

## **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.

The Bibliographical Society of Australia and New Zealand, publishers of *Script & Print*, reserves the right to reissue published submissions, specifically in electronic form. The journal is indexed in the MHR *Annual Bibliography of English Language and Literature*, and, from 2006 (vol. 30), in the *MLA Bibliography*. Full-text electronic versions of the journal are available in *Australian Public Affairs* from 1994 (vol. 18), in *Informit* and *Scopus/SciVerse* from 2009 (vol. 33), and in EBSCO's *Humanities Source* backdated to 2006 (vol. 30). Acceptance of publication in *Script & Print* commits authors to reproduction in these electronic formats and any others that may be negotiated in future. Should a particular piece prove unusually popular and yield income in excess of A\$100, the Society will pass on the income to the author. Authors retain copyright of all published pieces and are free to reproduce their work with a statement acknowledging the work's original publication in *Script & Print*.

In lieu of a fee or royalties, all contributors will receive a complimentary copy of *Script & Print* and a copy of their contributions in PDF format. Requests for additional print copies, which will be supplied at cost, should be made when the contribution is submitted.

### ***Contact Details***

Please address any offers of papers or correspondence concerning *Script & Print* to the Editor, Shef Rogers, either by post to:

English and Linguistics  
University of Otago  
P O Box 56  
Dunedin 9054  
New Zealand

or by email to [shef.rogers@otago.ac.nz](mailto:shef.rogers@otago.ac.nz)

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](mailto: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](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:

3–10, 71–72, 96–117, 100–104, 101–8, 111–12, 1087–89, 1100–1113, 1103–4, 2787–2816

*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.

## ***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*

Leonard R. Koos, "Between Two Worlds: Constructing Colonialist Identity in Turn-of-the-Century Algeria," *French Literature Series* 26 (1999): 97–107.

### *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*

Bruce Redford, ed., *The Letters of Samuel Johnson* (Oxford: Clarendon Press, 1994), 1:416–17.

### *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*

Raelene Frances, "Australian Print Workers," in *A History of the Book in Australia, 1891–1945: A National Culture in a Colonised Market*, ed. Martyn Lyons and John Arnold (St. Lucia: University of Queensland Press, 2001), 117–23.

### *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*

Deneys Reitz, "Herinneringen van den Engelschen Oorlog 1899–1902," Brenthurst Library MS 196/1/42, fol. 5<sup>v</sup>.

*F. Theses*

*Key Elements*

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

*Example*

Dulcie Gillespie-Needham, "The Colonial and his Books: a Study of Reading in Nineteenth-Century New Zealand," (PhD diss., Victoria University of Wellington, 1971), 63–69.

*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.