



WESTERN AUSTRALIAN EXPLORATION

Guidelines for Contributing Authors

Version

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WESTERN AUSTRALIAN EXPLORATION

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Introduction

The *Western Australian Exploration* series is an authoritative and comprehensive collection of expedition journals and reports that were made directly to, or collected by, the Western Australian Surveyor General's office. In addition, private letters, journals and other reports are included in the publications that make up the series.

In numerous cases newspaper reports are the only record of these explorations and so they are reproduced.

Editorial Policy, Conventions and Standards for Historical Text

The volumes of *Western Australian Exploration* are intended to serve as primary sources for a range of academics and general readers and therefore the **spelling, punctuation and paragraphing of the original manuscripts are retained** in order to preserve the character of these documents.

An editorial policy has been developed for the *Western Australian Exploration* series to allow a collection of *various* handwritten manuscripts to be effectively rendered into a *consistent* document suitable for the modern reader.

This policy is encapsulated in a series of Guidelines, of which this is No. 9, and the custom-prepared *WAEDP Dictionary*. The policy and conventions adhere to international standards for the editing of historical records for publication. The main sources of information are included in the list of references.

Each volume of *Western Australia Exploration* includes an Introduction, Foreword, Appendixes, Synopses, Footnotes, Indexes and perhaps other contemporary writing that is subject to conventions that vary greatly from those applicable to historical text.

Complementary Guidelines

This Guideline should be read in conjunction with:

Guidelines for Shortened Forms;

Guidelines for Proofreading;

Guidelines to Check for Proscribed Word using the WAEDP Dictionary;

WAEDP Dictionary.

The WAEDP Style

This information does not relate to the historical text of *Western Australian Exploration*. Information in this document relating to historical text is included to provide a Contributing Author with a fuller understanding of the WAEDP process.

You should be aware that your contribution is subject to editing by the Series Editors before publication to ensure compliance with these Guidelines. The Principal Editor of the volume to which you are contributing will coordinate this process.

It is acknowledged that there is a varying level of writing expertise among Contributing Authors and therefore the basic nature of these Guidelines should not be seen as condescending. Included among these Guidelines are some gems for even the most erudite contributors.

Body of the Text

Active Voice / Passive Voice

Sentences in active voice are more concise and usually easier to understand than those in passive voice. In sentences written in active voice, the subject performs the action expressed in the verb and the subject acts. Ensure that the active voice is used unless there is good reason to use the passive.

Active

Captain Currie sailed the cutter into the bay.
The early settlers made slow progress.

Passive

The boat was sailed into the bay by Captain Currie.
Slow progress was made by the early settlers.

Ensure that a sentence is not started in the active voice and finished in the passive voice.

Split Infinitives

The vast majority of the world does not know what a split infinitive is and if they did they would not care whether it remained whole or was split asunder.

Use this simple guide – if it sounds right, it is. Use your ear to judge the correct positioning of the infinitive. For instance, *to quickly bring* is a split infinitive. However, if it sounds better to the ear than *to bring quickly* then it is perfectly acceptable to use it.

Try and/Try to

The word *try* means *attempt*. One does not say *attempt and do it*. No, one says *attempt to do it*. When a statement is considered like this it can be seen what a nonsense *try and do it* is – or, for that matter, any use of the words *try and*.

Inserting *not* into the statement further illustrates the illiteracy of *try and*. Compare *Try not to sneeze* with *Try not and sneeze*.

Try is the present tense, tried is the past, and will try is the future. One does not say *He tried and do it*. No, one says *He tried to do it*. Similarly, one does not say *He is trying and do it*. No, one says *He is trying to do it*. Likewise, *He will try to do it*.

Use *try to*.

Beginning a sentence with a conjunction

Beginning a sentence with a conjunction is not necessarily incorrect in contemporary usage but it should not be overdone. Consider whether the sentence would suffer if the conjunction were moved.

