General information and guide for contributors

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

Submissions should be made by email in MS Word (.doc) format as electronic file attachments.

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

- **Cover page** with the author’s name, contact details 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;

- **Manuscript** that includes a 150–200 word abstract at the start. 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 the guest editors of the issue they are contributing to or the HE Editor. For blind reviewing purposes please do not include the author’s name anywhere on this document.

As a general guide HE follows the editorial style in the *Style Manual, for authors, editors and printers (2002)* and the ‘Deakin University guide to referencing: Harvard’.

The ‘Harvard Style’ of referencing consists of two elements:

- **In-text citations** such as (Smith 1999) located in the body of the manuscript that includes the author, the date and can also include page numbers e.g. (Smith 1999, p. 10) or (Smith 1999, pp. 10-12).

- **A reference list at the end** of your manuscript organised by author name and year of publication and which gives full bibliographic details of all in-text citations.

The HE Editorial Committee reserves the right to make editorial corrections.

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

1) Layout

All manuscripts must be typed and 1.5 or double-line spaced using a single space (not two) at the beginning of each sentence. Always use two hard returns/enters at the end of a paragraph instead of a first line indent.

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 and not italicised. Block quotations should be introduced by a colon (:) and they do not require quotation marks. The final full stop is placed before the in-text citation because the in-text citation relates to all the sentences in the block quote, not just to the last sentence. (in-text citation)

Single quotation marks are employed for: short in-text quotations, the first use of 'exceptional' words and titles of book chapters, articles or unpublished works such as reports.

Double quotation marks may be used 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. 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'.

3) Dashes and colons

HE uses 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.

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

Australia ICOMOS: a short history of the organisation

The semicolon (;) is stronger than a comma but weaker than 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.

4) Spelling

Use Australian rather than American English:

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

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.

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 the 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.

- 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

Contributors need to seek permission to reproduce two kinds of material: quotations from interviews, and illustrations such as photographs, maps and graphs for example. If permission fees are charged, it is contributor’s responsibility to pay the costs.

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 will undertake an initial evaluation of the paper submitted for publication to ensure that the manuscript meets the publication requirements of the journal.
outlined in this document. Note, if the software ‘Endnote’ is used it may be necessary to modify the formatting. The contributor might be asked to make initial stylistic changes prior to the content of the paper being sent out for review. Two blind reviewers will then review the manuscript under the following criteria:

**GENERAL**

1. Title: is the title of the paper appropriate?
2. Abstract: does the abstract provide a good summary of the paper?
3. Argument: is the paper succinct, well-structured and to the point?
4. Conclusions: are the conclusions supported by the argument presented?
5. References: are the references cited all listed, accurate, and appropriate?
6. Language: is the language used appropriate for a professional audience?
7. Figures: are they appropriate/necessary and captioned with each author of the figures?

Contributors will receive constructive feedback from the blind reviewers that they will be asked to address in a revision of their manuscript.

All selected contributors must sign an agreement with Australia ICOMOS prior to their manuscript being published in *HE*, in relation to the allocation of copyright payments that may arise from the future reproduction of their article and author permission granting Australia ICOMOS an exclusive licence to produce, reproduce, communicate or publish their article.

**IN-TEXT CITATIONS**

Harvard in-text citations consist of the family name of the author and the year of publication. In addition, page numbers should be included when paraphrasing (rephrasing a short passage) or quoting directly from a source. A comma is placed between the year and the page number which has a space before the number. An in-text citation can go at the beginning, the middle or the end of a sentence (Deakin University 2017, p. 3).

**Citations that emphasise the author:**
Salzmann, Standlaw and Adachi (2012, p. 4) further explore the established misconception that unwritten languages are primitive.

**Citations that emphasise the information:**
A common misconception is that unwritten languages are primitive (Salzmann, Stanlaw & Adachi 2012, p. 4).

**Citations that provide a general reference to a work include the year without the page number:**
According to Foster (2008), the work represents an emotional essence distilled from multiple fleeting insights.

Note in the examples above that the word ‘and’ is used when the family names are part of the sentence but an ampersand (&) is used when the names are in parentheses.

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

Two or more works by the same author:
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.

More than two works by the same author:
Public housing remains a neglected area (ACOSS 1997a, 1997b).

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

More than three authors:
Other researchers have questioned these findings (Larson et al. 1987).

If no year of publication is provided for a source, use n.d. (meaning 'no date') after the author’s name.

No year of publication:
(Mishriki n.d.)

Newspaper with no author indicated (do not include in reference list):
Musical director Jonathon Welch has received further recognition by Melbourne University (The Age, 25 April 2008, p. 11).

Citing the Burra Charter:
The Australia ICOMOS Burra Charter, 2013 (in the first instance)
Burra Charter (all further references, ensure the use italics for both)

Personal communication:
When interviewed on 8 October 2013, J Robinson, Manager Heathville Community Centre, confirmed …
or
(J Robinson, Manager, Heathville Community Centre, interview, 8 October 2013)
or
J Robinson (email, 8 October 2013) indicated …

Personal communications include letters, emails, private social media posts, personal interviews, telephone conversations. The initials of the person precede the family name. The day, month and year can be provided within the narrative or as part of the in-text citation. It is also appropriate to indicate the role of the person being cited and their organisation.

