THE LA TROBE SOCIETY

C J La Trobe Society Inc

La Trobeana
Guidelines for Contributors

General Guidelines

1. *La Trobeana* is the journal of the C J La Trobe Society Inc. It is published three times a year in March, July and November.

2. The journal explores different themes in the life and times of Charles Joseph La Trobe, both before and after his administration, aspects of the settlement of Victoria, and other areas of the colonial period of Victoria's history both before and after La Trobe's administration. This may include the wider La Trobe/Latrobe family.

3. The submission of articles related to La Trobe and the colonial period of Victoria's history is welcome for consideration by the Editorial Committee.

4. Articles within the range of 1,500-4,000 words are preferred, and briefer reports on topics of relevance are also received.

5. Articles should be typed in 12-point serif typeface, e.g. Cambria or Times New Roman.

6. A cover sheet should list:

   - Author's name and title
   - Title of article
   - Postal address, telephone number, email address
   - A brief biographical note on the author (70-100 words)
   - Word length of article
   - A brief abstract of no more than 100 words
   - Number of suggested illustrations
   - Suggested captions

7. Titles should be concise. The Editor reserves the right to alter the title in consultation with the author.

8. References must be supplied as endnotes, using the facilities of a recognised word processing system (not via manual input). Contributors are asked to avoid excessive noting of sources.

9. Suggestions of suitable illustrations for articles are welcome, digital copies attached where possible, and details of the location of the original image included.
    These suggestions are to be submitted to the Secretary, Dianne Reilly, at the time the article is submitted.

10. Copyright of articles published in *La Trobeana* is vested in the author.

11. Deadlines for copy will be indicated to contributors for each issue.

12. The Editor reserves the right to decide in which issue of *La Trobeana* an article will be published.

13. Contributions should be sent **as an e-mail attachment** to the Secretary, Dianne Reilly (secretary@latrobesociety.org.au).

14. Contributors will each receive a copy of the issue in which their article appears, and further copies will be available for sale.

15. The Editorial Committee operates as an informal peer-review body and it refers articles for formal peer review as appropriate.

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Style Guidelines

La Trobeana generally follows the style set down in *Style Manual for Authors, Editors and Printers,* 6th ed., Canberra, John Wiley and Sons, 2002.

Spelling and hyphenation should follow the *Macquarie Concise Dictionary*, 4th ed., Sydney, Macquarie Library, 2006, or subsequent editions.

• Layout
All lines of the main body of the text should be set without indentation, flush with the left-hand margin.
A one-and-a-half line space should be inserted between paragraphs.
Typing should be in 12-point serif typeface, e.g. Cambria or Times New Roman.

• Quotations

Quotations *of less than 50 words* should be included in the body of the text, enclosed within single quotation marks.

Quotations within quotations should be enclosed within double quotation marks. Unless the quoted matter is a self-contained sentence, punctuation should be placed outside the inverted commas.

Quotations of *50 words and more* will be indented as a block paragraph, separated from the preceding and following text by a one-and-a-half line space. Block quotations will be in the same sized font as the text of the article, and not enclosed within quotation marks.

Authors are expected to check the accuracy of quotations for spelling and punctuation. Any peculiarities of syntax, spelling mistakes or factual errors that are part of the original quotation should be denoted [*sic*] (always in italics and enclosed within square brackets).

• Abbreviations

Full stops are not used in abbreviations that consist of more than one capital letter or capital letters only, e.g. RSPCA, AIF, ABC, USA, PhD, GPO.

However, unfamiliar abbreviations should be spelt out in full on first citation, followed by the abbreviated form to be used subsequently in brackets, e.g.

Queenscliffe Historical Museum (QHM)

The names of Australian States and Territories are spelt out in full, e.g. New South Wales, South Australia, Western Australia. However, when these names are repeated frequently in an article, the abbreviated forms NSW, SA, WA can be used in the second and subsequent instances.

For percentages, write 'per cent' rather than the mathematical sign '%'.

Contractions take a full stop only if the last letter of the word is not used,

e.g. 'Mr', 'Mrs', 'Dr', and 'Cr', but 'Prof.' and 'Rev.'.

• The Apostrophe

Plural forms, e.g. 1950s, MPs, etc. never use the apostrophe.

