

# Information for Contributors

## General

In general, *Papers* are expected to be 6 000–10 000 words in length (including footnotes), with 6–8 illustrations (including tables). *Research Notes* are expected to be less than 4 000 words in length (including endnotes) with 4–5 illustrations (including tables).

All submissions must also include the following:

- a 150-word abstract;
- a 50-word biographical statement including current affiliation; and
- contact information provided on a separate sheet, including address, phone, fax and email.

Three hard copies of the paper are to be provided, in the following format:

- double-spaced;
- with wide margins on either side;
- single-sided;
- with page numbers; and
- acknowledgements (if included) at the end of the paper, before references.

A computer version of all text must be provided, together with computer versions of all associated image files (eg illustrations, tables, etc), if possible. Please note:

- the computer version can be disc or email (the latter at the Editor's discretion);
- text files should be in MS Word *and* Rich Text Format (in case of translation problems) and illustrations in Adobe, if possible;
- tables should be supplied in MS Word and charts in Excel, if possible; and
- any discs submitted to the Editor should be labelled with author's name as well as the filename(s).

## Text

Referencing is to follow the Harvard convention of in-text referencing, for example (Smith 1997: 12). No footnotes will be accepted, and endnotes are to be used only where absolutely necessary.

The bibliographic format is as follows (note the full-stops, commas and capitalisation of authors' names):

CLARKE, P. and D. SPENCER 1992. *Life lines: Australian women's letters and diaries 1788–1840*, Allen & Unwin, Sydney.

British spelling is to be used throughout.

In general, follow the guidelines set out in the Australian Government *Style Manual*, especially as regards numeric and metric conventions. In particular, the following formats are used by *AHA*:

- numbers over 1 000 with spaces not commas
- numbers less than ten spelt, eg two; 11 and above as numerals
- numbers with decimal places given as numerals, eg 8.4
- dates as 1978–1979 not 1978–79 or 1978–9
- spell out per cent in text, abbreviate to % in tables
- measurements should be given in metric, unless taken from a primary source
- if necessary, the Imperial measurement can follow in brackets, eg 0.9 m (three feet)
- where measurements are given in Imperial, the metric conversion should follow in brackets
- metric units should be abbreviated, without a full stop, eg 9 m not 9 m. or nine metres
- Imperial measurements should be spelt out, eg feet not ' (except in the case of currency where £ should be used)
- hyphenate compound adjectives, eg nineteenth-century housing not nineteenth century housing.

## Illustrations

Artwork should be in camera-ready form, ie india ink or laser print.

Photographs should be provided as transparencies or postcard-sized, black-and-white prints.

Where historical artwork or photographs are used, the source should be clearly cited in the caption.

Tables and charts should be ready for black and white printing (ie no colour charts).

Tables should be in the format shown in the sample table below (consult back issues for variations of this style; note that the table will be stretched across the column or page).

Table 1: Artefact types at Sites 1–4.

	Site 1	Site 2	Site 3	Site 4	Total
Type 1	1	25	2	6	34
Type 2		14	2	1	17
Total	1	39	4	7	51

Each table or chart should be on a separate page.

All illustrations should be clearly labelled with the author's name and figure or table number on reverse.

A separate page listing captions for figures and tables must be provided.

## The Editing Process

Papers submitted to the Editor will be sent to at least one independent referee for review. The Editor will undertake to ensure that both author and referee remain anonymous. The referee will be asked to provide comments on the scholarly quality of the content of the paper, and on its suitability for publication in *AHA*. If necessary, they will be asked to recommend revisions required to make the paper acceptable for publication. The Editor will then forward these comments to the author.

Once the author has addressed these comments, they will submit an electronic and hard-copy version of the final. This will be reviewed by the Assistant Editor for stylistic consistency before the copy is type-set.

Authors will receive page proofs of their articles to check for errors, and are asked to return the corrected proofs promptly. No substantive changes can be made at that time.

In lieu of offprints, authors will receive three free copies of the volume in which their paper appears.

## Copyright

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*Please contact the Editor or Assistant Editor if you require more information about the editorial process or the format and style of AHA.*