Style Sheet

Length and Format

- Article submissions must be double-spaced, in 12-point Times font. They must be 8,000 words maximum, inclusive. Alignment is justified (i.e. right & left); paragraphs are indented except for paragraphs following title or subtitle (no indentation); one space between paragraphs. Please see below for further details of layout.
- Spelling can be either British or American English, but should be consistent throughout.
- Papers must be submitted in Chicago style, using endnotes, not footnotes. Examples of common forms are:
  - Books: Nivi Manchanda, *Imagining Afghanistan: The History and Politics of Imperial Knowledge* (Cambridge: Cambridge University Press, 2020). For American and Australian publications, there is no need to include the state.

Use short form references for second and subsequent citations.

More detailed guidelines can be found at: [http://www.chicagomanualofstyle.org/tools_citationguide.html](http://www.chicagomanualofstyle.org/tools_citationguide.html) (click ‘notes and bibliography’ tab).

- We do not require a bibliography.
- Use double quotation marks for quotes and figures of speech, and single marks for quotations within quotations, e.g. As Jones notes: “There are multiple layers of ‘affective meaning’ in this interpretation.”
- Use page numbers only (not ‘p.’, ‘pp.’ or ‘page’.) Write out page ranges in full, i.e., 185-189, not 185-9.
- Write out centuries, e.g. seventeenth not 17th.
- In typing, two hyphens are used for an em dash, e.g. The influence of three revolutionaries—X, Y, and Z—can clearly be seen in his early development as a politician.
- Dates should appear in the form "19 April 1905."
- Any quote/ extract longer than three lines should be set apart as a block quote.
Whole numbers from 1-99 should be written out (note hyphenation of numbers twenty-one to twenty-nine, thirty-one to thirty-nine, etc.); fractions to be expressed as decimals using numerals; “per cent” not “%”; if spelled-out numbers would cluster thickly in a sentence, numerals may be used (“the ages of the members of this expedition were 29, 33, 48, 51 and 60.”); for large numbers, where possible express in whole numbers followed by hundred, thousand, hundred thousand, million, etc. (“three hundred days”; “fifteen hundred words”; “two million people”; “eight thousand seven hundred”) otherwise express in numerals with commas as required (“1,322 feet above sea level”); if a number appears at the beginning of a sentence, it must be spelled out (or revised such that the sentence no longer begins with a number).

Other points
- Journal style is to capitalise ‘Indigenous’.
- Hyphenate words such as middle class and working class as adjectives only.
- Do not put full stops in commonly abbreviated acronyms, e.g., US and UK, not U.S. and U.K.
- For initials, each letter is followed by a period; no spaces between letters (“E.J. Haynes”, “J.F.M. LeJeune”).
- Use minimal hyphenation, e.g., ‘coauthor’, not ‘co-author’
- To introduce indented quotes, use commas or colons, but be consistent.
- Punctuation marks should appear inside quotations with the exception of colons and semicolons.
- In a series consisting of three or more elements (lists), elements are separated by a comma and if a conjunction joins the last two elements, no comma appears before the conjunction (“The dress is available in red, green, blue, orange and red”).
- We have no preference for archives citation, but this must be consistent.