

## Blue Mountains History Journal – Author Guidelines

### POLICY

The *Blue Mountains History Journal* is a publication issued under the auspices of the Blue Mountains Association of Cultural Heritage Organisations Incorporated (BMACHO). Contributions are welcome from anyone but please follow these guidelines. Articles dealing with any aspect of the history of the people of the Greater Blue Mountains of NSW will be considered, but it is not the intention to publish detailed family trees. Papers will be peer reviewed but the Editor reserves the right to refuse any material for publication.

**This Journal is not competing with Societies for short articles that are appropriate for their Newsletters.** Hence submitted Articles should normally be between 1500 words and 6000 words in length but longer articles will be considered, illustrations being additional. As a guide, between 450 and 500 words fill an A4 page and there are 1767 words in this document.

### COPYRIGHT

Papers accepted for publication will be posted on the internet and are free for anyone to print or download. Authors need to submit proof of having obtained permission to use any material copyrighted by others but assistance can be given to obtain permission to use images downloaded from the websites of the National Library of Australia and the State Library of NSW. Authors retain the copyright of their article and are free to use it in other publications provided that the previous use in the *Blue Mountains History Journal* is acknowledged. Extracts from this publication may be reproduced by others provided that the source is fully acknowledged.

### ARCHIVING

Printed copies of each issue of the *Blue Mountains History Journal* will be lodged with the National Library of Australia, the State Library of NSW, the Royal Australian Historical Society, the Local Studies Library of the Blue Mountains City Council at Springwood, the Lithgow Regional Library (Local Studies) and the Blue Mountains Historical Society Inc. where they will be archived and remain available for consultation.

### SUBMISSION

All manuscripts should be submitted in electronic form as .rtf or Microsoft Word .doc files and images preferably as .tiff files but maximum size .jpg files may be acceptable. If these files total less than 2 Mb they may be e-mailed to the Editor, but if the combined size is larger than 2Mb then please burn the files onto a CD or a DVD and mail it to the Editor.

- Please ensure that files are not saved in read-only form and are not password protected; all files should be checked for exclusion of viruses.
- Files sent by email, should be as attachments to a brief message to the Editor.
- CDs and DVDs should be virus checked before being posted to the Editor; each disk should be clearly labelled with the corresponding author's name.
- CDs and DVDs should be mailed in a robust cardboard Australia Post 'CD Mailer protective POSTpak' to prevent damage in transit. Disks sent in the thinner Australia Post 'Jiffylite Bubble Lined Mailbags CD Mailer' packages have sometimes arrived broken.

Authors should retain copies of submitted manuscripts and correspondence, as posted material cannot be returned. The Editor will correspond by e-Mail.

e-mail contributions to:

p.rickwood@unsw.edu.au

or Mail to:

