



## Style Manual for Contributions to *The South Australian Genealogist*

Genealogy SA welcomes articles, photographs, letters, news and items of interest on any family and local history topics for publication in its quarterly journal, *The South Australian Genealogist*.

Articles may be about methods, sources and tactics which will help others with their research, the lives and times of a person or persons of interest, a significant event or place.

We encourage you to share your stories with your fellow family historians!

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## 1. Submission of Articles

Articles should be emailed to [editor@saghs.org.au](mailto:editor@saghs.org.au). Only electronic submissions will be accepted.

If considered suitable, articles will be published in the order of receipt. However, the Editor reserves the right to defer articles based on available space in the journal, or if the article is more appropriate for a future issue of the journal (for example, if there are other articles on a similar theme).

The Editor will discuss timeframes for publication with the author or authors.

Articles submitted for publication should be the author(s) original work, and, where necessary, all permissions have been secured to publish illustrations, photographs and any other material incorporated into the article.

In submitting an article, the author(s) gives Genealogy SA permission to publish their work in *The South Australian Genealogist* in both its printed form and associated digital forms. Items accepted for publication may also be added to the Genealogy SA website.

## 2. Length of Articles

Articles should be no more than 3,000 words. Articles longer than 3,000 words will be returned to the author to edit.

The Editor reserves the right to edit articles for formatting and consistency purposes.

## 3. Format of Articles

Articles should be submitted as a Microsoft Word document in font Calibri 11. Captions for photographs and images and references should be in font Calibri 9.

Photographs or images may be embedded into the document, but should also be sent as attachments via email to [editor@saghs.org.au](mailto:editor@saghs.org.au).

Photographs and images should be saved at a high quality (e.g. 300 dpi TIFF or 600 dpi JPEG) aiming to make each image at least 1MB.

Each photograph and image should include a suitable caption, and clearly indicate the source of each photograph or image and that you have permission for their use.

The Editor reserves the right to include or omit, edit and place photographs and images within the context of the article, dependent on the amount of available space in the journal.

## 4. Grammar and Punctuation

Generally, formatting in the journal is based on the requirements of the *Style Manual for Authors, Editors and Printers* (Digital Edition) [www.stylemanual.gov.au/](http://www.stylemanual.gov.au/). However, in some instances different formatting has been used for the journal for presentation and research purposes (for example, refer to Surnames in 4.1 and Numbers in 4.3 in this section). Apart from these differences, the formatting in the Style Manual is used as the default.

Spelling follows the *Macquarie Dictionary* and *Fowler's Modern English Usage* is used to determine the grammatical structure of text.

It is the author's responsibility to ensure that articles submitted follow the conventions in these documents.

The conventions outlined in this section should cover the content for most articles without the need to refer to the above books.

#### 4.1 Text

- One space only after full stops at the end of sentences.
- Only use Latin shortened forms (e.g. or etc.) where space does not permit the use of the full words (for example, and so on).
- All surnames should be in uppercase (including captions).

**Example:** James EGLINTON was five years old when he emigrated with his parents William EGLINTON and Marion (nee FORREST) from near Glasgow in 1848.

- Ship names and titles of publications (including newspapers) should be in italics.

**Examples:** Nathaniel and Mary arrived from Bedfordshire in 1946 on the *Phoebe* having travelled in steerage.

In 1909 *The Advertiser* reported that the crop was poor due to lack of rain.

#### 4.2 Dates

- Use numerals for the day and the year but spell out the month in words. Don't include a comma or any other punctuation. Months should only be abbreviated where space is limited.

**Example:** Sadly, their infant son Abraham Jnr died only ten days after his birth on 5 April 1853.

- Spans of years should be written in full, with an en (short) dash without any space on either side.

**Example:** 1917–1992.

- Do not use an apostrophe in decades.

**Example:** 2010s.

#### 4.3 Numbers

- Numbers one to nine should be written in words. For numbers 10 and above use numerals.
- Ordinal numbers from 'first' to 'ninth' should be written as words. Use numerals for ordinals from '10th' onwards. Do not write the suffix in superscript.

- Use commas for the number 1,000 and above. Do not use a space or non-breaking space.

#### 4.4 *Place Names*

- When referring to place names authors should be aware that the journal is distributed to members and family history groups interstate and overseas. Therefore, any reference to streets, cities and towns may need to include more information for readers unfamiliar with the location.

**Example:** Hindley Street, Adelaide, South Australia.

- Names of places should be written in full, rather than using acronyms or initialisations.

