

Traffic Style Sheet

For any style issues not covered here, see the Australian Government Publishing Service's *Style Manual for Authors, Editors and Printers* (6th ed.). Spelling and hyphenation should follow the *Macquarie Concise Dictionary* (3rd ed.).

MANUSCRIPT PRESENTATION

- Before submitting to *Traffic*, please read the submission guidelines at: www.umpa.unimelb.edu.au/traffic/submission.html.
- Do not write your name anywhere on the manuscript; include your details separately.
- Send your submission as an attachment to traffic@umpa.unimelb.edu.au. Submissions will be acknowledged by return e-mail.
- Manuscripts should be double-spaced throughout, including indented quotes and endnotes.
- Manuscripts should not exceed 5000 words. The word length includes indented quotes but not endnotes.
- The article should be preceded by a brief abstract of no more than 100 words.
- References should be supplied as endnotes and not footnotes.

USE OF CAPITALS

Capitals are used for proper names, but otherwise employed as sparingly as possible. When in doubt use lower case.

PREFERRED SPELLING

Australian English is the preferred

spelling. Note: realise, institutionalise, etc; 'ise' endings rather than 'ize'.

ABBREVIATIONS

- Full titles of countries, states, institutions, organisations etc. should be used at the first reference; subsequent references may be abbreviated.
- Use a full stop after an abbreviation (Vic., ed.) but not after a contraction (Mr, Mrs, Qld, eds).
- Abbreviations that consist of more than one capital letter or of capital letters only are written without full stops (NSW, PhD, BA, USA, ALP).

QUOTATIONS

- Use single quotation marks. Double quotation marks are to be employed for a quote within a quote.
- Indent quotations of more than four lines, double space, and do not include quotation marks.
- A colon is used in formally introducing a quotation or reported speech.
- Always preserve the spelling, grammar and punctuation of the original. Use [sic] sparingly to indicate aberrant usage.
- If omitting material from a

quotation, use three ellipsis points (...). Do not use ellipsis points at the beginning of a quotation.

- If interloping a work or phrase, please indicate by square [] brackets.

PUNCTUATION

- One space follows full stops, colons and semicolons.
- Do not use full stops after initials. *For example:* Arthur O Lovejoy.
- Dashes should be shown as unspaced 'em' dashes (—).
- Use unspaced 'en' dashes rather than hyphens when showing number spans: 231–9 *not* 231-9.

NUMBERS

- Within the text, numbers under one hundred are spelled out in full (fifty-five, seven, eighty-four).
- Use figures for numbers over one hundred, except for round numbers (seven thousand).
- Words and figures are not to be mixed (96–107, *not* ninety-six to 107).
- Use figures for a succession of numbers (24 books, 7 articles, 110 pamphlets).
- Millions are printed as figures (9, 419, 9443) but as words when given as round numbers (nine million).
- Insert a comma in numbers of more than three figures (1,912) except in dates (1972) or mathematical workings.
- Percentage as fifteen per cent, *not* 15%.

• Page number spans should use the least possible numbers, eg. 231–9 *not* 231–239.

DATES

- When a date is given in full, the following form should be used: 19 December 1972.
- No apostrophe is used in 1960s, 2000s.
- Show a span of years as 1972–90, *not* 1972–1990.

ITALICS/UNDERLINING

- Underline only if reproducing a specific device in a quotation; emphasis will normally be marked by italics.
- Italics are used for the titles of books and similar publications.
- Italics are not used for the titles of chapters, articles, essays, lectures, short poems, and radio and television programmes.

REFERENCES

All citations should be referenced with *endnotes*. Do not use author, date or similar in-text citation systems. When citing a work, use the following format:

- author's first name
- author's surname
- (ed.)/(eds)/(trans.) where applicable
- title of work
- title of journal (if applicable), name of collection editor and title of collection, if applicable
- volume number or number of

- volumes, if applicable
- edition, if applicable
- editor, reviser, compiler or translator, if other than the author
- publisher
- place of publication
- year of publication
- page number or numbers, if applicable

Note: Use maximal capitalisation for book or journal titles and subtitles but minimal capitalisation for articles.

BOOKS

For example:

Judith Butler, *Gender Trouble: Feminism and the Subversion of Identity*, Routledge, New York, 1991.

ARTICLES IN JOURNALS/ CHAPTERS IN BOOKS

Joan M Woodhill, 'A standard of weight for height and age of Australian women', *Medical Journal of Australia*, vol.2, no.5, 1952, 145–51.

John Hartley, 'Juvenation: News, girls and power', in Cynthia Carter, Gill Branston & Stuart Allan (eds), *News, Gender and Power*, Routledge, New York, 1998, 47–70.

UNPUBLISHED MATERIAL

Unpublished material should be presented in the manner described for articles in journals and periodicals. The title should be presented in the same manner, but without quotation marks. Citations

should be provided with a view to guiding the reader as efficiently as possible.

For archival material, cite the document first, followed by the name of the collection and the file number, then the name and location of the archive.

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.

For example:

Gregor Kennedy, *The Theory and Measurement of Power in Interpersonal Relationships*, PhD thesis, University of Melbourne, 1998.

SUBSEQUENT REFERENCES

Use author's name and page number.

For example:

Butler, 136.

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.

For example:

Woodhill, 'A Standard of Weight', 145.
Butler, *Gender Trouble*, 104–6.