HISTORIC ENVIRONMENT

General information and guide for contributors

Historic Environment (HE) is a journal produced by Australia ICOMOS three times a year.

Australia ICOMOS does not pay for contributions.

To be considered for publication, submitted manuscripts must comply with the following:

- **Article manuscripts**: 5,000 – 6,000 words
- **Book reviews**: 700 – 800 words
- Submission should be made by email in MS Word (.doc) format as electronic file attachments.

All submissions must be provided as three MS Word documents that include the following:

- **Cover page** with the author’s name, affiliation and biography. Biographies should be no more than 100 words and are intended to inform the reader of the author’s expertise and current interests. Name and affiliation must be provided for all authors and an email address for corresponding authors. These details will appear as the author byline on the cover page of the article if it is published. Titles are not included in bylines but can be mentioned in biographies.

- **Manuscript** with 150–200 word abstract. For blind reviewing purposes please do not include the author’s name anywhere on this document.

- **Figures** (up to six) with captions noting the source of all figures used. File size of images should be reduced so that the images can be provided in one word document to blind reviewers. Authors should discuss the provision of final figures with their editor.

All authors of selected papers must, prior to their article being published, sign an agreement in relation to:

i. Allocation of copyright payments that may arise from the future reproduction of their article, and

ii. Author permission granting Australia ICOMOS an exclusive licence to produce, reproduce, communicate or publish their article.

As a general guide HE follows the editorial style in the Style Manual, for authors, editors and printers (Snooks & Co. 2002) specifically ‘Part 2 Writing and Editing’. The HE Editorial Committee reserves the right to make editorial corrections.

“Harvard Style” is a generic term for any referencing style which uses in-text references such as (Smith 1999) and a reference list at the end of your manuscript organised by author name and year of publication.

No footnotes will be accepted, and endnotes should be used only where absolutely necessary (e.g. to briefly amplify material in the text).
RESEARCH INTEGRITY AND ETHICS

Research published in Historic Environment should be in line with the Australian Code for the Responsible Conduct of Research and the Guidelines for Ethical Research in Australian Indigenous Studies. Named authors are expected to have contributed to the research in line with these guidelines. Funding sources should be identified in the acknowledgments section of the manuscript.

ENQUIRIES

Enquiries regarding contributions should be directed to:

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PREPARING YOUR MANUSCRIPT

Failure to comply closely to these guidelines may result in rejection of your manuscript.

1) Layout

All manuscripts must be typed and double line spaced. 
Single space (not two) at the beginning of sentences. 
Always use two hard returns at the end of a paragraph; there are no first line indents. 
The text should have no more than two heading hierarchies, with that hierarchy clearly indicated by the following format:

SECTION HEADING
Section Subheading

2) Quotations and ellipsis points

Quotations of more than 2.5 lines (or 30 words) should be typed as a separate paragraph, indented on the left only and not italicised. All block quotations should be introduced by a colon (:) and they do not require quotation marks.

Single quotation marks are employed for short, in-text quotations, with double quotation marks for a quote within a quote.

Single quotation marks are used for direct quotes, the first use of ‘exceptional’ words and titles of book chapters, articles or unpublished works—such as reports.

Double quotation marks within single quotation marks, i.e. the editor said ‘The use of “exceptional” words should be strictly limited.’

Ellipsis points, or suspension points, consist of three full stops (…) and are primarily used to show the omission of a word or words from quoted material. Use only three points even if the ellipsis comes at the end of a sentence—don’t use a fullstop. Insert a space before and after ellipsis points:

‘The new system will simplify current tax arrangements and … will contain measures to compensate low-income individuals and families’ (Snooks & Co. 2002: 110).

3) Dashes and colons

HE chooses to use the em rule long dash (—) to indicate a strong pause (more emphasis than a semicolon) that gives emphasis to the material following the pause. Hit the hyphen key twice with no spaces to:

- signify an abrupt change
- introduce an amplification or explanation
- set apart parenthetic elements (Snooks & Co. 2002: 106).

The en rule is used as a linking device to show spans of figures, time and distance and has a space on each side:

5,000 – 6,000 words.

For associations between words and prefixes there is no space when the en rule is used:
the Asia-Pacific region

The colon is a marker of relationship and sequence. There is no capital after a colon in headings:


The semicolon (;) is stronger than that provided by a comma but weaker than that created by a full stop. The semicolon is different to the em-dash as it almost always functions as an equal sign; it says that the two parts being joined are relatively equal in their length and have the same grammatical structure. Also, the semicolon helps you to link two parts of a sentence that are closely linked in meaning (Snooks & Co. 2002: 101).

4) Spelling

Use Australian rather than American English:

- civilise, realise, organise, organisation i.e. ‘s’ not ‘z’
- artefact not artifact
- programme not program
- centre not center
- travelled not traveled.

5) Abbreviations

A full stop should be used after abbreviations but not after contractions or in acronyms: Dr, St, Mr, BBC, UNESCO, USA.

- Co. (company)
- c. (circa)
- cf. (compare)
- co. (company)
- e.g. for example
- et al. (and others)
- etc. (and so forth, and so on)
- i.e. (that is)
- NB (take careful note)
- no. nos.
- vol. vols.

There is no need to follow e.g. or i.e. with a comma (Snooks & Co. 2002: 155).

6) Numbers and spacing

Use numerals for over nine. Always use numerals for numbers that are accompanied by a symbol and include a space between the numeral and the symbol of measurement:

- 3 km
- 500 kg
- 20 mm.

There is no space separating a currency symbol from the sum following it or between a percentage sign and preceding numeral:
$250
25% or 25 per cent.

7) Figures and captions

All figures in HE are black and white. The journal is less than A4 in size and images are generally less than 60 mm high.

