

## ACHS JOURNAL STYLE GUIDE FOR ARTICLES

### Manuscript presentation

1. Do not show your name on the manuscript itself.
2. One printed copy of the manuscript should be submitted, together with an electronic copy (email attachment or diskette) in IBM format using Microsoft Word.
3. Articles may be refereed if the author requests.
4. Manuscript should be typed, double-spaced (including indented quotes and endnotes) on A4, margin 35 mm. One space only after a full stop. First line of each paragraph should be indented 15mm, except for the first paragraph following any heading, which is to be in full measure.
5. The recommended length for an article is 4000 to 5000 words; for book reviews 300 to 600 words.
6. Notes should be placed at the end of the article, not in the footnote form.
7. Subheadings are full-out to left margin, **bold** and capitalised on the initial letter of the first word - as in this guide.
8. Dashes should be represented by an em rule (—): No one—you guessed it!—volunteered.

### Use of capitals

1. When in doubt, don't.
2. Capitals should be used for titles of specific appointments, commissions or institutions, but not for general references: first use of a title should be given in full. If, after the full title has been introduced, an abbreviated form is used, the capital letter should be retained: the National School Board...the Board.
3. Where there is any likelihood of confusion, capitals should be used in words which have a different meaning without them: an Act, the Opposition, the State.
4. Abbreviations for religious congregations are to be lower case: Dom Roger Newton osb, PhD.

### Abbreviations

1. Use a full stop after an abbreviation, as Vic.; but not after a contraction which ends with the same letter as the word itself, as Qld does.
2. Units of measurement have no full stops: 5 km, 25 ml
3. Exact dollars: \$60; other amounts: \$60.50. To distinguish Australian from US dollars: \$A60; \$US60.
4. Time to be shown: 9.15 a.m. and 5.00 p.m.
5. For abbreviations which consist of capitals, use no full stops: as NSW, UNESCO, except for personal names (Nancy M. Sheehan, N. M. Sheehan).
6. When a person's name is introduced give the name in its entirety. Later uses should be of the surname or given name, but not both.
7. Plurals of abbreviations which take an 's' do so without an apostrophe: MPs, NGOs, 1950s.

### Numbers

1. Numbers and ordinals up to one hundred are spelled out: twenty-five, three Rs, fifty-sixth year.
2. Numbers over one hundred are given as figures: 276; except for round numbers: two hundred, five thousand, the ten thousandth immigrant.
3. With a succession of quantities use figures: there were 361 children in attendance at the 5 schools, 180 boys, 181 girls, and there were 12 teachers present.
4. For percentages: 91 per cent, not 91%.

### Dates

1. These are shown as: 15 January 1970
2. Months, whether in the text or notes, should be spelled out in full.
3. 1870s, 1900s – no apostrophe
4. A span of years is given as 1872-75

### Italics or underlining

1. Underlining is used as an instruction to the printer to set in *italics*, therefore use *italics* if you can; otherwise underline.
2. Use *italics* for foreign words or phrases that have not been fully accepted into English language; they can be checked in the dictionary.
3. Always use *italics* for titles of publications (books or periodicals), but not for chapters or articles.

### Quotations

1. Use single quotation marks, except for a quotation within a quotation, which then requires double quotation marks.
2. Quotations of forty or more words should be indented, without quotation marks, and double spaced for ease of editing. There should be an extra line space above and below the block.
3. Within a quotation use the spelling and punctuation of the original. Use [sic] in such quotations to indicate that the original really spells or reads thus. Any interpolations are in square brackets.
4. If omitting material from a quotation, always use three ellipsis points (...)

### References (Endnotes)

**A** = first reference to a work; **B** = subsequent references

#### Books

<b>A.</b>	Walter Kasper, <i>Theology and Church</i> (New York: Crossroad, 1989), 129.
<b>B.</b>	Kasper, <i>Theology and Church</i> , 75.
<b>A.</b>	Eugene Kennedy and Sara C. Charles, <i>On Becoming a Counselor</i> , new ed. (New York: Continuum, 1991), 73.
<b>B.</b>	Kennedy & Charles, <i>On Becoming a Counselor</i> , 76.
<b>A.</b>	Edmund Husserl, <i>Experience and Judgment</i> , trans. James S. Churchill and Karl Ameriks (Evanston: Northwestern University Press, 1973), 106.
<b>B.</b>	Husserl, <i>Experience and Judgment</i> , 48.
<b>A.</b>	Julia Annas, 'Aristotle on Pleasure and Goodness', in <i>Essays on Aristotle's Ethics</i> , ed. Amelie Oksenberg Rorty (Berkeley: University of California Press, 1980), 289.
<b>B.</b>	Annas, 'Aristotle on Pleasure and Goodness', 53.
<b>A.</b>	Meister Eckhardt, <i>Sermons and Treatises</i> , trans. and ed. M. O'C. Walshe (London: Watkins, 1981), 2:141.
<b>B.</b>	Eckhardt, <i>Sermons and Treatises</i> , 3:69.
<b>A.</b>	Karl Rahner, <i>Theological Investigations</i> , vol. 15, <i>Penance in the Early Church</i> , trans. Lionel Swain (New York: Crossroad, 1982), 153.
<b>B.</b>	Rahner, <i>Theological Investigations 15</i> , 72.

#### Journal Articles

<b>A.</b>	Stanley Rosen, 'Squaring the Hermeneutic Circle', <i>Review of Metaphysics</i> 44 (June 1991), 709.
<b>B.</b>	Rosen, 'Squaring the Hermeneutic Circle', 600.
<b>A.</b>	Patrick M. Kelly, "Sport in Human Development", <i>Human Development</i> 13, no. 3 (Fall 1992), 31.
<b>B.</b>	Kelly, 'Sport in Human Development', 601.

#### Encyclopedia and Dictionary Articles

<b>A.</b>	<i>New Catholic Encyclopedia</i> , s.v. 'Eucharist (as Sacrament)', by W.F. Dewan.
<b>B.</b>	<i>New Catholic Encyclopedia</i> , 604, s.v. 'Eucharist (as Sacrament)'.
<b>A.</b>	Dagobert D. Runes, ed., <i>Dictionary of Philosophy</i> (Totowa: Littlefield, Adams & Co., 1962), s.v. "Form".
<b>B.</b>	<i>Dictionary of Philosophy</i> , s.v. 'Form'.

#### Electronic Material

<b>A.</b>	Kevin Hughes, 'From Webspace to Cyberspace', 1995, <a href="http://www.eit.com">http://www.eit.com</a> . Accessed 23 May 1998.
<b>B.</b>	Hughes, 'From Webspace to Cyberspace'.

### Style reference

These examples cover some of the most common citations. For more complex issues it is best to refer to Kate L. Turabian, *A Manual for Writers of Term Papers, Theses, and Dissertations*, 6<sup>th</sup> ed. (Chicago: University of Chicago Press, 1996).

### Other

1. Relevant **graphics**, such as photographs and facsimiles, are welcomed for possible inclusion in the published article. Scans need to be at least 300 dpi. It is desirable that each graphic be given a caption with identifying details and also an acknowledgment of the source.
2. A paragraph (30-40 words) giving a brief background of the author of an article should also be submitted. See previous issues of the journal for examples.