



ORAL HISTORY ASSOCIATION OF AUSTRALIA

Journal No. 32, 2010

'Islands of Memory– Revisited' Navigating Personal and Public History

INFORMATION FOR CONTRIBUTORS

TYPE OF MATERIAL CONSIDERED:

(For more detail on each of these categories, see the 'Call for Contributions')

- **A.** Papers—**no more than 5,500 words** (including notes).
Papers of this length are expected to contain substantial consideration of theoretical, &/or ethical &/or methodological issues.
- **B** Articles describing specific projects and outcomes: no more than 4,000 words
- **C** Reviews—up to 1,500 words.

— *Note: Word limits include endnotes* —

TECHNICAL REQUIREMENTS:

Word-processor formats: either:

- Mac- or IBM-compatible Microsoft Word Ver.5 or higher, or
- IBM-compatible Word Perfect

Media:

- as a file attachment to an e-mail (ie, NOT in the body of an e-mail message), or
- by post: contact the General Editor for details

FORMATTING:

- in Times New Roman font, 12 point
- line spacing: one-and-a-half
- no indentation of paragraphs
- one blank line space between paragraphs
- two spaces between sentences
- justified left hand margin, ragged right hand margin
- internal sub-headings:
 - justified left
 - in bold
- quotations to be set within single quotation marks, within paragraph or as a separate paragraph, and properly referenced (*See 'Notes & Citations' below*)
- spell-check dictionary set to Australian English

(Continued —>)

NOTES & CITATIONS:

Take care to avoid plagiarism, and acknowledge all sources

Notes:

- Notes are to be formatted as **endnotes** (not footnotes)
- Numbering of notes: ordinal, not Roman (i.e. 1, 2, 3 etc., not i, ii, iii etc.)
- Style examples for citations:
 - Book cited in endnote:
Author's initial(s) or first name(s), surname, title (in italics), publisher, place and date of publication, page reference (p. or pp.). Thus: David Lowenthal, *The Past is a Foreign Country*, Cambridge University Press, London, 1985, p. 54.
 - Article cited in endnote:
Author's initial(s) or first name(s), surname, title of article (in single quotes), name of journal (in italics), volume (vol.), year, page, reference. Thus: Alison M. Turtle, 'The short-lived appointment of the first New South Wales government psychologist, Dr Lorna Hodgkinson', *Australian Historical Studies*, vol. 25, no. 101, October 1993, p. 569. Please note single space between vol. and 25; no. and 101; p. and 569.
 - Chapter cited in collection
Author's initial(s) or first name(s), surname, title of chapter (in single quotes), in (then as for books above). Thus: B. Stoddart, 'Sport and Society 1890-1940', in C.T. Stannage (ed.), *A New History of Western Australia*, Nedlands, 1981, pp. 652-74.
 - Interviews
Oral sources should be cited as follows: interviewee's name, interviewer's name, month and year of interview, location of tape and/or transcript (with a reference number if held in a library). Thus: Jill Smith, interviewed by author, July 1989, tape and transcript held by author.

Note that 'ed.' is an abbreviation but 'eds' is a contraction and is therefore not followed by a stop.

ILLUSTRATIONS:

Images, photos, drawings etc. are particularly welcome. If required, you may indicate where you would like them to be placed within the text; selection and actual placement will depend on editorial requirements.

All images

- captions to be listed separately
- must be accompanied by a declaration signed by you that you have obtained permission to reproduce all the image/s
- full citation of the source of each image is required

Note: Only the two formats (A) or (B) below can be used. Images that CANNOT be used are:

Images embedded in a word-processing document

Images printed on paper by a home/office computer-printer

(A) Photographic prints (NOT home/office computer-printed) or hard copies of drawings etc.:

- black/white or colour prints (*note that the Journal is not published in colour*)
- sharp and in focus
- take care with packaging, and registered or 'Express' post is best: all will be returned; include return postal address

(B) Digital images. Although these can be the best option, before sending, please contact the editor by email and briefly describe what you may be able to send.

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DETAILS REQUIRED FROM CONTRIBUTOR/S:

- Full name, address and contact details
- **An abstract of the articles content (up to 200 words)**
- Biographical details/notes on contributor (no more than 250 words) required for all contributions
- If sending images etc., include all details as required (see above)
- Indicate whether or not you are a financial member of the OHAA, and if so, which branch. (*Note: contributors are **not** required to be members of OHAA.*)

PLEASE NOTE THAT UNLESS THESE SPECIFICATIONS ARE MET, INCLUDING REFERENCING ACCORDING TO THE GUIDELINES SPECIFIED ABOVE AND PROVISION OF DETAILS FROM/OF CONTRIBUTOR, ARTICLES MAY NOT BE ACCEPTED. PLEASE CONTACT EDITOR FOR ANY FURTHER CLARIFICATION

CLOSING DATE FOR SUBMISSIONS: 1 APRIL 2010

(However, see below for details of peer review)

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WHERE TO SEND:

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PEER REVIEW:

Peer-review is an option that may be requested by contributors. Note that instead of forwarding to the General Editor, material for peer-review must be submitted to the OHAA Editorial Board, which will first assess its suitability. Authors will be advised of the outcome.

WHERE TO SEND MATERIAL FOR PEER-REVIEW:

Dr Jan Gothard
Convenor: OHAA Editorial Board
Email: J.Gothard@murdoch.edu.au

PEER-REVIEW SUBMISSION DATES:

Material for peer-review may be submitted to the OHAA Editorial Board at any time. However, note that unless received by the Committee by 31 December 2009, there may not be sufficient time to process it for inclusion in the 2010 issue. Also note that, regardless of when offers are forwarded to the Board, the review process may not necessarily be completed in time for publication in the next available *Journal*.