Figures should be numbered consecutively, e.g. Figure 1, Figure 2, Table 1, Table 2 etc.

Indicate in the manuscript text where you wish the illustration to appear e.g.
FIGURE 1 NEAR HERE (figures are supplied initially to editors in a separate MS Word document).

When referring to illustrations in the manuscript text, refer to them by number i.e. ‘in Figure 4’, rather than ‘in the figure below’.

When the manuscript has been accepted for publication all figures should be supplied to HE Editors at the highest resolution possible. Figures should be at least 1MB in size to provide quality printing. Images downloaded from the web are not suitable for print production as the resolution is generally far too low and there are usually copyright implications too.

Scanned images should be saved as TIFF files at a resolution of at least 300dpi.

Digital camera images should exceed 2 million pixels.

Captions should be consistent throughout manuscripts and include the numbered figure, followed by a short description and then the source in brackets, for example:

Figure 1: Aerial image of Deakin University, showing the ‘cheese grater’ to the right (photo by Deakin University)
Figure 2: Deakin University at dusk (photo by the author)
Figure 3: Graph showing the numbers of students on campus at Burwood, Deakin University (Deakin University)

8) Permissions

You need to acquire permission to reproduce two kinds of material: quotations exceeding 400 words from works in copyright, and illustrations such as photographs, line drawings, maps graphs, web pages, cartoons, advertisements etc.

We require that permissions for both print and electronic editions are obtained simultaneously. Please note that an electronic version of the publication will be a verbatim digital copy of the print version, and no part of it is available for free copying or printing.

If permission fees are charged, it is your responsibility as author or contributor to pay the costs. We do not have the necessary resources at Australia ICOMOS to cover this for you.

9) Book reviews

The author’s name and affiliation must be at the bottom of the review.
The following details must be at the top of the review:
Title
Author
Publisher, place, year
ISBN

10) Review process

The HE Editor or guest editors provides an initial evaluation of the papers submitted for publication. Two blind reviewers will then review papers that are considered to meet the general publication guidelines. The reviewers will be requested to provide comment on the scholarly quality of the paper and its suitability for publication in Historic Environment. Authors may be requested to make revisions to their manuscript. It is also expected that the manuscript give regard to the stylistic guidelines provided in this document.

Note, if the software ‘Endnote’ is used it may be necessary to modify the formatting.

REFERENCES IN THE TEXT

In an author-date style, a textual citation generally requires only the name of the author(s) and the year of publication (and specific page(s) if necessary). This may appear at the end of a sentence, before the full stop.

**Examples:**
- It is futile to maintain that the sexes are interchangeable (Moir & Jessel 1991).
- It is futile to maintain that the sexes are interchangeable (Moir & Jessel 1991: 94).

Alternatively, the author’s surname may be integrated into the text, followed by the year of publication in parentheses.

**Examples:**
- Moir and Jessel (1991) have shown that it is futile to maintain that the sexes are interchangeable.
- Moir and Jessel (1991: 93-4) have shown that it is futile to maintain that the sexes are interchangeable.

If two or more works by different authors are cited at the same time, separate them with a semicolon.

**Example:**
- The implications for land degradation have been much debated (Malinowski, Miller & Gupta 1995; Thomson 1999).

If two or more works by the same author are cited at the same time, do not repeat the author’s name. Separate the years of publication by a comma.

**Example:**
- Subsequent investigation confirmed these results (Watson & Clark 1996, 1998).

If there are more than two works by the same author, published in the same year, add the letters ‘a’, ‘b’, etc. to the year to distinguish the works. Also add these letters to the year in the list of references at the end of the manuscript.
Example:
Public housing remains a neglected area (ACOSS 1997a, 1997b).

If there are more than three authors, list only the first, followed by 'et al.'

Example:
Other researchers have questioned these findings (Larson et al. 1987).

REFERENCE LIST

FOR A BOOK

The details required in order are:

1. name/s of author/s, editor/s, compiler/s or the institution responsible
2. year of publication
3. title of publication and subtitle if any (all titles must be italicised)
4. series title and individual volume if any
5. edition, if other than first
6. publisher
7. place of publication
8. page number(s) if applicable use p. 123 or pp. 123-5 not p123, noting the use of a single space.

• One author

• Two or more authors

• Editor(s)

• Sponsored by institution, corporation or other organisation
Institution of Engineers, Australia 1994, Code of ethics, Institution of Engineers, Australia, Barton, ACT

• Series

• Edition

• Chapter or part of a book to which a number of authors have contributed
FOR AN ARTICLE

The details required, in order, are:
1. name/s of author/s of the article
2. year of publication
3. title of article, in single quotation marks
4. title of periodical (italicised)
5. volume number
6. issue (or part) number
7. page number(s)

• Journal article

• Conference paper (published)

• Conference paper (unpublished)

• Newspaper article

FOR A THESIS

The details required, in order, are:
1. author
2. year of submission
3. title
4. name of degree
5. name of institution issuing degree
6. location of institution


FOR WEB SITES AND OTHER ELECTRONIC SOURCES

• This could include sources from full text compact disk products, electronic journals or other sources from the Internet.
• The basic form of the citations follow the principles listed for print sources (see above)

1. name/s of author/s
2. date of publication
3. title of publication
4. edition, if other than first
5. type of medium, if necessary
6. date item viewed
7. name or site address on internet (if applicable)


*Get the facts (and get them organised)* 1990, video recording, Appleseed Productions, Williamstown, Vic.

- **If no author is given, the title is used as the first element of a citation.**
  *Dr Brain thinking games* 1998, CD-ROM, Knowledge Adventure Inc., Torrance, California.

**FOR REPORTS**

There are variations on documents produced by government agencies.

Following example includes both the name of the sponsoring agency and the author.


The following example requires the name of the sponsoring agency only.