**Example:** He moved from Sydney, New South Wales to Cumberland, England.

#### 4.5 *Apostrophes*

- Apostrophes show possession. To correctly show possession by using apostrophe, first ask 'Who or what is doing the possessing?' The apostrophe will go straight after the noun.

For a singular noun add an apostrophe and 's', for example, the committee's report.

For a plural noun that end in 's' add an apostrophe only, for example, both committees' reports.

For a plural noun that does not end in 's' add an apostrophe and 's', for example, our children's education.

For proper names ending in 's' add an apostrophe and another 's', for example Charles's mother.

#### 4.6 *Quotes*

- Use single quote marks for direct speech, the quoted work of other writers, or to draw attention to a word you are defining.

**Examples:** 'Yes, that's all that happened,' she replied.

The opposition leader asked, 'But where's the money going to come from?'

- If the quotation ends a sentence or is a sentence in its own right, place the final full stop before the final quotation mark.

**Examples:** She said, 'It's time to start work.'

'When we get the final figures,' the manager said, 'we'll know how it will affect our bottom line.'

- Where there are two punctuation marks (for example, one for the quotation and one for the sentence), decide which is stronger and use it. Do not use both punctuation marks.

**Examples:** The Speaker called ‘Order!’

Did you hear him say, ‘That’s unlikely’?

- Only use double quote marks for quotes within quotes.

**Example:** He also wrote, ‘The decisions of the department for “major procurement” were always political choices.’

- Inset and use italics for block quotes of more than 40 words. Do not use quotation marks to identify the quoted material.

**Example:** As Templeton writes:

*According to the Auditor-General, the transport benefits from the project are projected to be lower than the costs. She noted other benefits that had been included by the government to justify the project.*

- Any spelling or grammatical errors in quoted text should be followed by an italicised ‘sic’ in non-italicised square brackets after the error.

**Example:** ‘At the time, the population of Sydney was much higher than Melbourne [sic].’

- If you use ellipses for omitted words in quotes, ensure that the omission does not mislead readers about the content or tone of the source you are quoting.

**Example:** He said, ‘I don’t agree with the proposal ...’

## 5. References

We encourage the use of citing sources as this will assist others to follow your research.

All references quoted in your article should appear as endnotes under the heading of ‘References’.

All publication titles (including newspapers) should be in italics.

Where quotations have been drawn from references the page or page numbers should be included as part of the reference.

The following formats should be used for references.

### 5.1 Books

Ford, Edward, *The Life and Work of William Redfern*, Sydney, Australasian Medical Pub. Co., 1953, p. 16.

Hobhouse, E, *War Without Glamour*, Bloemfontein, Nasionale Pers Beperk, 1924, pp. 48-56.

## 5.2 *Government Sources*

Service record for William Horace Lamshed (6535), National Archives of Australia, B2455.

Death Certificate for Isabella Clements, New South Wales Registry of Births, Deaths and Marriages, Registration Number 7437/1874.

*Burial and Cremation (Surrender of Interment Rights) Regulations 2021*. Parliament of South Australia, Legislative Review Committee, 2023.

## 5.3 *Articles*

Maxwell-Stewart, Hamish and Kippen, Rebecca, 'Sickness and Death on Convict Voyages to Australia' in Baskerville, Peter and Inwood, Kris, eds., *Lives in Transition: Longitudinal Research in Historical Perspective*, McGill-Queen's University Press, 2015, pp. 43-70.

McNeil, DR, 'Medical Care Aboard Australia-Bound Convict Ships, 1786-1840', *Bulletin of the History of Medicine*, Volume 26, Number 2, 1952, pp. 117-140.

## 5.4 *Newspapers*

The Tyson Estate, *The Riverina Grazier*, 8 August 1899, p. 2.

## 5.5 *Internet Sites*

Sources from internet sites should include the website address in full as well as the date the information was accessed, for example:

Convict records, compiled by the State Library of Queensland from British Home Record records, <https://convictrecords.com.au/convicts/tyson/isabella/106819>, accessed online 28 February 2020.

## **6. Copyright Clearance**

It is the author's responsibility to ensure that written and illustrative material does not breach copyright.

All sources should be appropriately acknowledged.

## **7. Copyright**

All submissions to *The South Australian Genealogist* grant the Society the right to publish.

Items accepted for publication in the Journal may also be added to the Genealogy SA website.

The Society holds copyright in all articles published.