

Style Guide

- **Length:** For an essay: 6,000 words maximum (including bibliography). Reviews: 1,500 words. A Review Essay is allowed 2,500 words. Please include a scan of the reviewed book's cover.

- **Referencing in the text:**

No endnotes please. Footnotes should be kept to a minimum. Wherever this is possible, footnotes should be incorporated into your main text. They are not to be used for bibliographical purposes. Correct: As Smith (2001: 234) notes ... Or: The point was already made in 1972 (Brown 432). No commas please. Citations in the text are followed by a reference like this: (Smith 2001: 234) or if there is only one Smith reference, like this (Smith 234). All your references must relate to an appropriate full citation at the end of your essay, i.e. in an extra section: "Bibliography" or "References".

- **Bibliography:**

Citing a **monograph**: Smith, John C., year. (Do not place the publication year in brackets.) Title (in italics). Place: Publisher. Example: Smith, John C., 1980. *Australian Art*. Canberra: Oxford University Press.

An article in an anthology must be cited in this way: Smith, John C., 1980. "Title", in: Susan F. Brown, ed., Title (in italics). Place: Publisher, page reference (full page range). Example: Smith, John C., 1980. "Australian Art", in: Susan F. Brown, ed., *The Art of the World*. Canberra: Oxford University Press, 64-99.

A **journal article**: Smith, John C., year. "Title". Journal Name (in italics), Volume (number) – e.g.: 5(4), page reference (full page range); no "p." or "pp." before the page reference, please. Example: Smith, John C., 1980. „Australian Art“. *Australian Studies Journal*, 5(4), 64-67.

Citation of websites: Australian Council for the Arts, 2007. "Writing Cultures: Protocols for Producing Indigenous Australian Literature." *Australia Council*. Web. 28 Feb. 2013.

<http://www.australiacouncil.gov.au/_data/assets/pdf_file/0018/32373/Writing_protocol_guide.pdf>

- **Format/Font:**

Spacing: 1.2 (footnotes: single-line spacing), Font: Verdana 13, 12 for footnotes.

Numbering of footnotes in Arabian numerals only: 1, 2, 3 etc.

Quotes of more than 3 lines: single-line spacing, indent by 1 cm, no indentation at the right margin, font: Verdana 12.

Do not indent the first word of a new paragraph. Paragraphs to be separated by only one extra line. Please do not paginate.

- **Bibliography / References:**

Please use one of these two terms to title your list of references. The scope of your bibliography should not exceed three pages. Font: Verdana 12, single-line spacing.

- **Quotation marks:**

The convention in Europe is that all quotations from cited sources are placed in double inverted commas, of this "... " type. Single inverted commas are used for quotations within quotations. This distinction is important as in Australia they tend to use them exactly the other way round.

- **Emphasis:** Use italics.

- **Biographical notes:**

Please email a separate word file with a biographical sketch of 5-6 lines and a photo as well as an abstract of your article in English (15 lines maximum, font: Verdana 12, single-line spacing).