Ending a sentence with a preposition

The most common prepositions are *at, by, during, for, from, of, on, out, to, with,* and *up*. Ending a sentence with a preposition is not necessarily incorrect in contemporary usage but it should not be overdone.

Using 'they' as a personal pronoun

The absence of a non-gender-specific, third-person singular pronoun in English causes difficulties when trying to avoid using language that may be perceived as sexist. The use of *they* (for instance, to avoid the use of *he* when both *he* and *she* is meant) is considered by some to be grammatically unacceptable in formal contexts, however, the *Australian Oxford Dictionary* notes it as 'particularly useful'.

That and Which

The relative pronouns *that* and *which* cause some angst in deciding where to use them. Use *that* for defining clauses and *which* for non-defining clauses.

If the clause

- gives further information about the word or words it applies to but does not limit or restrict the words;
- could be removed from the sentence without changing its meaning;
- could reasonably be enclosed in parentheses;

it is a non-defining clause and should be introduced by *which*; otherwise use *that*.

For example:

"The Hotham River, which flows south into the Murray River, is relatively small."

The clause *which flows west into the Murray River* could be omitted or enclosed in parenthesis so it is therefore a non-defining clause and is introduced by *which*.

However:

"The river that flows into the Murray River is the Hotham."

The clause *that flows into the Murray River* defines river, can't be omitted or enclosed in parenthesis and is therefore a defining clause and is introduced by *that*.

Absolutes and Incomparables

Certain words do not admit comparison. One that could be encountered in writing about exploration is *inaccessible*. Once a person enters an area it is no longer inaccessible. Use a modifier such as *previously* to aid clarity.

Other 'incomparables' include:

Absolute	Equal	Eternal	Fatal	Final
Perfect	Supreme	Total	Unanimous	Unique

The inviolability of absolutes is illustrated in the following example.

Unique means 'one of a kind'. There are no degrees of uniqueness. Something is unique or it is not. It cannot be *very unique* or *really unique*. To indicate degrees, use *special* or *unusual*.

Spelling

Do not rely on Word's spell checker. Use it as a guide only. There are more than enough homonyms, homophones, homographs, homomorphs and other complications to confuse the spell checker.

Use of the *Australian Oxford Dictionary* and the *Australian Writers' Dictionary* is recommended, however, **the custom-prepared WAEDP Dictionary is the prescriptive document for the Project** and if a word in question is not in that document it should be discussed with the Series Editors.

Words proscribed by the Dictionary may be checked easily following the instructions in the *Guidelines to Check for Proscribed Word using the WAEDP Dictionary*. This procedure simplifies what would otherwise be an onerous task.

Its/It's

The contraction *it's* means *it is*, whereas *its* is possessive.

This may be seen as the opposite of the rule for normal possessive cases. Do not use *it's*. Render *it is* in full as *it is*. Therefore, the only time *its* should appear is in the possessive case and it will be correct.

ise vs ize

As the ending for a word where *ise* or *ize* can be used, *ise* is preferred. There are only a few exceptions for *ise* but more than 50 for *ize*.

Capsize, czar (which the *Australian Oxford Dictionary* records as a variant of tsar), doze (dose has a different meaning), graze, grazier, seize, size and prize (prise has a different meaning) are the only words requiring the use of a z. All others can be spelled with an s.

Names of Places and Features

Names of places and features in Australia are spelled to accord with the Geoscience Australia Gazetteer. A search of any Australian place or feature (full name not required) may be made at <http://www.ga.gov.au/map/names/>.

Information on Western Australian places and features is available from Landgate on telephone 9273 7373 or at <http://www.landgate.wa.gov.au> and click on place names and addresses. Note that a full online name search is not available.

