

## **Style Guide – *Journal of Australasian Mining History***

This guide is for contributors to the *Journal of Australasian Mining History* (JAMH), the official journal of the Australasian Mining History Association. Queries regarding matters of style not covered in the guide should be addressed to the Editor, AMHA.

### **General**

- The general principles of style adopted for journal articles are set out below. **It would also be helpful to refer to a recent issue of JAMH.** Where conventions are not specifically covered below, authors should refer to the *Style Manual of Authors, Editors and Printers*, revised by Snooks & CO. 6<sup>th</sup> Ed., Wiley and Sons, Milton Qld., 2002, 550 pp.
- Articles should be prepared in Word and submitted to the Editor either by email attachment, on disc or USB drive, as a Word file (.doc or .docx). For ready identification the file should be named with a short title of the article.
- The maximum length for papers in JAMH is normally about 8,000 words, excluding endnotes. Book reviews and occasional notes are shorter.
- To standardise the appearance of the journal and assist in editing, we ask that the article be prepared in A4 format and the main text set in Times New Roman font 12 point and endnotes in Times New Roman 10 point. The alignment of the text should be justified.
- Please do not use auto-numbering, auto-‘bullet points’ or any type of auto formatting apart from auto endnoting.
- Pagination is not necessary; the documents will be paginated by the editor.
- The full **title** of the article should be at the head of the paper in Times New Roman 16 point bold and in upper and lower case (upper case for start of heading and for proper nouns only).
- The author name/s, as you wish it to appear in the article, should be below the title in Times New Roman 14 point, all in upper case non bold. You can also include your affiliation below the author name in italics, Times New Roman font 12 point.
- To assist computer searches and indexing, up to 7 **key words** should be included below the author name and affiliation and left justified. **Key Words:** Should be in Times New Roman font 12 point. Words in the article title generally do not need to be repeated as key words.
- Please provide separately personal details and a brief abstract for inclusion in a ‘Contributors’ section of the journal (Author Details and Abstracts of Articles). The combined personal details and abstract should not exceed 150 words. See examples at end of Guide.
- References should appear as endnotes rather than as footnotes. Please notate using numerals 1, 2, 3, etc. Please use the automatic endnoting on your computer. Manually entered numbers will not be accepted.

## 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, *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. 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 three full stops ... with a space before and after to indicate that material has been omitted from within a quote.
- Quotations more than 30 words long should be indented and set in **single line spacing**. 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

- Headings should be used for separate sections in the article. Use upper case for start of heading and start of proper nouns only. Headings should be in bold text. Subheadings below headings should be in bold italics.

## 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 using the tab key (set at 5 character spaces). This includes 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.

## Spacing

- Use only one space between words, even after a full stop.
- Within the document use 1.15 line spacing except within indented quotations. Use single line spacing in the endnotes.
- An extra line spacing (1.15) should be included before headings and before and after an indented quote.
- 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’.

## Tables and graphics

- Articles prepared in A4 format will be photo-reduced to fit the final Journal size. Tables and graphics will appear in their original position but **be reduced in size**. This reduction needs to be taken into account in preparing or selecting tables, figures (particularly maps) and photographs. Text and details need to be **sufficiently large to be legible** after this reduction. As a guide figures and photos will appear as full-page width (125 mm) or part page width (40-75 mm). If you have access to a reducing photo copier, this is a good way to test the legibility.
- 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.
- Photographs can be included as figures to give a sense of place or to illustrate a vital point in your paper. Black and white or coloured photographs are accepted.
- Please number and label tables and other graphics in the conventional manner (i.e. as **Table** or **Figure**). A caption (Times New Roman 12 pt *italics*) should be included for figures, to be inserted above the image. The source of tables and graphics (Times New Roman 10 pt) should appear immediately below the image. Do not indicate the source of a figure, table or photograph as an endnote. Use (Fig. ) in the text and **Figure:** in the caption.
- Tables, graphs and figures should be supplied separately from the text with the corresponding captions and source information. Indicate in brackets in the text the desired placement of each item, but do not insert. **DO NOT insert section breaks** for the tables or figures.
- Photographs and other images should be supplied as JPEG, PNG or PDF files (or sent as the original hard copy). Scanned half tone images should be at 600 dpi. Ordinary photocopies will generally not satisfy printing requirements. Make sure that photographs and diagrams are clear and sharp. Photographs need to be of a good resolution but not to the extent that the files are extremely large. Around 2MB is of generally of sufficient resolution. If necessary large files can be submitted as individual files for processing and reduction by the editor.

## Footnotes/Endnotes

- Footnotes **are not** used in the Journal. References and minor comments should be presented at the end of the contribution as endnotes.

- Endnotes should be bibliographical, i.e. indicating sources and comments on sources.
- Please use your menu and **choose insert endnote** (i.e. automatic endnoting). Do not put in endnote numbers manually.
- References to endnotes in the text should be in superscript and numbered in Arabic numerals starting from 1.
- Endnotes should be in Times New Roman 10 pt and single spaced. Insert a character space between the endnote number and start of endnote text.

**Citations in endnotes** 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, 148 pp. (total pages if general reference to book), or pp. 21-23 (if specific pages referred to).

**(b) Journal article**

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

**(c) thesis**

Henry Brown, 'The Copper Industry of South Australia – an Economic Study', M.A. thesis, University of Adelaide, 1937, 320 pp,

**(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.

Note: In all citations place initials or first name before the surname (e.g. J. Gittins).

- 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.*'
- Citations to **online sources** should include the author/organisation (if known), title of article, and date accessed and the URL address e.g. W. Smith, *Mining Maps*, accessed 1 February 2020, <<https://collection.maas.museum/set/6274>>.

**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.
- Abbreviations for measurements, time units or currency have no full-stop (17 km, 30 lb, 8.30 am, £2 5s 6d, \$220.50).
- Use either per cent or % but do not use both (except if included in a direct quote where the original should be used).

### **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 endnotes, spell out dates for newspaper items in full e.g, 28 January 1902.

### **Units**

- Units of measurement should be decimalised to fit current Australasian measurements. If only one or two measurements are given, place the conversion in ( ) after the original unit. If there are many measurements it is appropriate to include a list of conversions factors above the endnotes.
- Leave a space between number and measurement unit abbreviation (e.g. 20 km, 150 m, 50 t, 20 oz, 30 lb).

### **Glossary**

If names or terms are used that are uncommon or likely to be unfamiliar to readers a glossary can be included above the endnotes.

### **Acknowledgements**

Acknowledgements to organisations or individuals who have assisted the author in the research or article preparation should be included at the end of the article text in Times New Roman 10 pt.

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

### **Refereed/Unrefereed Articles**

The Journal is divided into two sections – a) refereed; b) unrefereed. High standards are expected in both sections. However, the former requires that articles be rigorously and critically vetted by two referees who may recommend revision or rejection if they determine the article is not up to standard. Authors wishing to have their articles recognised as peer reviewed for publication metrics will need to select the refereed option. **Please advise your choice** when submitting your paper.

**When submitting articles authors should also include in a separate document a short biographic note and a brief abstract, not to exceed 150 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 fulfil the expectations of promoters.