BHG Publications
Series 1 Historical Papers

Stylesheet for contributors

This Series, which focuses on the history and heritage of the Brisbane region, commenced in 1981. Each volume comprises papers given orally at BHG sessions and additional articles related in subject matter.

Contributors may be invited to submit papers for publication or inquire themselves whether a particular article would be acceptable in a forthcoming volume. Drafts should be forwarded to the Publication Coordinator for consideration by the editorial committee and referees. Inclusion does not preclude publication elsewhere for a different audience; but contributors are asked to discuss this with the coordinator and to acknowledge publication in the BHG Papers. Contributors receive one free copy of the whole volume.

The series of papers from Number 11 onwards have been produced as a custom-sized paperback in perfect binding. The print run of several hundred copies is marketed widely to members, libraries, schools, societies, professionals and the general public.

Contributors are asked to forward drafts shortly after the related BHG session. If a paper is given orally, it may be amended or reshaped as necessary. There is no strict word limit, as long as everything is pertinent to the subject and succinctly expressed. Notes and references should be kept to an essential minimum; but authors are expected to appropriately acknowledge all primary and secondary sources used.

Drafts should be submitted as Word documents by email, or on a USB or CD. They need to be set out in accordance with the BHG style of publication outlined in this guide; otherwise they may be returned to contributors for amendment. The required publication style is exemplified by the BHG Papers from Number 11 onwards.

Australian spelling conventions should be used throughout; refer to Macquarie Dictionary if in doubt. Numbers from one to ten should be spelt out, and after that be displayed numerically. Long quotations of 40 or more words should be preceded in the main text by a colon and then separated by a line break and indented. Short quotations can be included in main text with use of quotation marks. BHG uses single, not double, quotation marks. Minimal capitalisation is used for published works and for generic positions (e.g. premier) when not referring to a particular office-holder (Premier Robert Herbert).

The basic format for the endnotes and reference list is set out in the *Style manual of the Australian Government Information Management Office* (sixth edition published by John Wiley & Son and available from booksellers). Notes are indicated in the text by superscript running numbers placed after and above the nearest appropriate punctuation mark, and not by author and date in brackets. The notes themselves should be set out at the end (ie endnotes) and are done in the brief author year page number style. Abbreviations such as 'vol.', 'no.' and 'pp.' should be omitted and numbers only used (e.g. 4/1:147-8 or 4:147-8); however, authors are encouraged to abbreviate the titles of frequently cited journals or serial publications and provide a list of these abbreviations with their full titles as a separate file to the editor.

Endnote examples:

Book, book chapter or journal article: Bartley 1892, 63.
Newspaper (e.g. Brisbane Courier): BC 7 Dec 1913, 10.
Government serial (e.g. Queensland Government Gazette): QGG 22 Apr 1899, 71/106.
Archival material, use Archives' own referencing system. There are two systems for the Queensland State Archives. For example, the older format for a Supreme Court file was: SCT/P 1648, file no 179/1929, doc 2, QSA. The more recent system has adopted an item ID number in place of 'SCT/P 1648'. Both are acceptable in BHG publications, but consistency is preferred.

If a single source is referenced consecutively two or more times in the notes, use 'Ibid' rather than repeating source details. When material for an entire section is drawn from a single source, a single reference at the end of a paragraph is sufficient. However, all quoted material should be referenced, unless it is clear in text that it is a continuation of other material just quoted. If reference is made to more than one source by an author published in the same year, the sources should be distinguished in the notes and bibliography by use of letters next to year, e.g. Bartley 1892a; Bartley 1892b etc.

In the alphabetically arranged bibliography, cite full descriptions of works used. Newspaper and archival material (cited in full in endnotes) is not included in the bibliography.

Bibliography examples:

Book: Bartley, Nehemiah 1892, *Opals and agates; or, scenes under the Southern Cross and the Magellans: being memories of fifty years of Polynesia and Australia*, Gordon & Gotch, Brisbane.
Book chapter: Evans, Raymond 1984, 'Soiled doves: Prostitutes in Queensland', in Kay Daniels ed., *So much hard work: Women and prostitution in Australia*, Fontana Books, Sydney.
Journal article: Metcalf, William 2006, 'Dr Thomas Pennington Lucas: Queensland scientist, author, doctor, dreamer and inventor', *Journal of the Royal Historical Society of Queensland* 19/5, 788-804.

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A cover sheet should be added with the contributor's preferred title, given and family names (not initials), and a brief (2-3 sentence) professional biographic statement (for the contributors' page. Please contact the Publication Coordinator regarding these matters, including particular requirements and queries. The BHG looks forward to publishing papers by amateur, public and academic historians as professionally and beneficially as possible.

Dr Barry Shaw
Brisbane History Group Publication Coordinator
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