



WESTERN AUSTRALIAN EXPLORATION

**Guidelines
for
Shortened Forms**

Version

This version is dated:

10 March 2015

and supersedes all previous versions.

Please overwrite previous versions on your hard drive with this version.

You will be emailed when this document is updated, however, as a precaution you should visit the WAEDP website to download the latest version before commencing any new work.

Acknowledgements

Dr Marion Hercock and Professor Alex George provided comments and advice that greatly assisted in the accuracy and usefulness of this Guideline.

Their input and assistance is appreciated.

Kim Epton



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Introduction

As a general rule it is preferred that words are presented in their full form. The use of word processor software has mitigated the need to use shortened forms of words.

They do have legitimacy in tables, footnotes, bibliographies and as postnominals. They may also be used in referencing or other instances where a word is repeated often.

Subject to specific requirements for specific volumes unless a shortened form is listed in **this Guideline** the word should be written in full.

If a particular word or word phrase is used repeatedly in a specific volume it may be abbreviated and included in the List of Abbreviations in the Preliminary Pages.

The Guideline should be read in conjunction with *Guidelines for Editorial Intervention*.

Abbreviations

An abbreviation is a shortened form of a word containing the first letter and other letters of the word but not the last letter.

HMS	Her Majesty's Ship	
HMAS	Her Majesty's Australian Ship	
oz	ounce	
lb	pound	
fl	<i>flourit</i>	(flourished)
a.m.	ante meridiem	Not am, A.M.
p.m.	post meridiem	Not pm, P.M.
Esq.	Esquire	
AD	Anno Domini	Medieval Latin for ' <i>in the year of the Lord</i> ' in the Gregorian calendar.
BC	Before Christ	
MP	Member of Parliament	
Lt.	Lieutenant	If all capitals render as LT with no full stop.
Capt.	Captain	If all capitals render as CAPT with no full stop.
Maj.	Major	If all capitals render as MAJ with no full stop.

Biographical Information

The words 'born' and 'died' may be abbreviated (not contracted) as b. and d. respectively. Note the full stop. Not italics.

Circa in reference to a year means 'about' and is abbreviated as c. and not in italics.

Directions / Compass Points / 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-east	south-east		
north-north-east	south-south-east		
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 accepted by WAEDP to express latitude and longitude is degrees, minutes, seconds (DMS) with the quadrant designator North or South and East or West being abbreviated.

Thus the coordinates for Perth are 31°57'7"S 115°51'31" E.

The format in which latitudes and longitudes is expressed in historical text should not be changed.

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:

T.B. Wilson W.N. Clarke John W. Hardey P.P. King

Major References

<i>ADB</i>	<i>Australian Dictionary of Biography, various volumes, Melbourne University Press, Carlton, 1966–2007. Also online edition.</i>
<i>BDWA</i>	<i>Bicentennial Dictionary of Western Australians, volumes 1–4, edited by Rica Erickson, University of Western Australia Press, Nedlands, 1987 and 1988.</i>
<i>CSO</i>	<i>Colonial Secretary's Office (Western Australia).</i>
<i>CSR</i>	<i>Colonial Secretary's Office Correspondence Received.</i>
<i>CSF</i>	<i>Colonial Secretary's Office Correspondence Forwarded.</i>
<i>Geonoma</i>	<i>Database of Geographic Place Names, Western Australian Land Information Authority (Landgate), Midland, undated, c. 1997.</i>
<i>JRGS</i>	<i>Journal of the Royal Geographical Society.</i>
<i>ODNB</i>	<i>Oxford Dictionary of National Biography: from the earliest times to the year 2000, Oxford University Press, online edition 2004 [http://www.oxforddnb.com].</i>
<i>OED</i>	<i>Oxford English Dictionary.</i>
<i>Series</i>	<i>SROWA, Western Australian Series.</i>
<i>WAE 1826–1835</i>	<i>Western Australian Exploration Volume One December 1826 – December 1835, principal editor Joanne Shoobert, Hesperian Press, Carlisle, 2005.</i>
<i>WAE 1836–1845</i>	<i>Western Australian Exploration 1836 –1845, editors Marion Hercock and Sheryl Milentis with Phil Bianchi, Hesperian Press, Carlisle, 2011.</i>
<i>WAE 1846–1859</i>	<i>Western Australian Exploration 1846–1859, editor Sheryl Milentis, Hesperian Press, Carlisle, 2014.</i>

Names of Countries

The names of countries should be spelled out in full. In tables and references they may be shortened as follows:

NZ PNG UK USA

Names of States

The names of the States of Australia should be spelled out in full. In tables and references they may be shortened as follows:

