

Australian Mining History Association

(Inc.)

Style Guide –*Journal of Australasian Mining History*

The notes below are intended as a guide for contributors to the Association's journal and conference proceedings. Queries regarding other matters as to style and the journal generally should be addressed to the Editor, AMHA.

General:

- The general principles of style adopted for journal articles are set out below. Where conventions are not specifically covered below, authors should refer to the *Style Manual of Authors, Editors and Printers*, AGPS, Canberra, 5th ed., 1994.
- The paper should be submitted as hard copy and in 3.5in. disk format, or e.mailed in word format.
- Disks can be formatted as Macintosh or IBM compatible and the paper should be saved as either Word or WordPerfect documents.
- The maximum length for papers is normally 8,000 words.
- Please print hard copy on one side of the A4 paper only.
- Pagination is not necessary; documents will be paginated by the editor.
- The full title and your name as you wish it to appear in the article should appear at the head of the paper in Times Roman 14 point bold and in upper and lower case. For those of you who need to deal with measures of research output, don't forget to also include your institutional affiliation.
- Please provide personal details and a brief abstract for inclusion in a separate 'Contributors' section of the journal. Excluding your name and title of the article, the combined abstract and personal details should not exceed 130 words. See examples at end of directions.
- References should appear as endnotes rather than as footnotes. Please note using numerals 1, 2, 3, etc.
- For the purposes of standardising the appearance of the journal, we ask that the main text be set in Times New Roman font at 12 point and endnotes in Times new Roman 10 point.

Spelling

- Labour/Labor: when referring to the movement, use the spelling 'Labour'; when referring to the Australian Party, use the official spelling, 'Labor'.
- Colour/color, Honour/honor, Programme/Program, *etc.*; please use the UK rather than US spelling of such words.
- ise/ize: use 'realise', 'organisation', 'centralisation' etc. rather than the 'ize' and 'ization' forms of these and similar words.
- Otherwise, follow the first spelling given in the current edition of the *Australian Concise Oxford Dictionary*.

Personal names

In personal names, use a full-stop after initials but not a space. Include a space between initials and surname. For example M.T. Ward

Quotations

- Quoted matter must be identical to the original source and is not subject to the in-house style of a journal. Use [sic] to indicate unusual spellings or turns of phrase. Put other interpolations in square brackets. If the author wishes any quoted material to be emphasised, the extract should appear in italics followed by the bracketed words [emphasis added].
- Use ellipses (...) to indicate that material has been omitted from within a quote. Use three consecutive full stops with a space before and after.
- Indent and set in single line spacing quotations more than 30 words long. Opening and closing quotation marks are not required for indented material; quotes within an indented quotation should be enclosed within single inverted commas.
- For quotes less than 30 words in length, use single inverted commas for opening and closing, and double inverted commas for quotes within quotes.

Headings

- Use upper and lower case for title, author and subheadings. (Do not use all capitals.)

Italics

- Use italics to indicate the title of a journal or a book; and for foreign words except those in common use; also use italics to indicate emphasis.

Paragraphs

- The first paragraph in each section of an article should be flush with the left margin, and subsequent paragraphs should have the first line indented, including new paragraphs which follow an indented quotation.

Margins

- Please set margins at 3 cm on the right and left hand side and 2.5 cm top and bottom.
- Headers should be set at 1.27cm and footers at 1.6 cm (do not type name or title in the header).

Spacing

- Use only one space between words, even after a full stop.
- Within the document use 1.5 line spacing except within indented quotations.
- The superscript endnote reference number should immediately follow either the full stop, comma, or the semi colon that usually follow the word or phrase requiring the endnote. Do not insert a space between the punctuation mark and the superscript reference number.
- Quotation marks should be placed inside a comma or full stop. Thus 'the end'.
- When indenting paragraphs, use indents and not space bar.

Tables and other graphics

- The journal will appear in A4 format, so that tables and graphics included within A4 copy will appear in their original position. However, please number and label tables and other graphics in the conventional manner. The source of the table or graphic should appear immediately below. **Do not** indicate the source of a figure, table or photograph as an endnote.
- Images, tables and graphs should be supplied separately from the text. Indicate in brackets in the text the desired placement of each item **but do not insert**.
- Photographs and/or other images should be supplied either in the original, photographic copy of the original or as a laser copy. Scanned images and ordinary photocopies may not satisfy printing requirements. Make sure that diagrams are clear and sharp and that labelling is legible.
- **DO NOT insert section breaks** when including diagrams, tables, etc. (as noted, these should be sent separately).

- Try to keep tables and diagrams simple. Do not include fancy borders (a single line border is sufficient) and also use single rather than double lines to separate columns.
- Use tabs rather than other forms of spacing in tables.
- Please keep photographs to a minimum and include only to give a sense of place or to illustrate a vital point in your paper. Care should be taken in the selection of size and shape so that where appropriate, two or more photographs can be fitted together on the same page.
- **Colour** – as this can be expensive, **costs** for the processing and printing of colour **will be passed on to the author.**

Footnotes/Endnotes

- Footnotes should be presented at the end of the contribution as endnotes.
- Use an asterisk to indicate anything in the heading of the article that requires an endnote.
- References to endnotes in the text should be in superscript and numbered from 1.
- Endnotes should be bibliographical, i.e. indicating sources and comments on sources. Other matters should be dealt with in the text of the article.
- Notes should appear in Times New Roman 10 point font.
- Please use your menu and **choose automatic endnoting** (Do not put in endnote numbers manually).