• Capitalisation

Capital letters are used for proper titles when specifically attached to individuals or groups,

e.g. Cr Jones or Councillor Jones; Melbourne City Council; the Premier, Mr Andrews; the Howard Government; the Prime Minister; the Labor Party.

• Italics
Italic type is used to indicate the following:

> ***** Titles of literary, dramatic, musical or artistic works, e.g.
> *Of Mice and Men; King Lear; Eroica; Guernica*
> ***** Foreign words which are not assimilated into English, e.g *coup de grâce; haute couture*
> ***** Scientific names of plants and animals. e.g. *Eucalyptus macrocarpa; Macropus giganteus*
> * Names of specific houses, trains, ships, etc. e.g. *Coriyule; Orient Express; SS Titanic*
> * Legislation when the exact title is used, e.g. the *Copyright Act, 1968*
> * Emphasised words, e.g. We *will* finish today
> * Cited letters and words, e.g. The *s* is not possessive in *1980s*

• Numerals
Except in tables, spell out numbers from one to one hundred. 'One thousand' and 'one million' may also be spelt out, as may any approximate number greater than one hundred, e.g. 'More than four thousand…'.

Any number that begins a sentence must be spelt out.
Otherwise, numbers should be expressed in numerals.

For numbers of 1,000 or more, use commas.

• Span of Figures
As a general rule, spans of figures, such as a range of page numbers, should use as few figures as possible,
> e.g. 1-7, 9-11, 19-21, 199-200, 209-11, 211-3, 223-4.

• Dates
Dates should be expressed as follows:

> Monday, 1 January 1992
> 1 January 1992
> Nineteenth century

Spans of dates should not follow the general rule of spans of numerals (see above) but use a fuller form:

> 1852-1854 *not* 1851-54
> 1914-1918 *not* 1914-18
> 22-26 October *not* 22-6 October

• References
Reference notes are consolidated at the end of articles as Endnotes.

A reference will be denoted by a superscripted Arabic numeral in the text,

> e.g. 'of our State's history'.[1]

Citation of References
Books
In citing books, use the sequence: author's name, book title and subtitle, place of publication, publisher, year of publication, page number(s) as follows:

> Henry Lawson, *While the Billy Boils*, Sydney: Angus & Robertson, 1896, p.61

Subtitles should be in lowercase except for proper nouns, e.g.

> Edmund J. B. Foxcroft, *Australian Native Policy: its history especially in Victoria*, Melbourne: Melbourne University Press in association with Oxford University Press, 1941, p.20.

If a book is the work of more than one author, all authors should be cited as follows:

> William J. Metcalf and Elizabeth Huf, *Herrnhut: Australia's First Utopian Commune,* Melbourne: Melbourne University Press, 2002, p.18.

If the book has been published in more than one edition, ensure that it is clear which edition is being cited:

> Geoffrey Blainey, *The Rush that Never Ended: a history of Australian mining,* Melbourne: Melbourne University Press, 2nd ed., 1969, p.71.

Subsequent references to books already cited should use author surname and page number:

> Serle, p.192.

The style *ibid.* (*ibidem* – in the same work) may be used to refer back to the citation **immediately** preceding it.
The use of *op. cit.* (*opera citato* – in the work cited) to refer to an earlier citation should be avoided.

Articles
When citing periodical articles, use the following sequence: author's name, title of article, title of journal or magazine in which the article was published, volume and issue number if applicable, page number(s) as follows:

> John Lack, 'The Legend of H V McKay', *Victorian Historical Journal*, vol.61, nos 2 & 3, August 1990, p.127.

Note:
Titles of journals, magazines and books are **always** italicised.
Titles of articles, chapters and theses are always enclosed in single quotation marks and **never** italicised.

Manuscripts
Manuscripts should be cited as follows:

> Ann Catherine Currie, Diaries, 1873-1916, MS 10886, Australian Manuscripts Collection, State Library of Victoria. Entry for 10 March 1876.

Websites
Websites should be cited with details in the following format: website name, article author's name, year, article title, URL, date accessed,

> e.g. *Domain*, Jenny Brown, 2012, 'The pioneering Charles Joseph La Trobe left Victoria with invaluable gifts', http://news.domain.com.au/domain/neighbourhoods/many-thanks-governor-20121130-2ajhg.html (accessed 22 August 2015)

Cover sheet for contributors:
(designed to be copied and pasted for digital use)

www.latrobesociety.org.au/documents/LaTrobeanaCoverSheet.doc