

# CHE COMMUNICATIONS STYLE GUIDE



Johannes Vermeer, *Woman Reading a Letter*, c.1663. © Rijksmuseum.

## HOUSE STYLE

### SPELLING

- Use British rather than the American spelling. For example: honour (not honor); capitalise (not capitalize – use ‘-ise’ instead of ‘-ize’).
- As a general rule, use the first spelling given in the Macquarie Dictionary, especially program (not programme) and enquiry (not inquiry).
- However, original spelling should be retained in book or article titles and in quoted material.
- Use ‘medieval’ (not mediaeval or mediæval).

### SPACING

- Insert one space, not two, between sentences.
- Do not insert a space between a number and unit of measurement. For example: 16kg, not 16 kg; 9am, not 9 am.
- Do insert a space between initials. For example: J. W. Davidson, not J.W. Davidson.

### PUNCTUATION

#### *Commas*

- Avoid inserting Oxford/serial commas before the final ‘and’ or ‘or’ in lists, except where this makes the meaning ambiguous. For example: ‘History, English and Philosophy’ (not ‘History, English, and Philosophy’).

#### *Apostrophes*

- Do not include apostrophes in dates. For example: 1200s (not 1200’s).
- For nouns ending in s, add an extra ‘s’ after possessive apostrophes only when you would verbally pronounce it. For example: Erasmus’s, but Socrates’.

#### *Brackets*

- Use round brackets (or parentheses) in the first instance. Square brackets should be used for brackets within brackets.

#### *Dashes and Hyphens*

- Use spaced en dashes – not em dashes (—) or hyphens (-) – for parenthetical comments.
- Use en dashes (–) rather than hyphens in date ranges and number spans. For example: 1620–1630 and 47–69.
- Hyphenate centuries only when they function as adjectives, not nouns. For example: seventeenth-century women, but women in the seventeenth century.

#### *Abbreviations and Contractions*

- Add a full stop to abbreviated words but not contracted words. For example: ed. for editor, eds for editors, edn for edition; vol. for volume, vols for volumes; Mr, Mrs, Dr; etc. for etcetera.
- Exceptions include metric measures and time (which do not have a full stop) and the shortened form of number, numero (which does have a full stop). For example: kg, cm, mm, 6am, 10pm, no.

- Omit full stops from acronyms for states and organisations. For example: ACT, WA, UNSW, UQ.
- Names of places and organisations (especially CHE) should be listed in full initially. An acronym or shortened name can be used when the same place or organisation is mentioned subsequently.
- When abbreviating university affiliations, clearly identify them as universities rather than states/cities. For example: UWA, UQ, USyd, UMelb, UAdel, UTas.

### Quotation Marks

- Use single quotation marks for all quotations except direct, active speech. Place the closing quotation mark before the punctuation, unless the entire sentence is a being quoted.
- Use double quotation marks only for active speech, or for quotes within quotes. Place the closing quotation mark after the punctuation.

For example:

- 'Imaginative literature', as Bob White has suggested, 'has always in its practice asserted the pre-eminence of emotion'.
- "The witness bears a grudge against me," said the defendant.
- Indent quoted sections of text when they are more than 40 words long (approximately three lines) and – unless the quote is to appear in publicity material as a feature – omit opening and closing quotation marks.
- Use single quotation marks for chapter, article, paper, exhibition and themed parts of conference titles. For example: 'Emotions, Materiality and Transformations in the Colonial Contact Zone': Shaping the Modern Collaboratory.

### CAPITALISATION

- Use capitals sparingly in the text.
- Do not capitalise generic uses of a term, but do capitalise when it forms part of a title. For example: Professor Stephanie Trigg, but Stephanie Trigg is a professor.
- Always capitalise 'Centre' when it refers to 'The ARC Centre of Excellence for the History of Emotions'.
- Capitalise 'The' in university names only when it features in the university's logo as part of their official name. For example: 'The University of Queensland' (not 'the University of Queensland'), but 'the University of Oxford/Cambridge/York'.
- For time periods, capitalise specific terms such as 'Middle Ages', 'Renaissance', 'Reformation' and 'Enlightenment' when they are used as nouns. Do not capitalise 'medieval' or 'early modern'.
- For headings and sub-headings within a document, use title case.
- For titles of books, journals, articles, chapters, lectures, conference papers, conferences or exhibitions, use title case (except where a quoted passage appears as part of the title – the quoted passage should retain original capitalisation).
- To apply title case, capitalise all words except a, an, and, as, at, but, by, for, from, in, nor, off, on, or, so, the, to, yet, with, unless they are the first or last word of the title, or follow a colon.

### ITALICS

- Italicise book and journal titles. For chapter, article, paper, exhibition or themed parts of conference titles, use single quotation marks.
- Italicise film titles, television program titles and blog names, e.g. *Histories of Emotion* blog.
- Italicise foreign words, unless they are in common usage.
- Do not set out quoted material in italics, except when passages are italicised in the original.

