Submission Guidelines

MANUSCRIPT PRESENTATION

1. Do not write your name anywhere on the manuscript.
2. Submit your article as a Word file email attachment to lilithjournal@gmail.com
3. In the email accompanying your submission, include a short (~100 word) biographical statement and full contact details.
4. The manuscript should be double spaced throughout, including indented quotes and references.
5. Manuscripts should be between 6,000 and 8,000 words in length, including footnotes.
6. The article should be preceded by a brief abstract of no more than 200 words.
7. References should be supplied as footnotes not endnotes (with no bibliography).

All submissions must follow the style and referencing guide as set out below.

STYLE GUIDE

This guide is adapted from the *Chicago Manual of Style*, 16th ed. (Chicago and London: University of Chicago Press, 2010). Please consult the manual for style elements not covered here. Spelling and hyphenation should follow the *Macquarie Concise Dictionary*, 6th ed. (2013).

Spacing
1. Use double line spacing.
2. There should only be one space at the start of a sentence/following a full stop.

Spelling
Use Australian-British spelling (*ise*, not *ize*; *colour*, not *color*), but do not change spelling in quoted material.

Use of Capitals
1. Other than for proper names, use capitals only when lower case would cause ambiguity.
2. Titles (of books, articles etc.) are capitalised, including the subtitle that follows a colon.

Apostrophes and ownership in words ending in 's'
All words ending in s take the *s'* form, not *s's* (Jones' book; Sophocles' work).

Dashes
Lilith uses an unspaced emdash. That is, text—text.

Abbreviations
1. Full titles of countries, states, institutions, organisations etc. should be used at the first reference; subsequent references may be abbreviated where this abbreviation is clearly indicated. For example, the Woman's Christian Temperance Union (WCTU).
2. Use a full stop after an abbreviation (Vic., ed.), but not after a contraction (Mr, Mrs, Qld, eds). Symbols for currency and units of measurement have no full stop (5 km, 25 lbs, 3s). Note that this practice differs from that recommended by the *Chicago Manual of Style*.
3. Do not use any full stop with abbreviations that consist of capitals (NSW, ALP; also BA, PhD, MA), nor with their plurals.

Quotations
1. As per the Australian-British usage, use single quotation marks for quotations; within a quotation use double quotation marks. Note that this advice reverses the practice recommended by the *Chicago Manual of Style*. Use 'curly' quotation marks, not straight ones.
2. Place quotations of more than 40 words in 10 point font, and indent. Indented quotes should be preceded by a colon.
3. Always preserve the spelling, grammar and punctuation of the original. Use [sic] sparingly to indicate aberrant usage.
4. Put any interpolations in square brackets.
5. If omitting material from a quotation, use three ellipsis points, that is, text … text. Do not use ellipsis points at the beginning or end of a quotation.
6. As per the Australian-British usage, place terminating punctuation outside the final quote mark when there is a carrier expression, but inside the final quote mark when there is no carrier expression. When quoted matter is in parentheses or between em dashes, the quotation marks should be placed

inside the parentheses or em dashes.

> *According to Jones, 'he left him dead'.*
> *Jones relates: 'he left him dead'.*
> *Jones was distraught. 'He left him dead.'*

7. Use single quotation marks around words or phrases to indicate irony (sparingly).

Numbers
1. Within the text, numbers and ordinals up to one hundred are spelled out: twenty-five, fifty-sixth anniversary.
2. Numbers over one hundred are given in figures (276), except for round numbers (five thousand). Use figures with a succession of numbers: 16 frocks, 5 smocks, 102 stockings.
3. For percentages write 91 per cent, not 91%.
4. Use a normal hyphen to indicate a span of numbers: 251-3.

Dates
1. Use the form 15 January 2000. Avoid beginning a sentence with a date in this form.
2. Months should be spelled out in full.
3. No apostrophe is used in 1870s, 2000s, but use an apostrophe for shortened forms ('70s).
4. Show a span of years as 1845-50, not 1845-1850. Use a normal hyphen.
5. When referring to the two World Wars, use the shortened form WWI and WWII.
6. Spell out centuries in full, for example twenty-first century.

Italics/Underline
1. Use italics for emphasis and uncommon foreign words. The inclusion of a word or phrase in the *Macquarie Concise Dictionary* indicates that it is no longer considered uncommon.
2. Underline only if reproducing a specific device in a quotation.

