxford Dictionary* is our next choice.

### Time

- Precise times are written in figures:

12.25 a.m.    7.40 p.m.

- Retain the full stops in *a.m.* and *p.m.*

- There is no need to retain two zeros to indicate full hours:

5 a.m. *not* 5.00 a.m.

- To avoid confusion, it may be more helpful to write *12 noon* instead of *12 p.m.*, and *12 midnight* instead of *12 a.m.*

- Avoid tautology; there is no need to write *3 a.m. in the morning* or *4.45 p.m. in the afternoon*.

- *O'clock* (meaning 'of the clock') is used only after

complete hours, and the hour is expressed in words:

four o'clock *not* 4 o'clock

### **Titles**

- Titles of newspapers, magazines and journals should be set in italics:

*Sydney Morning Herald MacUser Meanjin*

In formal narrative, when such a title includes *the*, the word is set in lower-case roman type:

We read the *Western Advocate* and the *Bulletin*.

*The* is dropped from the title where it would be awkward:

She is a *Bulletin* journalist.

- Titles of books, plays, long poems, films, operas, musicals, paintings, sculptures and other art works are also set in italics:

*One Flew over the Cuckoo's Nest*

*Who's Afraid of Virginia Woolf?*

*Paradise Found*

*Casablanca*

*Così fan Tutte*

*Miss Saigon*

*Blue Poles*

Moore's *Fallen Warrior*

- Quotation marks are used for titles of short stories, essays, articles, lectures, chapters (quoted in references), short poems, songs, and television and radio programs:

Lawson's 'The Loaded Dog'

Murdoch's essay 'On Sitting Still'

Waugh's *Spectator* article 'The laziest people on earth'

The Dyason Memorial Lecture 'China's Policy and Outlook'

chapter 4, 'Things to mark up'

Paterson's 'The Man from Snowy River'

'Waltzing Matilda'

the TV current-affairs program 'The 7.30 Report'

the Radio National program 'Arts Today'

- Titles of unpublished materials, such as diaries, theses and transcripts, are neither italicised nor enclosed in quotation marks:

The thesis was called *Managing Money in the Small Business Environment*.

- Titles of musical works such as concertos and symphonies are not italicised or enclosed in quotation marks, but the descriptive titles of such works are italicised:

Beethoven's *Symphony No. 3 in E flat major* is known as his *Eroica*.

- Books of the Bible and Koran are set in roman type and are not italicised:

the Song of Solomon the Book of Daniel

the Old Testament the New Testament

the Gospel According to Luke

### **World Wars**

- World War I, World War II *not* World War 1, World War 2, First World War, or Second World War.

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## References and Bibliographies

We prefer to use the author-date system for references and bibliographies. It is widely used in scholarly circles, and has the advantages of ease of use, and allowing the reader to make an immediate association between the fact or idea and its source and date.

### References within the Text

- At its simplest, the textual reference includes only the author's name and the year of publication of the source material:

Jones took over in November (Smith 1984).

Note that there is no punctuation between the name and date. The name of the author can also be incorporated into the text:

Smith (1984) alleges ...

- References can also contain page numbers:
 

(Smith 1984: 23)  
Smith (1984: 23) remains unconvinced ...
- Volume numbers may also be included if necessary:
 

(Smith 1984, vol. 2: 23)
- For more than one work:
 

(Brown 1982: 156; Smith 1984: 23)  
Brown (1982: 156) and Smith (1984: 23) agree  
...
- For works with two or three authors:
 

(Smith & Cline 1985)  
(Rogers, Hammerstein & Woodward 1987).

Where authors' names are incorporated into the text,

the ampersand (&) is replaced by *and*:

Smith and Cline (1985) deny ...

- For works with more than three authors, use only the surname of the first author, followed by *et al.* (not in italics). For example, a work by Smith, Jones, Brown and Davies is referenced thus:

(Smith et al. 1987)

Smith et al. (1987) are certain ...

If, however, there is a subsequent work by Smith, Dithers, Walpole and Connelly, for example, all of the names should be spelt out in each case to avoid confusion.

- If you refer to more than one work by the same author, the dates of publication are in chronological order:
 

(Smith 1984, 1987)  
Smith (1984, 1987) believes ...
- Where an author has published more than one work in the same year, the works should be distinguished from one another by the use of lower-case letters, beginning at *a*, in alphabetical order:

(Smith 1984a, 1984b)

If you use page numbers, the dates are separated by a semicolon:

(Clovis 1923a: 445; 1932b:129)

The order of the letters is determined by the alphabetical order of the titles, disregarding initial articles (such as *a*, or *the*). So two 1996 works by Roger Green – *The Abacuses of China* and *A Bevy of Counting Machines* – will be 1996a and 1996b respectively.

