Publication Guidelines and Style Notes
for Contributors to Script and Print

Scope of Publication
Script & Print publishes in all areas that form part of, or are related to, physical bibliography: the history of printing, publishing, bookselling, type founding, papermaking, bookbinding; palaeography and codicology; writing, editing and textual bibliography. No countries or periods are excluded. The interdisciplinary approach to these subjects is often described, collectively, as Book History or Print Cultures. Script & Print has only a marginal interest in the general field of reference bibliography, documentation and information retrieval.

Refereeing, Production & Conditions of Publication
All articles published in the journal have been blind refereed by two members of Script & Print’s international panel of subject experts. The editor reserves the right to determine whether submissions are sent for peer review, and will supply an author with the reasons for the decision. Authors whose essays are sent to referees are notified as soon as referees’ reports have been returned whether publication is intended. Unless substantive revision is required, the article is allocated to a specific issue, and authors will be contacted in due course to proof the edited file. Once the edited file has been returned to the editor it will be typeset for publication.

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Anyone interested in joining the Bibliographical Society of Australia and New Zealand is requested to contact the Treasurer, Mr. Daniel Wee, Special Collections; Research & Learning, Monash University (daniel.wee@monash.edu).

Format of Contributions
Script & Print welcomes original and previously unpublished contributions at any time. Submissions may be of any length, from short notes to longer pieces (average length five to six thousand words; very long pieces may have to be published in parts). Electronic submission is required, via e-mail or on disk, and may be in any major word-processing software.

All contributions should follow The Chicago Manual of Style, 17th ed. (2017), note format. The full manual is available to many institutional subscribers on the web with an excellent search function and index, while a brief guide to the style is freely available on the web at https://www.chicagomanualofstyle.org/tools_citationguide/citation-guide-1.html. Notes are to take the form of footnotes, numbered consecutively. Footnotes should be short and confined primarily to bibliographical information; long notes are to be avoided. In bibliographical collation or pagination statements, contributors should follow either the Gaskell or Greg/Bowers formulary.

Illustrative matter should be submitted in digital form (images at a minimum of 300dpi; line art at 1200dpi) or good quality, glossy black-and-white photographs, and must be accompanied by captions including acknowledgement of permission to reprint, holding institution and file reference, and a statement of the original size.

Use of Styles
Most word-processing programs make it possible to use styles to format documents. The use of styles makes the conversion from word-processed to typeset documents easier, and contributors who use Microsoft Word are welcome to use the S&P template if they wish (S&P_Template.dot). Most of the style names should be self-explanatory: most text is “body text,” except for “first paragraphs” (not indented).

Format Details to Check Prior to Submission

Line Spacing
Double
Paragraphs
New paragraphs should be indicated by indentation, not by skipping lines. Standard indentation is 2.54 cm or 1", but almost any amount is fine so long as it is consistent.

Short Quotations
Quotations within sentences should be identified with double quotation marks; any quotations within them should be given single quotation marks. Single words or expressions which are in common parlance, slang, or colloquialism should only use single quotation marks if not in the common vocabulary of the author or reader. Punctuation should be placed inside the quotation marks.

Long Quotations
Indent, without quotation marks, as separate paragraphs. Quotations within indented quotations should use double quotation marks, single marks within the doubles where relevant.

Foreign Language Quotations
Quotations in languages other than English should be given in translation in the text, using the endnote to include the original in full. Occasionally, it may be preferable (eg. in the case of poetry) to reverse this procedure, or in the case of parallel texts to include both languages in the main body of the text.

Spacing after Punctuation
Only one space after full stops, colons or other punctuation. No spaces should be used around dashes, which should be formed using the em-dash (shift-alt-hyphen in Microsoft Word).

References
References should be in footnotes signalled by a superscript reference number in the text. Reference numbers in the text should follow any punctuation.