References
Use documentary-note citation following the above style rules for punctuation marks. Please consult the *Chicago Manual of Style* for style elements not covered here. A short guide to referencing can be found on the Chicago Manual of Style website at:
www.chicagomanualofstyle.org/tools_citationguide.html

Use full bibliographic details for initial references and the shortened form for subsequent references (or ibid. where appropriate). Separate multiple citations with a semicolon. Authors' first names can be abbreviated to their initials, so you can put either Martha Vicinus or M. Vicinus.

Placement of superscript numerals
A note number should generally be placed at the end of a sentence or at the end of a clause. The number normally follows a quotation (whether it is run into the text or set as an extract). Relative to other punctuation, the number follows any punctuation mark except for the dash, which it precedes.

Books
The first citation should contain: author's initial(s) or given name(s) as used on the title page, surname, title of book, place of publication, publisher, year of publication, and page reference if appropriate. Titles are capitalised, including the subtitle that follows a colon. The place of publication is a city, not a suburb.

> Kate Darian-Smith, *On the Home Front: Melbourne in Wartime, 1939-1945* (Melbourne: Melbourne University Press, 1990), 5-6; Margaret D. Jacobs, *White Mother to a Dark Race: Settler Colonialism, Maternalism and the Removal of Indigenous Children in the American West and Australia 1880-1940* (Lincoln: University of Nebraska Press, 2009), xxix-xxx.

Book Chapters
> Stephen Garton, 'Policing the Dangerous Lunatic: Lunacy and Incarceration in New South Wales, 1870-1914', in *Policing in Australia: Historical Perspectives*, ed. Mark Finnane (Sydney: New South Wales University Press, 1987), 74-87.

Journal Articles
Do not include months or seasons in journal editions.
> Richard Broome, 'Windows on Other Worlds: The Rise and Fall of Sideshow Alley', *Australian Historical Studies,* 30, no. 112 (1999): 15-16.

Theses
The first citation should contain author's first name, surname, title of thesis, type of thesis, university, date of completion, and page reference if appropriate.
> Nicholas Brown, 'Possess the Time: The Formation and Character of Australian Intellectual Conservatism in the 1950s' (PhD thesis, Australian National University, 1990), 140.

Newspapers/magazines/newsletters

Omit 'the' from the start of titles. Include author and title of article if these are clearly indicated.

> 'Age of Crisis: Address by Miss Ruth Woodsmall', *West Australian*, 8 May 1939, 11.
> Bessie Rischbieth, 'The Challenge to Collective Security: An Australian Woman at Geneva', *Mercury*, 20 November 1935, 12.
> *Association Woman,* 1 January 1921, 30.

Digitised Newspaper Databases

The use of digitised newspaper databases, such as Trove and Papers Past, should be acknowledged in the first footnote which references a source from the database, including a full URL if possible. Subsequent references to sources from the database do not require a URL but should state the database's name in brackets following the publication title.

> 'Series of Talks by Dame Enid Lyons', *Evening News,* 29 November 1939, 6, accessed from Trove, National Library of Australia, http://trove.nla.gov.au/ndp/del/article/201581155.
> 'Adelaide Women Welcome Dame Enid Lyons', *Advertiser* (Trove)*,* 1 October 1937, 9.

Web references

Include date accessed only if the website no longer exists at the time of writing.

> Kate Evans, Tattoo (2003), Australian Museum Online, http://www.deathonline.net/remembering/stories/index.cfm (accessed 5 July 2005).
> Nancy Lutton, 'Rischbieth, Bessie Mabel (1874–1967)', *Australian Dictionary of Biography*, National Centre of Biography, Australian National University, http://adb.anu.edu.au/biography/rischbieth-bessie-mabel-8214/text14373.

Unpublished material

In the first citation the general rule is to cite the document first, followed by the name of the collection and the file number, then the name and location of the archive.

> A.W. Jose to Director War Staff, 19 March 1919, C.E.W. Bean Papers (hereafter Bean Papers), folder 115, Australian War Memorial (hereafter AWM), Canberra.

Subsequent References

Use author name and page number. If more than one book by the same author is cited, use suitable short titles, including author's surname and key words from title of book, chapter/article or thesis.

> Darian-Smith, *Home Front*, 5-6.
> Broome, 'Windows', 10.
> Garton, 80; Brown, 231.

Use ibid. for a single work cited in the note immediately preceding, followed by page number.

> 6 Tom Nairn, *Faces of Nationalism: Janis Revisited* (London and New York: Verso, 1997), 17.
> 7 Ibid., 39-43.
> 8 For further information see ibid., 51-3.