

In Alliance STYLE SHEET

Submission of Articles

Do not format except for a return between paragraphs. (No tabs or indents).

Text and pictures to be emailed to jbutler@agsa.org.au. Attachments: Max 6 Mb per email. Font: Times New Roman.

Length about 800 words though we will consider longer and shorter pieces. Pictures separately in jpg format, not embedded in the text. Author's name, position and school supplied.

Documentation

1. Italicise titles of books and journals.
2. Single inverted commas for journal titles.

Quotations

1. Single quotation marks, double for quotations within a quotation.
2. Indent quotations if more than about thirty words, single space, no inverted commas.
3. Any omissions in the quotation identified by three dots but none at beginning or end of quotations.

Miscellaneous

1. Form of date, eg 1 January 1901.
2. No apostrophe before the s: for example 1840s, Year 8s.
3. Italicise names of ships, newspapers, foreign words and phrases.
4. Numbers written in full to about twenty, numerals thereafter.
5. Abbreviations: no full stop after titles: eg Mrs, Mr
6. Single space after a full stop and semi-colon