Directions and Bearings

NORTH	SOUTH	EAST	WEST
When denoting a region use North, otherwise use north.	When denoting a region use South, otherwise use south.	When denoting a region use East otherwise use east.	When denoting a region use West otherwise use west.
N	S	E	W
NE	SE	ENE	
NNE	SSE	ESE	
NW	SW		WSW

NNW	SSW		WNW
north-west	south-west	east-north-east	west-south-west
north-north-west	south-south-west	east-south-east	west-north-west
north-westerly	south-westerly		
north-western	south-western		
north-westward	south-westward		
north-easterly	south-easterly		
north-eastern	south-eastern		
north-eastward	south-eastward		
true north			
geographic north			
grid north			
North Pole	South Pole		
North Magnetic Pole	South Magnetic Pole		
magnetic north	magnetic south		
magnetic pole			

Latitude/Longitude

The format to express latitude and longitude in the Introduction, Preface, Appendixes, Footnotes, Synopses and 'stand alone' components of a volume is degrees, minutes, seconds (DMS). Thus, for example, the coordinates for Perth are 31°57'7"S 115°51'31"E. South is abbreviated to 'S' and East to 'E' and these are placed next to the seconds symbol with no space but include a space between the latitude and longitude.

See Symbols for instructions on how to produce the °, ' and " symbols. A more detailed explanation of latitude and longitude is included in the *WAEDP Dictionary*.

Be aware that the format in which latitude and longitude is expressed in historical text is not changed.

Emphasis

Capitals

Use a capital for the initial letter of:

- Personal names, nicknames, and epithets;
- Geographic areas, for example, North West of Australia;
- Names of countries and towns;
- Property names such as station/farm names and hotel names;
- Products brands;
- Names of ships, aircraft and other vehicles;
- Formal titles and status designations;
- Acts of Parliament;
- Days of the week and names of months;
- Time zones;
- Compass points only when abbreviated;
- Organisations, agencies, committees and similar entities;
- Nationalities and race, for example, English, Aboriginal;
- Publications.

Italics

Italics are used in contemporary writing for scientific names, titles of publications, ship names, aircraft and other vehicle names, non-English words and emphasised words. This style is not imposed upon the historical transcripts.

Note that words normally italicised are set in roman when placed among a block of italic text.

Where the name of a ship is shown in italics, for example HMS *Beagle*, do not italicise 'HMS' or any other designator of ship type.

Words and letters cited as such

A word or words cited as such or a letter cited as a letter should be enclosed by a single quotation mark, thus:

'd.' (with full stop) is the abbreviation for 'died' and should not be confused with 'd' (no full stop) which is the abbreviation for 'penny'.

Italics may be used instead of the single quotation, particularly in instances where an apostrophe is used in a word. Examples of both uses are found in these Guidelines.

Punctuation

Apostrophes

Note that there is a difference between a possessive apostrophe and an apostrophe used to indicate the joining of two words where part of the second is omitted (can't, don't, you're, they're, who's, and others).

If these omissions are not used the only place an apostrophe should appear is in the possessive case. Spell out the words.

The employment of the redundant possessive apostrophe is proliferating, generally after a vowel (video's, sofa's, area's, spa's). It is illiterate.

Possessive Apostrophe

Singular form of a word - add an apostrophe and an 's' ('s):

the expedition's aim;

the earth's circumference.

Singular form of a word ending in 's' - add an apostrophe and an s ('s):

James's house.

Plural forms of words that do not end in 's' (examples are, men, women, children, people, geese, mice) - add an apostrophe and an 's' ('s):

men's socks;

people's choice.

Plural nouns that end in 's' – add an apostrophe ('):

boys' hats;

deserts' secrets.

Compound words – add an apostrophe and an 's' ('s):

his father-in-law's property.

Joint possession of an object – add an apostrophe and an 's' ('s) to the last noun:

Bayley and Ford's discovery.

Apostrophes and Time

Apostrophes are used in phrases where the time period modifies a noun but not where the time period modifies an adjective.

Noun Example

Two days' time – the time period (two days) modifies a noun (time).

Adjective Example

Six months pregnant – the time period (six months) modifies an adjective (pregnant)

Test the rule by trying the singular: one day's time, but one month pregnant.

