LIMINA

A JOURNAL OF HISTORICAL & CULTURAL STUDIES

Style Guide

This style sheet is based on the conventions of the Oxford Style, with referencing following the Chicago Manual of Style Notes and Bibliography. Please refer to the relevant guide if formatting is outside the scope of this guide.

1. **Article Submission:**
   - Please submit your article as an email attachment in MS Word format (.doc OR .docx) or Rich Text Format (RTF) to liminajournal@gmail.com
   - Authors should prepare and submit *two* documents:
     1. A manuscript submission of 5000-7000 words (*including* footnotes). **Note**: all information identifying the author should be removed from this document as it will be sent to referees.
     2. A *separate* document that includes the following:
        - your name
        - your email address
        - your institutional affiliation
        - the title of the article
        - a 150 word abstract
        - a minimum of 8 keywords for your article
        - a statement certifying that this article is not under consideration elsewhere
        - Optional: no more than 150 word acknowledgement declaring any grants held while conducting your research, aid received by peers, or people who gave permission for their work to be included in your research.
          Example: This research was carried out while in receipt of an Australian Government Research Training Program Scholarship at The University of Sydney.
          NOTE: this will appear as the first footnote in the final version.
        - Optional: ORCHID ID (see https://orcid.org/).

2. **Document Layout and Formatting:**
   - A4 format
   - Margins: Top and Bottom: 2.54 cm; Left and Right: 3.17 cm
   - Language should be set to English AUS or English UK
   - Single spacing
   - The text should be left justified
   - First paragraph should not be indented, but subsequent paragraphs should be indicated by first line indentation of 1.25cm (DO NOT use the space bar)
   - Do not leave line spaces between paragraphs

- Do not indent abstract
- Leave one space after full-stops (between sentences)
- Font size should be pt. 11 for the main text, and pt. 9 for footnotes

3. **Referencing/Footnotes:**
- References should be supplied as footnotes (not endnotes nor in-text references).
- References should use the Chicago Manual of Style 'Notes and Bibliography' format for their footnote format. https://www.chicagomanualofstyle.org/book/ed17/part3/ch14/toc.html
  Note: *Limina* does not publish reference/bibliography lists. Full reference should be given in the first instance of the relevant footnote. Subsequent footnotes should use a shortened citation style.
- Use the Insert Footnote button (in the Reference Ribbon) in MS Word to insert and anchor your sequential footnotes within the document
- Only insert footnotes at the end of clauses or sentences outside punctuation.
  Example
  o Great care must be taken to keep the mixture agitated, and the vessel used to carry the mixture should be thoroughly emptied each time before refilling, or the kerosene, which never thoroughly mixes, may accumulate and give too strong a dose.[1]
- Where you use specialised terminology that a general audience would not readily understand, provide a short definition and (if necessary) a reference in a footnote (see also 'Formatting and Punctuation' below).

4. **Quotations**
- Use single quotation marks for quotations ('); within a quotation use double quotation marks (").
- Unless the entire sentence is a quotation, commas, full stops, semi-colons, and colons fall outside closed quotation marks
  Examples
  o 'I'll go', she said.
  o At the beginning of the study, participants described their dream recall rate as 'low to moderate'. At the end, they described it as 'moderate to high'.
  o 'Call me Ishmael.' Thus begins Herman Melville's *Moby Dick*.
  o 'Remember that Virgil said, "Each of us bears his own hell", in his epic work, *Aeneid*', Dante reminded Beatrice.
  o 'Have you any idea', he said, 'what "dillygrout" is?'
- Single-indent quotations (1.25cm both left and right, justified) longer than

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[1] F.A. Falkner, *The Australian Gardener: An Epitome of Horticulture and Agriculture for the State of Victoria,* 18th ed. (Melbourne: F.H. Brunning, 1916), 213.

30 words, leaving one line space before and after the indented quotation.
Example

The dark clouds were gathering over the mountain, creating what Homer Simpson described eloquently as a

sense of impending doom, creating the impression that at any moment the clouds would part and reveal either the hand of a god or the stranded mountaineers who had left for the summit yesterday wearing only lycra and dog-shaped mittens.

This evocative description has made an impression on many contemporary authors, including the famed J.K. Rowling.

- Always preserve the spelling, grammar and punctuation of the original document. Use '[sic]' if you deem it necessary to indicate where there is an original textual error and not your own.
- Put any of your own interpolations to quotations in square brackets
  Example
  o 'The development of income tax was initially viewed as a threat middle classes [and several] Russian oligarchies.'
- If omitting material from a quotation use an ellipsis '…'
  Example
  o 'The development of income tax was…viewed as a threat to middle classes.'