Repeated references
Bibliographical citations should be spelt out in full in the initial endnote reference. For subsequent references, shortened forms of frequently-used names and titles may be used, e.g., McKenzie, Sociology, 39. The Chicago Manual of Style no longer uses ibid.

Italics
Use of italics should be kept to a minimum, and not relied upon for emphasis. Italicise titles and short (generally one-word) technical terms or phrases in languages other than English, e.g., qua, amateur. Extended foreign-language quotations should not be italicised.
Spelling
As the *BSANZ Bulletin* is an international publication, spelling decisions follow country of origin of authorship.

Capitalisation
Capitalise all words in titles except for articles, conjunctions, and prepositions.

Honorifics and Titles
Use full stop following such items, e.g., Mr. or St.

Numerals
In text: Use one to nine. Use numerals 10 and over, except make uniform in same sentence, e.g., seven of the thirty-six panel sessions. Always spell out in full when a number begins a sentence.

Ranges of Numerals
For the rules, see the *Manual*, 9.61. The rule depends on formatting the numbers “the way the numbers would be read aloud.” Note the use of the en-dash between ranges of numerals (alt-hyphen in Microsoft Word). The following examples may provide a model:


Periods and Dates
Spell out century names: nineteenth century (not 19th)
Distinguish adjectival from nominal usage: twentieth-century literature vs literature of the twentieth century
Periods of time, use 1860s (Not 1860’s or eighteen-sixties)
Historical date format: 15 January 2004 (do not abbreviate names of months or present dates as ‘January 15th, 2004’ unless quoting a source)
Biographical dates: use full four-digit dates for both birth and death dates.

Illustrative Matter
References to illustrations, tables, graphs, etc. used by the author should be indicated sequentially as Fig. (1, 2, 3, etc.). References to other authors’ illustrations should be pl. [number] or fig. [number] as appropriate.

Ellipses
Use the ellipsis character rather than separate full stops and include a space either side of the ellipsis. For details on omitting parts from more than one sentence, see *Manual*, 13.51, though 13.50 and 13.52 are also well worth a look.
Script & Print Style Guidelines

Typical Reference Examples

A. Articles in periodicals

Key Elements
Author first name (in full) Author last name, “Title of Article,” Title of Periodical volume number (year): page number(s).

Example

B. Books

Key Elements
Author first name (in full) Author last name, Title (City of publication: Publisher, Date), page number(s).

Example
Homi Bhabha, The Location of Culture (London: Routledge, 1994), 84.

C. Edited /Translated Books (as well as multivolume works)

Key Elements
Author first name (in full) Author last name, ed.,/trans., Title (City of publication: Publisher, Date), page number(s) [preceded by volume number and colon with no spaces if a multivolume work]

Example

D. Chapters in Books

Key Elements
Author first name (in full) Author last name, “Chapter Title,” in Title (City of publication: Publisher, Date), page number(s).

Example

E. Manuscripts and Archives

Authors must ensure that archive names and locations are given in full, using
the holding institution or repository’s convention in citation of pressmarks, call
marks, finding numbers, or other locational system.

Key Elements
Author first name (in full) author last name, “Title/Name of Collection/Individual Artifact,” Institutional Repository call number, reference.

Example
Deney Reitz, “Herinneringen van den Engelschen Oorlog 1899–1902,” Brenthurst Library MS 196/1/42, fol. 5”.

F. Theses

Key Elements
Author first name (in full) Author last name. “Title of Thesis,” (MA/PhD diss., Institution, Year), page number(s).

Example

G. Bible and Classical Works

Key Elements
Books of the Bible are not italicised. Titles of books may be, but are not required to be, abbreviated acc. to the abbreviations in the Manual, 10.44–48. Chapter and verse numbers should be separated by a colon, but no additional space.

Examples
II Chron. 9:2
Matthew 26:8.

Key Elements
Commonly accepted English names are used for authors and titles of classical works.

Examples
Aristotle, Metaphysics, 3.2.996b5–8.
Vergil, Aeneid, VI.249.