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BEES,

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SYDNEY NSW 2052

## STYLE REQUIREMENTS

- **TITLE** – short, informative and begin with a key word that will be readily picked up by web browsers. Times 16pt.
- **Title Page** – full names of **all** of the **authors** Times 14pt plus the full postal and email address of the author to whom correspondence should be sent Times 12pt.
- **ABSTRACT** – a concise summary of the contents in one paragraph of 100 words or less.
  - Do not repeat the title.
  - Supply up to five (5) **key words** for indexing purposes, excluding “Blue Mountains” which will be added automatically.
- **SPELLING** – English according to the Oxford English Dictionary– N.B. not American spelling as suggested by many Word Processors! The exception is ‘program’ which is now the accepted spelling for computer software.
- **FONT** – Times or Times New Roman, 12 point for text.
- **SPACES** – Separate sentences by two (2) spaces.
- **ALIGNMENT** – do not use Justification to make all lines of equal length.
- **CAPITALISE** – the first letter of titles, appointments, commissions, institutions and proper names e.g. Dr, the National School Board, the Act, the Opposition, the State, William Lawson.
- **ACRONYMS** – avoid but if they are deemed absolutely necessary they must be fully explained when first mentioned in the text.
- **ABBREVIATIONS** should be those in current use in Australia. Use p.5 for a single page but pp.10-13 for a span of pages and 319pp. for the total number of pages in a book.
- **QUOTATIONS** of more than a single line should be **indented**, with an extra line space above and below the block.
- **DOUBLE QUOTATION MARKS** – surround all quotations
- **QUOTATION WITHIN A QUOTATION** – between single quotation marks.
- **CITE THE ORIGINAL EXACTLY** – follow improbable words or improbable spellings with (*sic*) – in italics – to signify that the blame lies with the originator and is not a typographical error made by you or the Editor.
- **OMITTED TEXT** – replace by **three ellipsis points** ...  
e.g. “ ... the coal-seam ... about to be worked by the Gladstone Coal Company, situated in one of the gorges, about 1,000 feet (*c.300m*) below the Great Western Railway, between Wentworth and Lewra (*sic*) Falls in the parish of Jamieson.” (Mackenzie 1887, p.156).
- **NUMBERS** – up to **ten** should be spelled out in the body of the text: e.g. five convicts, three Rs, but above ten use numerals. In references the use of numerals is preferred.
- **ORDINALS** – spell out e.g. twentieth century.
- **UNITS**. Standard SI unit abbreviations are desirable e.g. km, Gb and for percentages e.g. 91%.
- **OLD UNITS** – in use at the time being discussed should be accompanied by metric equivalents e.g. 16 acres (*c.6.5 ha*); 5’ 4” (*1.6 m*)
- **DATES** should be shown in dd:mm:yy format as: 15 January 1970.
- **PERIODS** – no apostrophe e.g. 1870s, 1900s

- **SPAN OF YEARS** – 1872-1875 NOT 1872-75 as that could be interpreted as 1872-1975.
- **REFERENCES** – within the text should be in the form (Smith 2000, p.3).

- **DO NOT use the Latin indicators *ibid.* and *op. cit.***

- **HEADINGS SHOULD BE ORGANISED USING MICROSOFT WORD STYLES IN WHICH YOU SHOULD SET HEADING1 AND HEADING 2 ACCORDING TO THE FOLLOWING**

Heading 1 Times, 14pt, BOLD, ALL CAPS

Heading 2 Times, 12pt, BOLD

Applying those styles will produce the following type of headings.

## **HISTORY ONE**

### **History Two**

**TITLE** Times 14pt BOLD ALLCAPS centred Spacing 1.5

**Author** Times 12pt BOLD centred Spacing 1

**Address** Times 12pt centred Spacing 1

**Abstract** Times 12pt BOLD Spacing 1

**Key Words** Times 12pt BOLD Spacing 1

**INTRODUCTION** Times 14pt BOLD Spacing 1

**Other Headings** Times 12pt BOLD Spacing 1

**REFERENCES** Times 14pt BOLD Spacing 1

All other text is Times 12pt Spacing 1 with BOLD only for start of captions to Figures and Tables.

- **TABLES** – use only if absolutely essential to the understanding of the paper. They should be **self-contained** and complement, but not duplicate, information contained in the text. A table should be understandable without reference to the text.
- **ILLUSTRATIONS** – maps, plans, line drawings, paintings and photographs are classified as figures.
- **CAPTIONS** – each **figure** must have a caption  
e.g. **Figure 2.** Route taken by Lieutenant Dawes and his party. **N.B.** Use a **BOLD** font for e.g. '**Figure 2**' but not for the caption itself.
- **CITING** – number **figures** successively and cite in consecutive order in the text
  - Figure 2 – to refer to an illustration from this paper
  - Fig. 2 – to refer to an illustration from another document and to alert the reader not to hunt for it in your paper.
- **ELECTRONIC FILES** – essential to supply for all figures.
- **TIFF** – tagged image file format is recommended, as there is no loss of information.
- **PowerPoint and PDF files** – not acceptable.