Wars whose title is their length do not need apostrophes (Thirty Years War).

False Possessives

Adjectives ending in the letter 's' that modify a noun do not require an apostrophe. An example of this would be 'sports car'. It is a type of car not a car that belongs to sports.

Brackets

() = parentheses or round brackets. Used to indicate a parenthetical statement – one that is not essential to the meaning of the sentence but amplifies or clarifies, or may be considered an aside. A common mistake is to include material in parenthesis that is irrelevant to the sentence.

[] = brackets or square brackets. Used to indicate author input.

{ } = braces or curly brackets. Generally only used in mathematical formulae.

The hierarchy of brackets is normally parentheses within square brackets within braces, thus { [()] }.

Semicolons

Semicolons perform the same role as commas, but are used when a stronger break is needed, such as breaking up phrases, or in a list.

Bullets/Dot Points

- When items or short phrases are being listed, they should start with a lower case letter (including the first item) and end with a semi-colon, except for a full stop after the last item;
- When bulleted items are full sentences or paragraphs, they should start with a capital letter and end with a full stop.

Hyphens and Dashes

Hyphens are used in complex words, compound words and for dividing words.

En rules (short dash, from the width of the letter 'n') are used:

- as a replacement for *to* when indicating places, for example, Perth–Kalgoorlie pipeline; Coolgardie–Esperance Highway;
- as a replacement for *to* in expressions of time, for example, Monday–Friday; January–December;
- to express an association between words that retain their separate identity, for example, Commonwealth–State relationships;
- for spans of numbers, for example, pp. 23–4, 1872–79.

However, a spaced en rule is used when the dates contain one or more words, such as:

9 July 1864 – 5 November 1864;

3 October – 10 November [but note 22-26 October].

Em rules (long dash, the name of which derived from width of the letter 'm') are used to enclose parenthetical text and sometimes used in place of parentheses.

The use of hyphens and dashes (en rules and em rules) can be complicated. Refer to the *Style Manual For Authors, Editors and Printers*, Chapter 6, for guidance. The topics span 61 paragraphs.

In 2007 the sixth edition of the two volume *Shorter Oxford Dictionary* removed the hyphen from 16,000 words. These words are now variously rendered as one word or two separate words.

The *Australian Oxford Dictionary*, on which the *WAEDP Dictionary* is largely based, will follow suit in its next edition.

Certain words need a hyphen to avoid ambiguity or provide clarity.

Quotations

Quotations of more than fifty words should be indented from the left margin, with an extra line of space above and below. Indented quotes do not require opening and closing quotation marks. Introduce them with a colon. When the quoted material flows directly from the text introducing it do not use a punctuation mark.

Short extracts of fewer than 50 words may appear within the text, enclosed in single quotation marks.

Use double quotation marks only for quotes within quotes.

A historical quotation should be reproduced verbatim. Words or phrases that may be perceived as pejorative or offensive by current standards should not be deleted, altered or edited in any way.

The words most commonly encountered are 'nigger' and variations of it, 'chink', 'chow' and 'celestial'. While unacceptable today they should be retained if used in the context of a historical quotation.

Do not alter spellings and punctuation within quotations. If the spelling is incorrect or the meaning seems strange or nonsensical, and the original has been copied correctly, place the word '*sic*' in italics and within square brackets after the doubtful material, thus [*sic*]. Note that this varies from the requirements for such words in exploration diaries [historical text].

Any comments that need to be placed into the quotation should also be enclosed within square brackets. For example, if you use italics to emphasise part of the quote, at the end of the quote add [author's emphasis].

Indicate any omission from the quotation by the use of an ellipsis. An ellipsis is three full stops . . . with a single space before and after.

Do not insert an additional full stop if the ellipsis occurs at the end of a sentence. An ellipsis may be used at the beginning of a sentence.

If a whole sentence is a quotation, the full stop should be placed inside the closing quotation mark.

If any part of the sentence contains words not quoted then the full stop is placed outside the closing quotation mark.

