

## Style Guidelines

### Background

In general, in editing documents the Globalism Institute follows the Australian Government Publishing Service *Style Manual* (latest edition) on questions covered in 'Part One' of that manual: for example, capitals, italics, and punctuation. There is no special need to familiarize yourself with the minute details of that style, but the following variations are worth noting.

### Spelling

Use first spellings as listed in the *Oxford Dictionary*.

However, note the following:

- the use of 'ize' rather than 'ise' in suffixes: for example, 'organize'; 'globalization'.
- the use of the suffix 'our' rather than 'or' as in 'labour' not 'labor' (except where referring to a formal name with a specific spelling such as the 'Labor Party').

### Conventions

- Numbers: spell out numbers to one hundred, thereafter in numerals, except for
  - round numbers such as a thousand or ten million when the written form is shorter.
  - percentages: 47 per cent; not forty-seven per cent (and not 47%).
- Use 1,000; 10,000; 100,000
- Use BCE and CE (no stops and in small capitals) rather than BC and AD.
- Dates: use the form 'day month year', for example, '8 May 1958' except for colloquial phrases such as 'September 11' or '9-11'. '70s is acceptable for decades; '74 for specific years.
- Ellipses: use spaced ellipses, as in #... #
- Use one space after a full stop.
- Quotes: indent quotes of over forty words, with the paragraph unjustified (same font size). Use single quotation marks 'as the entry into a quote and then double quotation marks "within those marks" for citations within the quoted material'.
- Dashes: Use closed em dash: x – x, that is, without spaces (**Tip:** The keyboard short-cut for an em dash in MS Word is CTRL + ALT + the 'minus' key on the Number Pad – it must be the keypad minus and not the one on the normal keyboard.)
- No serial comma, for example: 'globalism, nationalism and tribalism', not 'globalism, nationalism, and tribalism'.
- Use 'for example', 'and so on' or similar rather than 'e.g.' or 'i.e.'.
- Use am, pm and km.

### Referencing

Consistency in this area is perhaps the most important given how much editing time it takes to change from other styles. All textual notes and references are to be integrated sequentially into the endnote system. (The only difference for the bibliography is that surnames appear first).

*Examples for endnotes:*

- D. Grenfell and A. Trembath, 'A Spectre Haunting the Refugee Movement?' *Arena Magazine*, no. 68, 2003, p. 21.
- Z. Bauman, 'Wars of the Globalization Era', *European Journal of Social Theory*, vol. 4, no. 1, 2001, pp. 11–28.
- T. Nairn, 'The Curse of Rurality: Limits of Modernisation Theory', in J.A. Hall, ed., *The State of the Nation: Essays on Ernest Gellner*, Cambridge University Press, Cambridge, 1998.
- M. Foucault, *The Order of Things: An Archaeology of the Human Sciences*, Routledge, London (translated 1970), 1991.

*Examples for bibliography:*

- Ziguira, C., *Self-Care: Embodiment, Personal Autonomy and the Shaping of Health Consciousness*, Routledge, London, 2004.

Note the order of publication details (with periodicals discussed in brackets):

- author's first initial (all first names standardized to initials)
- author's surname (with this order reversed for bibliographies)

- title of publication, essay in collection or book, ('Title of Article')
- name of collection editor and title of collection, if applicable (title of journal in italics)
- volume number in Arabic, e.g. Vol. 1 if in the title of a book (or volume and numbers: vol. 1. no. 4 in the case of a journal)
- edition (edn), if applicable (spring, summer, etc.), but not if already using the 'vol., no.' system in which case convert 'spring' to no. 1, summer to 'no. 2', etc.
- publisher
- place of publication—this means city of publication
- date of publication
- page number or page numbers, applicable in the case of articles only, or for specific reference, in the form of 'p. x' or pp. x-y. (Note the spaces and the use of the en-dash rather than a hyphen between pages numbers. (Tip: The keyboard short-cut for an en dash in MS Word is CTRL + the 'minus' key on the Number Pad—it must be the keypad minus and not the one on the normal keyboard.) Note also that the second number in a sequence is abbreviated: e.g. 'pp. 25-6' or 'pp. 320-35').
- For web addresses, use: <www.communitysustainability.info/research/research.html>, accessed 8 February 2006.

N.B. the following particularities:

- the publisher's name appears before the place of publication appears.
- the use of 'ed.', 'eds', '2<sup>nd</sup> edn', 'vol.', 'no.' as the accepted abbreviations.
- All details to be punctuated by commas only.
- Use author's name and short title for second and subsequent references to the same book or article. Use 'ibid.' for a cited text that has been cited in the immediately preceding footnote.

### Headings

Subheading (level 2): bold, maximum capitalized with one space before and after

#

**This is a Subheading**

#

Sub-subheading (level 3): italic, non-bold, capitalized only on the first word: And the first word after a colon, with no space between the heading and the following text.

*This is a sub-subheading*

**Table headings: above table, bold, minimum capitalization**

**Figure headings: below figure, bold, minimum capitalization**

### Word List

Always include accents on words where the script form is available.

- al-Qa'ida (except where in inverted commas or as quoted from somewhere else)
- Qur'an
- Jürgen Habermas, Slobodan Milošević, Lévi-Strauss, Claude
- internet
- email
- among, while, amid
- World War II
- twentieth century
- The West, Western Society, Westerners, but western hemisphere
- Co-ordination; no-one; co-operation