

## GUIDELINES FOR CONTRIBUTORS OF MANUSCRIPTS AND BOOK REVIEWS

### 1. **Initial Copy**

Articles should be submitted in final form, as two hard copies. They should be in double-spaced typescript on one side only of A4 paper, with left and right margins of 3cm. (Articles may also be submitted electronically with the permission of the Editor.) The pages should be numbered throughout in the upper right-hand corner. The final version of all essays must be accompanied by a 100-200 word abstract.

### 2. **Accepted Copy**

Accepted articles should be submitted as an email attachment to the Editor. Articles can also be submitted on a PC-compatible 3.5 inch floppy disk or on a CD ROM. Text should be formatted in Microsoft Word, or in WordPerfect. Please enter text in single spacing and ensure that a disk is accompanied by a hard copy of the article. Centring, italicized or underlined text, and any other font changes should be included in the hard and disk copies.

### 3. **Length**

Articles normally should be 4000–9000 words; review articles, 4000 words; research notes and queries, 1500 words; reviews, 500–700 words per book reviewed; letters or brief notes, 300 words.

### 4. **Endnotes**

Endnotes (rather than footnotes on each page) should be used. Endnote style follows the *MLA Handbook for Writers of Research Papers*, 5<sup>th</sup> edition (New York: MLA, 1999), 268-85. Authors should place all bibliographical references within the endnotes and not present a separate section of works cited. Examples are set out below:

#### *Books*

Stanley E. Fish, *Self-Consuming Artifacts* (Berkeley: University of California Press, 1972), 397.

*Articles in Journals*

Erin Sawyer, "Celibate Pleasures: Masculinity, Desire, and Asceticism in Augustine," *Journal of the History of Sexuality* 6 (1995): 1-29.

Subsequent references to a text cited in an endnote should be included parenthetically in the article, and comprise reference to the author, title (if more than one text by the same author is cited in endnotes) and page number. Do not use abbreviations such as *ibid.* or *op cit.* For example:

(Fish, *Self-Consuming* 74) (Sawyer 15)

5. **Reviews**

Reviews should be headed as in the following examples:

T. Winnifrith, ed. **The Poems of Charlotte Bronte.** Oxford: Basil Blackwell, 1984.

Elizabeth Alvida Petroff. **Essays on Medieval Women and Mysticism.** New York and Oxford: Oxford University Press, 1994.

Reviews should be signed as in the following example:

CHRISTINE SMITH  
*University of New South Wales*

6. **Dates and Numerals**

Dates should observe the form "12 August 1933" (no comma or "th"). Cardinal numerals up to 100 should be typed in words, e.g. "seventeenth century" not "17th century."

7. **Accents**

Accents will normally be omitted from capital letters in French, but the Umlaut will be used on capitals in German.

8. **Quotations**

Quotations of less than three lines should be enclosed within *double* inverted commas, and not underlined (except for italicising). Quotations of more than three lines should start on a new line and be indented (two tabs from the left margin) but not enclosed within inverted commas. An initial reference to or quotation from a text should be referenced by an endnote. Subsequent reference to the same text should be included parenthetically at the end of the reference. See (4) and (9) for further details.

9. **Punctuation**

Commas and periods that directly follow quotations go inside the closing inverted commas. In this case, an endnote number,

if required, should immediately follow the closing inverted commas. For example:

Austen opens her novel ironically: “It is a truth universally acknowledged, that a single man in possession of a good fortune, must be in want of a wife.”<sup>1</sup>

A parenthetical reference intervenes between the closing inverted commas and the required punctuation. If a quotation ends with a full-stop or period, the punctuation appears after the reference. In this case, if an endnote number were needed, it would follow the final punctuation. For example:

Austen closes the chapter on a similarly sardonic note: “The business of her life was to get her daughters married; its solace was visiting and news” (53).<sup>2</sup>

All other punctuation marks—such as semicolons, colons, question marks and exclamation points—go outside closing inverted commas, except when they are part of the quoted material. If a parenthetical reference is needed, it is followed by a full-stop (and then an endnote number if necessary). For example:

Dorothea Brooke responds to her sister, “What a wonderful little almanac you are, Celia!” (Eliot 7).<sup>3</sup>

10. **Capital Letters**

The following language conventions should be followed in titles and subtitles. English usage favours capitals throughout the title of a book (except for prepositions and articles). German, Spanish and Italian use capitals for the first word and other words normally capitalised. French capitalises the first word and all proper nouns.

11. **Copyright and Republication**

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