- If no date can be reliably established for a work, use the following format:

(Smith n.d.)  
Smith (n.d.) suggests ...

- Anonymous works should not be listed under *Anon.* or *Anonymous*. Instead, refer to the title of the book:

(*While the Sun Shines* 1923)  
In *While the Sun Shines* (1923) ...

- If the work has been sponsored by an agency, association, corporation or any other type of institution, and does not have an author listed on the title page, cite the name of the sponsoring organisation. Well-known abbreviations may be used, but use care in deciding which names to abbreviate:

(UNESCO 1968)  
A publication of the Royal Blind Society (1993) states ...

- Newspaper articles can be listed under the name of their author. If, however, the author is not named, use the following forms:

(*Sydney Morning Herald*, 12 July 1994: 3)  
The *Age* (29 January 1986) reported ...  
(*Daily Telegraph*, 9 September 1967, editorial)

Where frequent references are made to newspaper material, it may be appropriate to abbreviate certain newspaper titles – for example, *SMH* (in italics) for *Sydney Morning Herald* – though this will have to be explained in a list of abbreviations.

### List of References and Bibliography

- A list of references contains only, and all of, those works cited in the text. A bibliography includes all of the works cited in the text, plus any other works the author may think relevant to include. The examples which follow are used in lists of references and in bibliographies.
- For references to books, the required information is presented in the following order. Those marked with an asterisk are only used where applicable:
  - author's or editor's surname, then initials or given name
  - year of publication
  - title of publication

- title of series\*
- volume number, or number of volumes\*
- edition\*
- editor, reviser, compiler or translator, if other than the author\*
- place of publication (that is, city or town)
- publisher
- page number or numbers\*

Typical examples include:

Agnella, M. 1972. *The story of the missionary Franciscan sisters of the Immaculate Conception in Australia and New Guinea*. Brisbane: Clark and MacKay.

Anderson, Robin, and Bob Connelly. 1983. *First contact*. New York: Film Makers' Library.

Cook, E.A., and D. O'Brien (eds). 1980. *Blood and semen: Kinship systems of highland New Guinea*. Ann Arbor: University of Michigan Press.

Lebar, F.M. (ed.). 1975. *Ethnic groups of insular South-East Asia*. Vol. 2, *Philippines and Formosa*. New Haven: Human Relations Area Files Press.

Speiser, Felix. 1991. *Ethnology of Vanuatu: An early twentieth century study*. Trans. D.Q. Stephenson. Bathurst: Crawford House Publishing.

- For references to papers or essays within books, the title of the paper or essay follows the date of publication, and is enclosed in quotation marks and followed by *in* (not in italics):

Lea, D.A.M. 1973. 'Stress and adaptation to change: An example from the East Sepik District, New Guinea' in *The Pacific in transition: Geographical perspectives on adaptation and change*. Edited by H. Brookfield. Canberra: Australian National University Press. pp. 55-74.

- For references to articles in journals and periodicals, the required information is presented in the following order (with asterisks for those used only when applicable):
  - author's name
  - year of publication
  - title of article (not in quotation marks)
  - title of journal or periodical
  - title of series\*
  - place of publication\* (not usually included)
  - volume number\*



- issue number (in parentheses) or other identifier\*
- page number(s)

Typical examples include:

Davis, Harry. 1975. Guest of honour, from the ABC's broadcast, May 1975. *Pottery in Australia*. 14(2):25-29.

McPherson, Ian. 1997. How to get better results from your designs. *Desktop*. June:22-32.

Stott, Margaret A. 1995. Ceremonial art of the Nuxalk. *Tribal Arts*. Autumn:62-70.

- Unpublished material may include theses, papers presented at seminars, conferences or meetings, manuscripts, and other material. The following are typical examples:

Caruthers, James. 1984. Stripping the willow: folk life in the Australian bush. MS in possession of the author.

Jamieson, W.K. 1914-17. Diaries. Henderson Library, University of Eastern Queensland.

Struther, M. 1992. Taking control: Management strategies in book-production. Paper presented to the 10th Annual Symposium of the Australian Society of Book Publishers, Sydney, 12 June.

Trewilliger, Sir Cuthbert. 1876. Letter to Sir Clive Motley-Crue, 9 December, in possession of Mrs P.J. Trewilliger-Browne.

- Government publications are cited using a procedure similar to that used for books. Examples include:

Australian Archives. 1988. *Relations in record: A guide to family history sources in the Australian Archives*. Canberra: AGPS Press.

Bureau of Transport Economics. 1986. *Demand for Australian domestic aviation services*. Occasional Paper no. 79. Canberra: AGPS Press.

*Commonwealth of Australia Gazette*. 1993. PS24. Canberra. 24 June.

Ergas, H. 1986. *Telecommunications and the Australian economy*. Report to the Department of Communications. Canberra: AGPS Press.