5. **Formatting and Punctuation**
   - In the Oxford Referencing Style adopted by Limina, the Oxford Comma or 'serial comma' is used in lists. Before the final item in a list, place a comma before the conjunction 'and'.
     Example
     o These materials included Benzole emulsion, Pestend, Clift's manual insecticide and 'Harbas' red oil, as well as Paris green, lead arsenate, and various tobacco preparations.
   - Italics should be used for
     o Names of texts
     o Phrases or sayings in foreign languages
       Example
       - *bona fide*
       - 'She had, how you call it, *je ne sais pas*.'
       - The Latin adverb *sic* is used to indicate where the quoted text contains an error in its original that has been kept in the current transcription.
   - **Single quotation marks** should be used for the following:
     o titles of short poems

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- o TV and radio programmes
- o titles of book chapters
- o articles in periodicals
- o to enclose an unfamiliar, discipline-specific or technical word, term or phrase
  - ▪ This should only be done for the first occurrence of the word, term or phrase
  - ▪ NOTE: if a word, term or phrase is discipline-specific, it needs to be defined in a footnote; this should only be done for the first occurrence of the word, term or phrase
- **Quotation marks** are not used in the following instances:
  - o around the names of sacred texts or their subdivisions
  - o musical works identified by description
  - o houses or public buildings
  - o colloquial or slang words, terms or phrases
- Use a **hyphen** '-' for adjectival phrases (first-class), and with prefixes (pre-eminent). No space should be left at either side
- Use **n-dash** '–' to link concepts or ranges of numbers (no spaces either side) i.e. German–Polish; 18–25 age bracket.
- An **n-dash** can be used where a colon, semi-colon, or brackets could be employed (with a space at either end), for instance in indicating sub-clauses or linking two parts of a sentence. This is at the preference of the author.
  - *Example*
    - ▪ Since 2007, the consensus of the economic establishment – bankers, policymakers, CEOs, stock analysts, pundits – has been catastrophically wrong.
- A **colon** should be used to introduce a subclause which follows logically from the text before it. It is dependent on the preceding main clause.
- A **Semicolon** can be used to relate two parts of a sentence, neither of which depends logically on the other and each could stand as independent sentences
- **Semicolons** are to be used to provide clarity to a complicated list.

6. **Numbers/Dates**
- In general, spell numbers up to nine and use numerals for numbers 10 and above.
- Numbers over 1,000 should use a comma, with the exception of dates
- Decimals should be indicated with a full stop, and use numerals.
- Fractions, such as a '¼'/quarter, should be spelled in full.
- Use the date form 1 January 2000: months and years should not be abbreviated at any time i.e. decades should always be given in full i.e. '1980s', NOT '80s'.
- No apostrophe should be used for dates e.g. 1970s

- Show a span of years using a hyphen (see 'Dashes and Hyphens' above)
- For centuries, spell out the number in full, i.e. the nineteenth century.

7. **Figures and Illustrations**
   - As the author, you are required to secure permission for reproduction of images, including derivatives, unless your use of images falls under [Australia's 'Criticism or Review Fair Dealing' exception](#). Reproduction permission must be sought because Australia does not have a 'Fair Use' copyright exception.
   - Each figure should be referenced within the text using the format:
     o '(fig. 1)' if not referred to directly
       Example
         ▪ I shall be referring to the painting 'Down on His Luck' by Frederick McCubbin (fig. 1).
     o 'Figure 1' if referred to directly in text
       Example
         ▪ As you can see in Figure 1, the painting features a solitary figure.
     o Sequence of figures should follow the order in which they are referred to in the text.
   - Each figure should be captioned on a new line underneath where it is included in the text. Caption should be prefixed by the identifier 'Figure' and its number.
   - The source and/or copyright of the image should be referenced in the image caption.
   - Upon acceptance, you will be asked to provide high-resolution images (at least 300 dpi for images, and 600dpi for line drawings). Providing lower resolution images will cause pixilation in reproduction.

8. **Tables**
   - Follow as per Figures and Illustrations, but using 'Table' as the referent.

9. **Foreign Languages/Special Characters**
   - When quoting in another language, follow the advice in 'Quotations' above, but always include an English translation of the quotation as well. Reference where this translation is not your own, or adapted from an existing translation.
   - When referring to a phrase or term in a foreign language within a sentence in English, italicise (see examples above)
   - When using special characters in a font other than Palatino Linotype please include the font file with your submission, and proof of right to reproduce.
   - NOTE: as the author you are required to secure permission for the reproduction of a licensed font.