- **SCANNED IMAGES** – scan at a resolution of at least 300 d.p.i. in Colour Photo mode.
- **COLOURED PHOTOGRAPHS** – welcomed.
- **DRAWING AND MAP LETTERING** – use a **sans serif** typeface, **Helvetica** is preferred.
- **APPENDICES** – will not be published.
- **ACKNOWLEDGEMENTS** – persons, or organizations, who have given the authors significant help should be acknowledged as should the sources of financial grants.
- **PLAGIARISM** – In order to avoid plagiarism you must cite a reference to the source of ANY words, ideas or information taken from another person, irrespective of whether it was in written, visual or verbal form.
- **REFERENCES** – are also essential to allow the reader to check the veracity of statements that you have made so each reference must be accurate and complete.  
Endeavour to assist your readers. Thus for a single sentence seen in a newspaper it is not helpful to just cite e.g. Sydney Morning Herald. 25 July 2009 when that issue contained over 100 pages – you should give both the page number and the column number as well.

**LIST** –all cited references at the end of your text using the following styles:

- **Papers**

Anonymous (1879) Sale at the Police Office, Hartley. On Wednesday, the 28th day of May, 1879. Country Lots. *The New South Wales Government Gazette*, 1879/2: p.1818.

Fox, B. (2008) Father and Son: Sir Thomas Mitchell and Campbell Mitchell. *Hobby's Outreach*, 19(6): 7-8.

{All items have an author so use Anonymous when he/she/they are not identifiable}

List multiple entries to the same author and the same year in chronological order and distinguish them by suffixes added to the date e.g. Anonymous (1979a), Anonymous (1979b) etc.

- **Books**

Fox, B. (2006) *Blue Mountains Geographical Dictionary*. Brian Kenneth Fox, Bathurst, NSW 2795. 319pp.

Pells, P.J. & Hammon, P.J. (2009) *The Burning Mists of Time. A Technological and Social History of Mining at Katoomba*. WriteLight Pty Ltd, Blackheath. 258pp.

Yeaman, J. (editor) (1976). *Historic Blackheath*. A community service project of the Rotary Club of Blackheath 1975: 1976. 382pp.

- **Articles within books**

Bowden, I. (1976) Blackheath Stockade. pp.173-174 in Yeaman (1976).

- **Newspaper Articles**

Anonymous (1863) Shipping. Arrivals. *Sydney Morning Herald*, 26 August 1863, p. 5, col.1.

- **Manuscripts**

Yeaman, J. (Prepared in 1980s but unpublished.) Blackheath Heritage. Supplementary volume to Historic Blackheath. 16 sections. [The Local Studies Collection, Blue Mountains City Library, Springwood; Yeaman Archives 16/47]

{These can be hard to find so it is most helpful to have a library shelf number}

- **Microfilms**

Mitchell, T.L. (1830) T.L. Mitchell, Sr.Gl. to the Honorable, The Colonial Secretary.

Bathurst, 23rd. June, 1830. (No.30/285).

pp.789-797 (Frames 377-381) in New South Wales – Governor’s Despatches to the Secretary of State for the Colonies. Vol.19, Jan.–April 1831.

[Mitchell Library: A1208 Frame No.1-677. CY 541]

{Giving the frame numbers is particularly helpful in saving the time and patience of those wishing to check the original}

• **Websites**

Blue Mountains Historical Society Inc., <http://www.bluemountainshistory.com>

<accessed 6 February 2010>

{that date is essential as it gives the reader an indication of whether the site might now have been replaced or upgraded}

• **Hearsay**

Information obtained verbally should be accompanied by the name of the provider and an approximate date. e.g. pers. comm. Ken Black 10 May 2010.

• As the *Blue Mountains History Journal* will be available online at

<http://www.bluemountainshitage.com.au/journal>

it should include known URL links of cited articles and URL links to cited external databases.