### NUMBERS

- Write out numbers from one to nine as words. Use digits for numbers 10 and above, except when they open a sentence or appear as units of measurement.
- Centuries should be written out in full. For example: sixteenth century (not 16th century).
- Include a comma in numbers of four digits or more. For example: 4,000, 20,000.
- In running text, use 'from' or 'to' to indicate a range of numbers. For page ranges and date ranges, use an en dash without spaces. For example: 60 to 70 per cent; 1100–1800.
- Elide numbers to two places, except in date ranges. For example: 260–69 (not 260–269 or 260–9), but 1432–1439 (not 1432–39 or 1432–9).
- Express time in digits and 12-hour format, using abbreviations for ante meridiem (am) and post meridiem (pm) without full stops. Do not include a space between the time and the am/pm indicator. For a time range where both times use the same abbreviation, include only one abbreviation at the end. Where the time is a full hour, do not include minutes. For example: 9.15pm (not 9.15 pm or 9:15 p.m.); 10am (not 10.00am); 6–8pm.

### DATES

- Set out dates in running text with no punctuation, no ordinal suffix and no abbreviation. For example: 1 December 2015 (not December 1, 2015 or 1st December 2015 or 1 Dec 2015).
- When a day is included, write out the day in full. Do not include a comma between the day and date: Thursday 2 April 2010.
- Do not include an apostrophe for decades. For example: 1330s (not 1330's).
- Hyphenate 'mid'. For example: mid-January, mid-2015.
- Do not insert a space between 'c.' and a date, or italicise 'c.'. For example: c.1750 (not c. 1750 or c 1750).
- Hyphenate centuries only when they function as adjectives, not nouns. For example: seventeenth-century women, but women in the seventeenth century.
- Do not elide numbers date ranges. For example: 1700–1760 (not 1700–60).

## REFERENCES

- For the first author, set out the author's first name followed by surname in footnote references, but surname followed by a comma and initials in bibliographic references and in lists of publications.
- For second and third authors, set out their first name followed by surname in footnote references and initials followed by surname in bibliographic references and in lists of publications.
- Insert a full stop and a space between initials: R. S. White (not RS White or R.S. White).
- For titles of books, journals, lectures, conference papers, conferences or exhibitions, use title case capitalisation.
- Include place of publication, publisher and date.
- For journal articles, separate volume and issue numbers using a full stop: 11.2 (not vol. 11, no. 2, 11(2) or 11/2).
- Insert the prefix p. or pp. for page ranges in book chapters, but not journal articles.
- When in doubt, follow British Chicago style.

For example:

### BOOKS

*Footnote Reference:*

- Juanita Feros Ruys, *The Repentant Abelard: Family, Gender, and Ethics in Peter Abelard's 'Carmen ad Astralabium' and 'Planctus'* (New York: Palgrave, 2014).

*Bibliographic Reference:*

- Ruys, J. F. *The Repentant Abelard: Family, Gender, and Ethics in Peter Abelard's 'Carmen ad Astralabium' and 'Planctus'*. New York: Palgrave, 2014.

### EDITED BOOKS

*Footnote Reference:*

- David Lemmings and Ann Brooks, eds, *Emotions and Social Change: Historical and Sociological Perspectives* (New York: Routledge, 2014).

*Bibliographic Reference:*

- Lemmings, D. and A. Brooks, eds. *Emotions and Social Change: Historical and Sociological Perspectives*. New York: Routledge, 2014.

## BOOK CHAPTERS

*Footnote Reference:*

- Jane W. Davidson, 'Implications for Empirical Expressive Music Performance Research', in *Expressiveness in Music Performance: Empirical Approaches Across Styles and Cultures*, ed. by D. Fabian, R. Timmers and E. Schubert (Oxford: Oxford University Press, 2014), pp. 344–47.

*Bibliographic Reference:*

- Davidson, J. W. 'Implications for Empirical Expressive Music Performance Research'. In *Expressiveness in Music Performance: Empirical Approaches Across Styles and Cultures*, edited by D. Fabian, R. Timmers and E. Schubert, pp. 344–47. Oxford: Oxford University Press, 2014.

## JOURNAL ARTICLES

*Footnote Reference:*

- Charles Zika and Susan Broomhall, 'Obituary: Philippa (Pip) Maddern (1952–2014)', *Australian Historical Studies* 45.3 (2014): 450–51.

*Bibliographic Reference:*

- Zika, C. and S. Broomhall. 'Obituary: Philippa (Pip) Maddern (1952–2014)'. *Australian Historical Studies* 45.3 (2014): 450–51.