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# Appendix: List of Computer Program File-Types Translatable by CHP

## **Word Processors**

<i>Macintosh</i>	<i>PC</i>
ClarisWorks	Ami Pro
FrameMaker (MIF)	ClarisWorks for Windows
MacWrite	DCA-RFT
MacWrite II	Framemaker (MIF)
MacWrite Pro	Microsoft Word (DOS and Windows)
Microsoft Word	Microsoft Works (DOS and Windows)
Microsoft Works	Multimate
Nisus	OfficeWriter
WordPerfect	Professional Write
WriteNow (Mac and NeXT)	RTF
<i>Other formats</i>	Text
AppleWorks	WordPerfect (DOS and Windows)
SunWrite	WordPerfect Works
	Wordstar
	XYWrite

## **Spreadsheets and Databases**

Claris Works	Lotus Symphony
Comma Values	Quattro Pro
dBase	SYLK
DIF	Tab Text and Tab Values
Excel (PC and Mac)	WorPerfect Works
Foxbase	Works DB and SS (MS and Apple)
Lotus 123	

## **Graphics**

<i>Mac (PICT) to PC</i>	<i>PC to Mac (PICT)</i>
PC Paintbrush.PCX	AutoCad.DXF
TIFF	Harvard Graphics.CGM
Windows Bitmap.BMP	Lotus.PIC
Windows Metafile.WMF	Lotus Freelance.CGM
Wordperfect Graphic.WPG	PC Paintbrush.PCX
	TIFF
	Ventura Publisher.GEM and .IMG
	Windows.BMP
	Windows Metafile.WMF
	WordPerfect Graphic.WPG

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## Useful Reference Books

The following books were used during the compilation of this manual, or are useful for checking points of style, punctuation (which is not covered in this guide) and spelling. This is not a comprehensive list of references in this field, but probably represents a good selection of such titles.

- ALLEN, R.E. (ed.) 1991. *The Concise Oxford Dictionary of Current English*. 8th edition. Oxford: Clarendon Press.
- AUSTRALIAN GOVERNMENT PUBLISHING SERVICE. 1994. *Style Manual for Authors, Editors and Printers*. 5th edition. Canberra: AGPS Press.
- BERNARD, J.R. 1986. *A Short Guide to Traditional Grammar*. University of Sydney: Sydney University Press.
- BRYSON, BILL. 1991. *The Penguin Dictionary for Writers and Editors*. Ringwood: Viking.
- CAREY, G.V. 1976. *Mind the Stop: a Brief Guide to Punctuation with a Note on Proof-Correction*. Revised edition. Ringwood: Penguin Books.
- DELBRIDGE, A., J.R.L. BERNARD, D. BLAIR, S. PETERS and S. BUTLER (eds). *The Macquarie Dictionary*. 2nd edition. Macquarie University: The Macquarie Library.
- DOENAU, STAN. 1989. *A Comma for Your Thoughts: A Clear Guide to Punctuation*. Pennant Hills: Edvance Publications.
- FLANN, ELIZABETH, and BERYL HILL. 1994. *The Australian Editing Handbook*. Canberra: AGPS Press.
- FOWLER, H.W. 1983. *Fowler's Modern English Usage*. 2nd edition. Revised by Sir Ernest Gowers. Oxford: Oxford University Press.
- GOWERS, SIR ERNEST. 1987. *The Complete Plain Words*. 3rd edition. Revised by Sidney Greenbaum and Janet Whitcut. Ringwood: Penguin Books.
- HUDSON, NICHOLAS. 1993. *Modern Australian Usage*. Melbourne: Oxford University Press.
- HUGHES, BARRIE (gen. ed.). 1993. *The Penguin Working Words: an Australian Guide to Modern English Usage*. Ringwood: Viking.
- MACQUARIE UNIVERSITY. 1991. *The Macquarie Spelling Guide*. Macquarie University: The Macquarie Library.
- HARMAN, ELEANOR, and IAN MONTAGNES. 1976. *The Thesis and the Book*. Toronto: University of Toronto Press.
- MURRAY-SMITH, STEPHEN. 1990. *Right Words: a Guide to English Usage in Australia*. 2nd edition. Ringwood: Penguin Books.
- PARTRIDGE, ERIC. 1973. *Usage and Abusage: a Guide to Good English*. Revised edition. Ringwood: Penguin Books.
- PETERS, PAM (gen. ed.) 1990. *The Pocket Macquarie Writers Guide*. North Ryde: The Jacaranda Press.
- . 1996. *The Cambridge Australian English Style Guide*. Melbourne: Cambridge University Press.
- STRUNK, WILLIAM JR, and E.B. WHITE. 1979. *The Elements of Style*. 3rd edition. New York: Macmillan Publishing.

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