Citations

These should be set out as follows:

(a) **book**

J. Gittins, *The Diggers from China: the story of the Chinese on the Goldfields*, Quartet Books, Melbourne, 1981.

(b) **journal article**

Brian Kennedy, 'Regionalism and Nationalism: Broken Hill in the 1880s', *Australian Economic History Review*, vol. XX, no. 1, March 1980, pp. 64-76.

(c) **thesis**

Henry Brown, 'The Copper Industry of South Australia – an Economic Study', M.A. thesis, University of Adelaide, 1937.

(d) **archival document**

First reference: Letters to SAMA Mine Officials, 28 September 1848, series and file BRG 22/961/2, State Library of South Australia (hereafter SLSA).

Second reference: H. Ayers to W.H. Challoner, 7 July 1871, BRG 22/961/1016, SLSA.

(e) **chapter in a monograph**

Grant Fleming, 'Collusion and Price Wars in the Australian Coal Industry during the Late Nineteenth Century', in David Merrett (ed.), *Business Institutions and Behaviour in Australia*, Frank Cass, London, 2000, pp. 47-70.

(f) **newspaper articles**

Begin with author's name, article heading in single quotation marks, name of newspaper in italics, date, page number, column identification in alphabetical order (if known). Thus, B. Pearce, 'Mining Puzzle Resolved', *Mount Magnet Times*, 15 May 2002, p. 3e.

If author is unknown, begin reference with article title. If article title is unknown, cite newspaper title and publication details only.

- Second and subsequent references to the same work. Use a shortened title after the surname(s). Thus, Gittins, *Diggers from China*, p. 96. The editor will replace the subsequent references with '*ibid.*' where they fall immediately after the same reference. Do not use '*op.cit.*' or '*loc.cit.*'

Note: In all citations place initials or first name before the surname. Thus J. Gittins rather than Gittins, J.

Abbreviations/Acronyms

- Always give the full form of an organisation, publication, state, etc. when used for the first time, followed by the abbreviation in brackets.
- In general, use a full-stop after an abbreviation (Vic. Tas. ed. no. vol. p. pp.), but not after a contraction where the short form ends in the same letter as the word in full (Qld eds).
- Use a space between a shortened form and associated numbers: no. 5, chs. 2, 7, pp. 20-21.
- Symbols for currency and units of time or measurements have no full-stop (17km, 30 lb, 9s, 8.30am).
- Avoid using abbreviations such as etc. and i.e.
- Do not use the symbol % unless contained in a direct quotation. Use per cent or percent (whichever is appropriate).

Numbers/Dates

- Normally spell out numbers up to ten and thereafter use numerals.
- Where a sentence begins with a number, spell out the number.
- Indicate time spans thus: 1939-45, 1788-1842, 1900-02.
- In footnotes, spell out dates in full. Thus - 28 January 1902 and not 18/1/1902

Bibliography - a bibliography is **NOT** required. The references in the footnotes/endnotes will suffice.

Refereed/Unrefereed Articles

The Journal is divided into two sections – a) refereed; b) unrefereed. High standards will be expected in both sections. The only difference is that the former requires that articles be rigorously and critically vetted by two referees which might mean rejection if considered not up to standard, or substantial changes if that is what the referees decide. Most academics will choose the refereed process if they wished to have the articles recognized by university authorities. **Please advise your choice** when submitting your paper.

ABSTRACTS

If the paper is accepted, the author should provide a short personal note and a brief abstract not to exceed 130 words (excluding the title). Examples below:

DAVID CARMENT, *Presenting Mining's Past in the Northern Territory*

David Carment is Professor of History and Dean of the Faculty of Law, Business and Arts at Northern Territory University. He has published widely on aspects of Northern Territory history and is currently President of the Australian Historical Association.

Mining has long been a principal Northern Territory industry and a key factor in its social, economic and political development. It has an important role in cultural heritage strategies. The paper examines some of these strategies, particularly those reflected in national parks, museums and heritage trails. While the standard of interpretation is often high, the overall picture created avoids historical conflicts and tensions. Critical history is clearly not prominent.

PHILIP HART, *Maori and Mining: A Case Study of Hone Werahiko and Te Aroha*

Before he took voluntary retirement in 2001, Philip Hart was Chairperson of the History Department at the University of Waikato, Hamilton, New Zealand, where he had taught from 1969. He is now a Research Associate within the Department.

This paper examines how Maori very quickly became involved in prospecting throughout all the auriferous regions of New Zealand. Whilst many Maori were criticized for failing to adapt successfully to the European wage economy and to modern skills, those that did were commended. Hone Werahiko, the discoverer of gold at Te Aroha, was an example of one who had so adapted. While Maori contributions to the economic development of the colony have often been overlooked, this paper addresses the life of a Maori prospector who succeeded where European prospectors failed.

RICHARD HARTLEY, *Western Australian Gold Smelters in the 1900s*

Richard Hartley is a retired civil engineer. He has completed a history doctorate at Murdoch University on Kalgoorlie Gold Metallurgy 1895-1915. His main areas of research are metallurgy, Australian mining and Western Australian public works engineering.

Between 1897 and 1904 over three quarters of a million ounces of gold from Kalgoorlie's Golden Mile, representing nearly a quarter of Kalgoorlie's total production was extracted by smelting. Most was smelted in the eastern colonies but over a quarter was produced in three now largely forgotten smelters in Western Australia. The paper examines their significant role in Kalgoorlie's development and the reasons why they largely failed to fulfill the expectations of promoters.