## JOURNALS – SPECIAL ISSUES

*Footnote Reference:*

- Patricia Alessi and Deborah Seiler, eds, 'A Festschrift in Memory of Philippa Maddern', special issue, *Limina: A Journal of Historical and Cultural Studies* 20.3 (2015).

*Bibliographic Reference:*

- Alessi, P. and D. Seiler, eds. 'A Festschrift in Memory of Philippa Maddern'. Special issue, *Limina: A Journal of Historical and Cultural Studies* 20.3 (2015).

## CONFERENCE PAPERS

*Footnote Reference:*

- Yasmin Haskell, 'The Spice of Faith: Jesuits and the Arts and Emotions of "Accommodation"', The Art Gallery of Western Australia, 12 November 2015.

*Bibliographic Reference:*

- Haskell, Y. 'The Spice of Faith: Jesuits and the Arts and Emotions of "Accommodation"', The Art Gallery of Western Australia, 12 November 2015.

# CHE BLOGGING GUIDE

HISTORIES OF EMOTION: FROM MEDIEVAL EUROPE TO CONTEMPORARY AUSTRALIA

Thank you for your willingness to contribute to CHE's *Histories of Emotion* blog. The blog helps connect your research with the broader public, both in Australia and overseas. It is a space for reflection, on both the process of researching and the experience of being a researcher in the history of emotions. This is fast, accessible publication of your research-in-progress, in which you might air and share problems, ask questions how and why we do emotions work, or gain feedback on your findings from other readers.

## YOUR CONTRIBUTION MIGHT:

- Review a book, article, exhibition, performance, etc.;
- Link research to current, relevant events, as did Stephanie Trigg's October 2014 piece on 'Rituals of the Mace, Limits of the Handgun' for *The Conversation*;
- Grapple with issues in the field, as did Karl Steel in 'Teaching the Prioress, Again: Shock, Awe and Innocence' for *In the Middle*;
- Reflect on a conference or event, such as Fincina Hopgood's round-up of 'Try Walking in My Shoes'.

## A FEW BLOG POSTS FOR INSPIRATION:

- Grace Moore has been one of CHE's most prolific bloggers. Here is one of her posts on Moira Fahy's *Afterburn* <https://historiesofemotion.com/2014/09/23/thrust-down-a-rabbit-hole-of-pain-and-loss-moira-fahys-afterburn/>.
- QMUL post on 'Mass Psychogenic Illness' <https://emotionsblog.history.qmul.ac.uk/2014/10/the-falling-and-mass-psychogenic-illness/>.

## SOME POPULAR BLOGS WORTH EXPLORING:

- *In the Middle*: <http://www.inthemedievalmiddle.com>
- *History of Emotions* blog (QMUL): <https://emotionsblog.history.qmul.ac.uk>
- *Emotional Objects*: <http://emotionalobjects.wordpress.com/>

Feel free to include images, video and audio links, and other relevant media in your post, but please keep in mind that if they are not in the public domain then permissions will be required. In terms of length, you might write anything between a paragraph and a few thousand words of text. 800 words, with images or media, tends to be a good amount, although obviously your needs may change depending on your topic.

When completed, please email your post as a Word document and include any images as jpg attachments, [emotions@uwa.edu.au](mailto:emotions@uwa.edu.au). We look forward to reading your work!

*The CHE Blog team*

# LIVE-TWEETING TWITTER PROTOCOL



## LIVE TWEETING EVENTS

Image: Jennifer Clement and Kirk Essary.

- Use an event hashtag (#), which is a device for aggregating tweets. See #Methods15 or #emostorians or #emotionalobjects for examples.
  - Keep it as short and as specific to the event as possible.
  - Search the # on Twitter to see if it has already been used, or if it is too general.
  - Make sure the # is announced in housekeeping so participants know to use it.
- Tag @ThinkEmotions at least once so that CHE can re-tweet your live-tweets.
- If other known Twitter users are in the room, tag them early in the day as an invitation to live-tweet.
- If you can, tweet links to artworks mentioned, books cited, etc.
- Do a quick Twitter search on speakers, etc., and tag them when possible, e.g. 'Live-streaming "Feeling the Face" from @stephanietrigg #Methods15'.
- If the speaker doesn't have a Twitter handle, consider tagging their home institution, e.g. 'Live-streaming Stephanie Trigg of @unimelb on "Feeling the Face"; #Methods15' or 'Charles Zika explores "Witches as 'Others' through emotions in 16th & 17th C images" @UQArtMuseum 15 Oct' <http://ow.ly/SgnkR>.
- If you want to direct message someone, start the tweet with @ and the tweet will go directly to that account.

Please email us at [emotions@uwa.edu.au](mailto:emotions@uwa.edu.au) if you:

- Plan to live-tweet an event (for scheduling purposes);
- Require specific Twitter outreach for an event.