This will avoid two full stops separated by a quotation mark.

Numbers

Numbers up to and including ten should be spelled out in the text, except where numerals will aid clarity (if several numbers are presented comparatively, for example). Numbers over ten should be spelled out when approximations are involved (about two thousand sheep, nearly five hundred cattle).

If a figure seems inappropriate to a narrative text it should be spelled out. One thousand, one million and one billion should be spelled out.

Write numbers greater than 9999 with a comma between each group of three digits, thus 10,000; 250,000; 6,560,000. This method is preferred to using a space. For numbers greater than 999 and less than 10,000 no comma is used, thus 1000; 3447; 9500.

Note that the requirement for a comma between each group of three digits also applies to map scales, thus 1:250,000.

Dates

Do not use superscript characters in dates (but see *Guidelines for Proofreading* for historical dates). A date should be written, for example, as 1 January 1840 rather than January 1st 1840 or 1st January 1840.

In all instances the month is to be spelled out in full. Do not use numerals for the month. For example, 13 October 1864 should not be rendered as 13.10.1864. This includes tables, Footnotes, Synopses, Appendixes, and the List of References Cited.

Time

Use the format 0.00 a.m. (or p.m.).

Distance

Distance is to be referenced in kilometres in the Foreword, Introduction, Appendixes, Footnotes and any other contemporary writing.

Particular attention should be paid to Footnotes referencing a statement in the text concerning a distance in miles. Any reference to distance in the Footnote should be in kilometres or applicable metric unit.

Text – ‘we travelled ten miles to Mt Hann’.

Footnote – ‘Mt Hann is 50 kilometres south of Xxxxxx’.

Symbols

These instructions are for Microsoft Word on a PC.

Apostrophes and Inverted Commas

Use ‘curly’ inverted commas and apostrophes except in positions (latitude/longitude) expressed in degrees, minutes and seconds, and feet and inches (see below).

This is a straight, single inverted comma '.

This is a double, straight inverted comma ".

This is an apostrophe '. It is the same as a curly, single, closing inverted comma.

This is a curly, single inverted comma (opening) ‘ and (closing) ’.

This is a double, inverted comma (opening) “ and (closing) ”.

Latitude/Longitude

Degrees are to be shown as °. Minutes are shown as '. Seconds are shown as ".

Do not use the ‘superscript’ function in combination with the letter ‘o’ to produce the degree symbol. Do not use the ‘ and “ on the keyboard as these will produce curly characters. The required symbols ' and " must be produced from the Insert Menu.

Go to Insert / Symbol. A Dialog Box will open. Select Symbols and then click on the down arrow ▼ in the Font field to have a list of fonts appear. Scroll down and select Times New Roman by clicking on it. A table of symbols will appear. The required inverted commas symbol is third from the left and the required apostrophe is eighth from the left. The required degree symbol is at the end of the seventh line.

Feet and Inches

Feet are to be shown by the symbol '. Inches are to be shown as ".

The required symbols must be produced from the Insert Menu (see above).

Fractions

To produce $\frac{1}{4}$, $\frac{1}{2}$, and $\frac{3}{4}$ type the first number followed by the forward slash (solidus) and then the second number. Word will automatically render the required fraction. For example to produce ‘ $\frac{1}{4}$ ’ type ‘1’, then ‘/’ then ‘4’.

For the fractions $\frac{1}{3}$, $\frac{2}{3}$, $\frac{1}{8}$, $\frac{3}{8}$, $\frac{5}{8}$, and $\frac{7}{8}$ use the Insert Menu.

Names

Use titles (for example, Mr, Dr, Sir, Captain, Capt) as recorded by the diarist. Do not insert any other titles, even if known, as the title or rank they held at the time of the expedition may be different from that by which they are more widely known.

Initials In Names

Include a full stop after each of the initials and insert a space between the initials and the last name. For example:

J.S. Roe F.T. Gregory E.T. Hooley Augustus C. Gregory

Select Bibliography

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