

STYLE SHEET FOR *PEOPLE AND PLACE*

People and Place is published at the end of March, June, September and December each year. Author's articles need to be sent to the editors six weeks prior to publication date so we can meet our deadlines.

HEADINGS

The TITLE of the article and the FIRST LEVEL OF SUB-HEADINGS are capitalised. If you need a descending hierarchy of **sub-sub-headings** and *sub-sub-sub-headings* use first bold (lower case) and then italics (lower case). Headings of tables are written in bold and punctuated as follows:

Table 1: Voting intention by age, November 1997

NUMERALS AND OTHER SYMBOLS

Whole numbers one to nine should be written out in full. Where per cents and percentages are referred to in the text, these should be spelled out. The symbol % is used in tables.

QUOTE MARKS

Please use single quote marks, reserving double quote marks for quotes within quotes.

NO ABSTRACT

People and Place articles do not require an abstract. The editors will write a brief 'eye lid' of up to three sentences providing readers with a summary of the article's contents.

FINANCIAL YEARS

Financial years are written 1996-97 not 1996/97.

ACRONYMS, ABBREVIATIONS AND DASHES

If acronyms are used, introduce them. The first time they are used the phrase to which they refer is written out in full, followed by the acronym. Example: People's Republic of China (PRC). Please do not assume readers will know the acronym.

Avoid e.g, i.e. and etc. Prefer 'for example', 'that is', and 'and so on'.

Use an 'en' dash [-] for hyphens as in: 1996-1997 and second-generation Australians. In other situations use an 'em' dash [—] as in: We have selected five groups — the x, y, z, k and j.

REFERENCING

Please use numbered endnotes, with Arabic numerals as footnote markers. The notes should appear at the end of the article, with a heading, in bold lower case:

References

The format we would like you to follow is set out below.

Monographs:

F. Braudel, *A History of Civilizations*, Penguin, New York, 1993 [followed by page references]

Chapters in edited collections:

E. Gellner, 'The importance of being modular', in J. A. Hall (Ed.), *Civil Society: Theory, History, Comparison*, Polity Press, Cambridge, 1995 [followed by page references]

Journal articles:

G. Freeman, 'Modes of immigration politics in liberal democratic states', *International Migration Review*, vol. 24, no. 4, 1995, [followed by page references — The abbreviations vol. and no. do not take capitals.]

Publications by the Australian Bureau of Statistics:

Projections of the Populations of Australia, States and Territories: 1995-2051, Catalogue no. 3222.0, Australian Bureau of Statistics, Canberra, 1996

If you have more than one of these, for the first reference write:

Projections of the Populations of Australia, States and Territories: 1995-2051, Catalogue no. 3222.0, Australian Bureau of Statistics (ABS), Canberra, 1996

And for subsequent material write:

Environmental Issues: People's Views and Practices, Catalogue No. 4602.0, ABS, Canberra, 1996

(Use the same principle for any publisher with a lengthy name, such as the Australian Government Publishing Service.)

For subsequent references to the same source:

Where the bibliographic details are exactly the same as for the preceding note, use *ibid.* (lower case i, and full stop), plus page number/s if required. In other cases use the author's name (or brief title where there is no named author) followed by *op. cit.* (all in lower case) and the page reference.

ILLUSTRATIONS

Graphs: If possible could graphs be supplied with the raw data that was used to illustrate them, preferably in Excell. This will make it easier to convert graphs into our *People and Place* style if required.

Maps: These need to be sent in a format that we can view. Files with maps preferably need to be saved in Gif or Jpeg format. Maps can be sent to us within the body of the whole article, but, could we also have separate files to the text with just the maps in them. To help with maps could all type for the main body of the map be in Ariel, and Times Roman 9pt bold for the Title of the map and Times Roman 8pt plain for the Source of the map. Final map size required is 12.3cm wide and 9.5cm high maximum.

The above notes are intended as a guide. If you are in doubt please consult a recent issue, but there is no need to waste time finding a precedent for unusual forms. We can fix minor anomalies at the copy editing stage.