Contributors will need to ensure that they have permission from anyone quoted in personal communications prior to publication of their manuscript in HE.
REFERENCE LIST

All works cited should be listed in alphabetical order according to the family names of authors.

Use commas to separate elements of the citation rather than full stops and no full stops after initials.

Include the state or country for a relatively unknown place of publication, or where city names can be confused, e.g. Cambridge MA or Cambridge UK

Use an author's name only in the first instance, where the author has multiple entries and a long dash in place of the author's name for subsequent entries

Use lower case letters following the year where an author has multiple entries in the same year, e.g. 2001a, 2001b, 2001c

THE BURRA CHARTER:

The Burra Charter: The Australia ICOMOS Charter for Places of Cultural Significance, 2013. Initial textual references should be in the form of Australia ICOMOS Burra Charter, 2013 and later references in the short form (Burra Charter).

A BOOK:

Author, Initials year, Title of book, edition/volume, Editor/Reviser/Translator/Compiler, Publisher, City.

One author:

In some cases the organisation is the author:

Institution of Engineers, Australia 1994, Code of ethics, Institution of Engineers, Australia, Barton, ACT.

For books where no author is provided, the entry begins with the title of the book:

In most cases, the edition of the book (edn) or volume number (vol.) is placed after the title:

Two or more authors:

Editor(s):

CHAPTER OR PART OF A BOOK
Author, Initials year, ‘Chapter title’, in Initials Editor (ed./eds), *Title of book*, Publisher, City, page numbers of chapter.


For a chapter in an e-book:

E-BOOK
Author, Initials year, *Title of e-book*, Publisher, date retrieved, <URL>.

Or if the URL is long and messy stick to:

For a chapter in an e-book:

E-BOOK WITH A DOI
A DOI is a unique identifier with a more stable link to a publication than a URL. It is better to use the DOI over the URL or database if a DOI is given. Date of retrieval is not required if providing a DOI. No concluding full stop is necessary following a DOI


December 2018 8
ARTICLES/PAPERS

Author, Initials year, ‘Title of article’, Title of Journal, volume number, issue number, page numbers.

Print journal article

Online article with DOI:

Conference paper (published):

Conference paper (unpublished):

ONLINE ARTICLE WITH URL

Author, Initials year, ‘Title of article’, Title of Journal, volume number, issue number, page numbers of article, date retrieved, <URL>.


Press backspace after entering a URL to show the URL noted above rather than as a hyperlink.

NEWSPAPER ARTICLE

Author, Initial year, ‘Title of article’, Title of Newspaper, day month, page number(s).


For a newspaper article with no author:
No entry in the reference list is required, as all details are provided in the in-text citation.

For a newspaper article online:

SOCIAL MEDIA
WEBPAGE OR DOCUMENT FROM A WEBSITE

Where possible, it is best to cite a webpage rather than an entire website—this provides a more accurate indication of your source.

To avoid very long URLs, it is acceptable to cite a homepage URL.

Page numbers should be provided for documents that are paginated. For unpaginated documents, you may cite the chapter/section heading or the paragraph number. Do not cite page numbers of a printout you may make of such a document.

To find the date of a webpage look for 'last updated' date, which is usually in the footer of the page.

Author, Initials year, Title of webpage or document, Organisation responsible for site, date retrieved, <URL>.


BLOG

Author of post, Initials (or alias) year of post, ‘Title of post’ (if applicable), Title of blog, weblog post, day month of post, date retrieved, <URL>.


PODCAST

Title year, medium, Producer/Publisher/Username, day month, date retrieved, <URL> or database.


FILM, DVD, VIDEO, CD-ROM

Title year, medium, Producer, City.

Apocalypse now 1979, film, Zoetrope Studios, San Franscisco.

Sunday too far away 1975, film, South Australian Film Corporation, Adelaide.
TELEVISION AND RADIO

Title of program year, medium, Broadcaster, City, day month.

Four corners 2010, television program, ABC1, Sydney, 12 March.

BROCHURES, POSTERS, PAMPHLETS

Author, Initials year, Title (or your own descriptive title), source, Publisher, City (if known), Location (if held in a library).

Australian Heart Foundation 1999, Be active every day: physical activity for a health heart, brochure, Australian Heart Foundation.

REPORTS

Author, Initials year, Title of work, Report description or series, who commissioned the report or Publisher, City.

Author, Initials year, Title of work, Report description or series, who commissioned the report, retrieved day month year, <URL>.


LEGAL SOURCES

There is no full stop at the end of reference list entries.

Title of Act year (abbreviation of jurisdiction) pinpoint

Banking Act 1959 (Cth) s 5

Transfer of Land Act 1958 (Vic) s 74

Bills are the same as Acts, but not italicised:

Carbon Pollution Reduction Scheme Bill 2009 (Cth) cl 83

Case name [year] Unique court identifier Judgement number (day month year) pinpoint

Minister for Immigration and Citizenship v SZIAI [2009] HCA 39 (23 September 2009) [27]

THESES

Author, Initials year, ‘Title of work’, Type of thesis, University, City.


HERITAGE LISTING

Heritage council, year, ‘Title of listed item with address’, Register number or place ID, retrieved day month year, <URL>.
