

Style Guide
for
Journal and Proceedings
of the
Broken Hill Historical Society



Using the Style Guide

This Style Guide offers a brief approach to how material for the Journal can be developed and edited to achieve consistency of presentation for the reader.

If material is presented inconsistently (two different spellings for the same word, for example), a reader is 'disrupted' in reading easily and fluently.

Two kinds of style affect consistency of presentation:

- in writing through uses of spelling, punctuation, grammar, capital letters, and so on;
- in the design of parts of the text such as headings, paragraphs, quotations, emphasis, lists, and so on.

To ensure consistency in how writing is presented, a document is 'copy' edited to the style used by the publisher (in this instance, the Broken Hill Historical Society).

To ensure consistency in the design of the text, a 'template' in Word has been developed by the Society in which styles for all text parts are embedded.

The remainder of this Style Guide makes up a brief reference tool for the way the Society works with both kinds of styling.

Submitting content for the Journal

Content of different kinds is submitted for publishing in the Journal by Society members, as well as by those who have made a presentation at a Society meeting during the year before the Journal is published.

Presentations, papers and snippets of interesting local history by and from members, as well as photographs, are extremely welcome submissions.

References should be given for material derived from other sources.

File requirements

An author can choose to use the BHHSoc Word Template, and write straight into that.

Or, the author can choose not to use the template.

However, any text content needs to be provided *as a Word file* so that it can easily be tipped into the template and then copyedited. This is to ensure overall consistency of presentation with other submitted material.

It is preferred that photographs used in your content be submitted as individual graphic files, e.g. a .jpg, where at all possible. Graphic files should be of a reasonable resolution for reproducing (e.g. a .jpg file would usually be at least 300 Kb in size).

The editing process

If the author has chosen *not* to write in the BHHSoc Word Template, the Journal Editor will first 'tip' the content of a received file into the template.

The Editor will then check structure, lightly copyedit and return the file to the individual author for a final check.

If the author has written directly into the template, a step is saved and right from the start the author will have a good general idea of how the finished paper will look.

A few general style requirements

Spelling

The Journal uses Australian English based on the Macquarie Dictionary (sixth edition or online at <http://www.macquariedictionary.com.au>).

Overall the Journal will be copy edited to follow the Australian AGPS Style Manual for editors and printers (6th edition and later addenda).

Punctuation and capital letters

Use *one* space, not two, after a full stop and between sentences in a paragraph.

Headings used within the Journal have an initial capital letter only, except where individual words within the heading would commonly be capitalised. For example:

The distant sound of thunder

The distant sound of thunder in Broken Hill

Titles of books, journals and newspapers use maximum capital letters as follows, and they are also italicised:

Barrier Daily Truth

Journal and Proceedings of the Broken Hill Historical Society Inc.

Shortened forms

Shortened forms such as e.g. and i.e. include full stops. Other shortened forms do not. For example:

- contractions that include the first and last letter: Mr, Rd, Qld, Pty Ltd, Bros, dept;
- acronyms such as: TAFE, ASEAN, Anzac, Qantas;
- strings of initial letters not pronounced as a word: NSW, SBS, PC, TV, IQ.

Quotes and inverted commas

When including an in-text quote, use single inverted commas e.g. ', not double, e.g. ". If including a quote within a quote that runs on, the exterior inverted commas are single and the interiors ones are double.

Using the BHHSoc Word Template

This Style Guide is written within the template designed for producing papers and presentations for the Broken Hill Historical Society Journal in order to illustrate Word styles, and how they can be used.

A separate 'almost clean' template file is provided to authors along with this Style Guide. You can write directly into the template and add illustrations without trying to apply the template styles (and leave that task to the Journal Editor), *or* you can apply styles as you go.

Applying text styles designed within the template

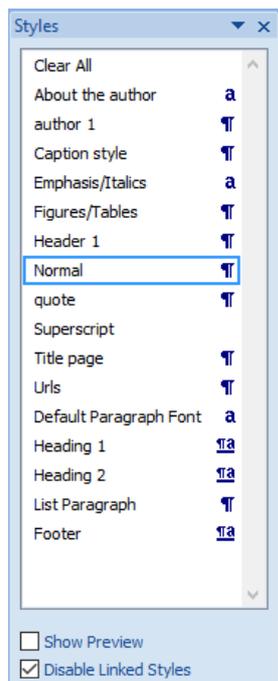
One quick way to apply a text style to a piece of text is to:

Step 1: Highlight the text.

Step 2: Click *on the arrow* at the right-hand bottom corner of the Change Styles box in the Word Header (instructions here are for Microsoft Office version 7).



Step 3: Bring up the Styles box and click on the required style.



This is the first level heading (Heading 1 style)

By Liz Great (author 1 style)

The first level heading is centred. It is used *only* for the title of the presentation or paper.

It is followed by the style 'author 1', to insert the author's name.

This is the second level heading (Heading 2 style)

Not all papers or presentations for the Journal will need to use a 2nd level heading (or subheading), and almost none would need a third level.

Paragraph style (Normal)

This is the paragraph style designed for all text within the Journal. The style is called 'Normal' in Word. (Headings, quotations or captions for illustrations have their own style.)

In any paragraph, leave *one space only* after a full stop, and before the next sentence begins.

The paragraph is justified only to the left.

You begin a new paragraph by pressing Enter or Return. You do not need to indent a new paragraph, as there is an obvious line space between each one.

Emphasis style

Emphasis in text for the Journal is illustrated by *italicising the selected word or phrase*. (Underlining or bold are not used to emphasise content.)

List paragraph style

This is the style for a list following a sentence or paragraph.

- The quick brown fox jumped.
- The quick brown fox jumped.

Punctuation within a list will depend on the grammatical structure used.

Quote style

This is the style for a quotation that is over two lines long.

The quick brown fox jumped over the very lazy dog and really set the cat amongst the pigeons (how to mix your metaphors), thereby displacing all the chickens from their roost.

If a quotation is two lines or under, you should run on with it and enclose it in single inverted commas. The following is an example.

The Grattan Institute proposed 'limiting pre-tax annual contributions to superannuation accounts of \$11,000 per person and taxing investment earnings in retirement.'

Caption style

Most photos or illustrations will need a caption supplied with them that will sit underneath the illustration.

This is the style used for a caption.

Dust storm over Broken Hill

Figure style

Figures, diagrams, maps and tables are labelled consecutively as Figure 1, Figure 2, or Table 1, Table 2 etc. They will need a description and a source, if not original (and there may be copyright issues).

This is the style used for a Figure. It also sits underneath the provided figure.

Figure 1.1: Temperatures in drought years in Broken Hill

'About the author' style

At the end of a published paper or presentation several lines will be added titled 'About the author'.

The 'About the author' style is as follows:

About the author: Elizabeth Great is a Broken Hill historian who etc. etc.