ACT	NSW	NT	Qld
SA	Tas	Vic	WA

Newspapers

Abbreviation (no full stop)	Masthead	Dates	Remarks
<i>PG</i>	<i>The Perth Gazette and Western Australian Journal</i>	1833 – 1847	<i>Survives today as The West Australian.</i>
<i>PG</i>	<i>The Perth Gazette and Independent Journal of Politics and News</i>	1848 – 1864	<i>Dropped the Western Australian Journal</i>
<i>PG</i>	<i>The Perth Gazette and Western Australian Times: A Journal of Politics & News</i>	1864 – 1874	<i>Changed name to The Western Australian Times.</i>
<i>WA Times</i>	<i>The Western Australian Times</i>	1874 – 1879	<i>Dropped The Perth Gazette.</i>
<i>West Aust</i>	<i>The West Australian</i>	1879 – present	<i>Continuation of The Western Australian Times.</i>
<i>Inq</i>	<i>The Inquirer: a Western Australian Journal of Politics and Literature</i>	1840 – 1855	
<i>Inq</i>	<i>The Inquirer & Commercial News</i>	1855 – 1901	<i>Absorbed into Daily News in 1901</i>
<i>MH</i>	<i>Morning Herald</i>	1881 - 1886	<i>Absorbed into Daily News in 1886</i>
<i>DN</i>	<i>Daily News</i>	1882 – 1990	
<i>WM</i>	<i>Western Mail</i>	1885 – 1955	<i>Continued under the masthead The Countryman.</i>
<i>Countryman</i>	<i>The Countryman</i>	1955 – present	
<i>KM</i>	<i>The Kalgoorlie Miner</i>	1895 – present	<i>Western Australia's only regional daily newspaper.</i>
<i>ST</i>	<i>The Sunday Times</i>	1897 – present	
<i>GG</i>	<i>Geraldton Guardian</i>	1906 – present	

Page Numbers

Reference to a single page number is written in the form:

p. 123.

Reference to a span of pages is written using as few figures as possible:

pp. 402–5

pp. 410–16

pp. 440–553 (full stop after 'p').

An en rule, not a hyphen, should be used to link spans of page numbers. Do not put spaces before or after the en rule.

Postnominals

A postnominal is an award or title used after a person's name and should be written without stops and without spaces. A comma should be used to separate a name from a postnominal and a further comma inserted after the postnominal if in a sentence. Commas should be used between postnominals.

The rule for postnominals is that the higher the honour the nearer its position to the person's name. See the *Style Manual For Authors, Editors and Printers*, Fifth Edition, Appendix 1 for a hierarchy of honours.

The order of postnominals is:

Honours and Awards;
Senior Counsel (SC)/Justice of the Peace (JP)
University degrees and diplomas;
Membership of associations and societies;
Membership of Parliament.

Publishers

<i>HP</i>	<i>Hesperian Press.</i>
<i>MUP</i>	<i>Melbourne University Press.</i>
<i>OUP</i>	<i>Oxford University Press.</i>
<i>UWA Press</i>	<i>University of Western Australia Press.</i>

Repositories

<i>BL</i>	<i>J.S. Battye Library of West Australian History, Alexander Library Building, Library and Information Service of Western Australia, Perth.</i>
<i>NLA</i>	<i>National Library of Australia, Canberra.</i>
<i>SROWA</i>	<i>State Records Office of Western Australia, Alexander Library Building, Department of Culture and the Arts, Perth.</i>

Superscript

In conformity with modern Australian avoid superscripts:

21st Regiment not 21st Regiment

63rd Regiment not 63rd Regiment

39th Regiment not 39th Regiment

19th century not 19th century (20th not 20th)

Footnotes, References and Bibliographies

&	Do not in place of 'and' when listing two or more authors of a publication to be cited. Use in the publisher's name if that is their house style.
app.	appendix.
art.	article.
c.	approximately, about; Latin <i>circa</i> . For example, c.1865.
<i>cf.</i>	compare. Latin <i>confer</i> .
ch.	chapter.
comp., comps	compiler, compilers.
ed., eds	editor(s).
edn	edition.
<i>et al.</i>	and others. Latin <i>et alia</i> .
f, ff	folio(s).
fig., figs	figure(s).
fn., fnn.	footnote(s).
<i>ibid.</i>	in the same work. Latin <i>ibidem</i> . Used to signify the same work as the one cited immediately before, but a different page. See also ' <i>op. cit.</i> '.
ms, mss	manuscript(s).
n.d.	no date.
no., nos	number(s).
<i>op. cit.</i>	in the work cited. Latin <i>opere citato</i> . Used to refer back to a previously cited work but to a different page. See ' <i>ibid.</i> '.
p., pp.	page, pages.
para., paras	paragraph, paragraphs.
<i>passim</i>	here and there, throughout (it is a word, not an abbreviation). Latin <i>passim</i> .
pl.	plate.
pt, pts	part, parts
q.v.	which see. Latin <i>Quod vide</i> . Used to indicate a cross reference to something within the same book or article.
rev.	revised.
ser.	series.
supp.	supplement.
trans.	translator.
<i>vide</i>	see, consult (it is a word, not an abbreviation). Latin <i>vide</i> . Consider 'see' or 'refer to'.
vol., vols	volume, volumes.

Contractions

A contraction includes at least the first and last letters of a word and is not given a full stop, for example:

Dr	Doctor
Jr	Junior
Mr	Mister
Mrs	Missus
Ms	Miz
Mt	Mount
Messrs	Misters
Pt	Point
Regt	Regiment
Sr	Senior
St	Saint

Symbols

The representation of a unit of measurement is a symbol and is written without a full stop.

km	kilometre
m	metre
kg	kilogram
g	gram
mm	millimetre
L	Litre

The symbol is the same for both singular and plural forms of the word. Do not use, for example 'kms' or 'kgs'.

Include a space between the value and the symbol, for example, 25 km, not 25km.

Clipped Words

Some common clipped words are 'ad' for 'advertisement', 'phone' for 'telephone', 'photo' for 'photograph', and 'gym' for 'gymnasium'.

Use the full word.

Select Bibliography

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