Royal Western Australian Historical Society (RWAHS)
Brief Style Guide for Authors

Style manual
For items not covered in this document, follow *Style manual for authors, editors and printers.* Revised by Snooks & Co. 6th ed. John Wiley & Sons Aust., Ltd, 2002. Available in RWAHS library.

Manuscript presentation
1. Type your manuscript in Microsoft Word, A4 sized, 12pt, and 1.5 spaced throughout, with pages numbered consecutively.
2. Use only one space after a full stop between sentences.
3. Do not exceed 6,000 words in length with 5,000 words of text and 1,000 words of endnotes.
4. Supply references as endnotes, not footnotes, and use numbers - 1, 2, 3 etc.
5. Do not indent the first line of new paragraphs.
6. Do not insert spaces between paragraphs manually. Instead use the 'add space after paragraph' command in Word.
7. Do not break or hyphenate words at the end of a line.
8. Send the Society's Executive Officer an electronic copy as an email attachment or on a USB with any images as separate files.

Spelling
Use Australian English spelling. For example 'organisation', not 'organization'. Follow the *Macquarie Dictionary* seventh edition 2017.

Italics
Titles of publications, ships' names, botanical terms, and foreign words are italicised.

Article titles and subtitles
Titles, subtitles and subheadings are in 'title case' with all words, other than prepositions and conjunctions, beginning with a capital letter i.e. *The Discovery and Development of the Pilbara Iron Ore Fields.* Do not use block letters (all uppercase) for titles.

Abbreviations
1. Use full titles of countries, states, institutions, organisations etc at the first reference; abbreviate subsequent citations.
2. Insert a full stop after an abbreviation (Vic., ed.), but not after a contraction (Mr, Qld, eds).
3. Symbols for currency and measurement have no full stop and don't include a space after the number unless it would be confusing. (5km, 25 lbs, 3s).
4. Do not use a full stop for abbreviations that consist of capitals (NSW, ALP, PhD, MA).
5. Plurals are denoted with a lower case 's' and no apostrophe (USBs, DVDs).
6. Use '£' for pounds, 's' for shillings and 'd' for pence with no full stop between. Thus: '£2 3s 2d'.
7. Do not use full stops or leave spaces between a person's intitials (WH Smith, JS Battye Library of West Australian History).

Quotations
1. Use single quotation marks for quotations. For a quotation within a quotation, use double quotation marks.
2. Block indent quotes of more than thirty words, and single space them without quotation marks.
3. If omitting material from a quotation, use three ellipsis points (...) with a space before and after.

Numbers
1. write out numbers and ordinals up to and including twenty.
2. Numbers over twenty are in figures except for round numbers (five thousand). For large amounts, separate with commas (25,000, $100,000).
3. For percentages, write 91%.

Dates
1. Use the form 15 January 2000. Avoid beginning a sentence with a date in this form.
2. Spell out months in full.
3. Show a range of years as 1845-50, not 1845-1850, unless it spans a century 1845-1910.

Endnotes
1. Number endnotes consecutively with a full stop after the number.
2. ***Books***: The first citation should contain information in full: GC Bolton, *A Fine Country to Starve in.* Nedlands, University of Western Australia Press, 1972 pp.5-6. Where a reissue is cited, put the date of the original edition in brackets after the title: JB Gribble, *Dark Deeds in a Sunny Land* (1905), Nedlands, University of Western Australia Press, 1987.
3. ***Articles in journals and chapters in books***:
    FK Crowley, 'Master and Servant in Western Australia 1851-1901', *Journal Of The Western Australian Historical Society*, vol.4, pt.6, 1954 pp.17-19.
4. ***Newspapers***: Title (omit the definite article), date, page number. *West Australian* 23 September 1889 p.3.
5. ***Unpublished material***: In the first citation, give the author and document first, followed by the name of the collection and file number; then the name and location of the repository. Example - RF Palmer*,* letter to the Commissioner of Crown Lands 29 May 1885. Lands and Surveys Department, WAS 211, Cons 541, 1885/2099 p.[1], State Records Office of Western Australia (hereafter SROWA).
6. ***Interviews***: Cite interviewee's name, interviewer's name, month and year of interview, location of audio and/or transcript, and library reference number and repository if known. Victoria Hobbs interviewed by Florence Welch January 1988, OH1867. Battye Library, State Library of WA.
7. ***Online sources***: Follow the same principle as for print sources but include the http address of the web page and the date accessed. When using the National Library of Australia's newspaper database Trove, cite only the newspaper itself (see item 4 above).

Illustrations
1. Digitise illustrations to a resolution of more than 300dpi at reproduction size and number them e.g. author's name no.3. Send digitised images as separate files.
2. Mark the place where images are to be inserted in the body of the article as <insert author's name no.3 here>, together with the caption and the source reference in brackets: Swimming carnival 1904. (Bassendean Historical Society P115.61).

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