

TEACHING HISTORY

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Guidelines for Authors

Teaching History is the quarterly journal of the History Teachers' Association of NSW (HTANSW). It is a full colour, 80-page publication featuring articles, resources and reviews from prominent academics, professionals, cultural institutions, and teachers. It is distributed to about 1000 individual and institutional members, representing thousands of teachers, schools, libraries, and university departments across Australia and internationally. Print copies are sold at HTANSW conferences and events, and via the HTANSW online store: www.htansw.asn.au/store. Digital issues are available online via Informat and EBSCO.

Key dates

Issue	Submission deadline	Publication date
Term 1	1 February	31 March
Term 2	1 May	30 June
Term 3	1 August	30 September
Term 4	1 December	February (the following year)

Contributions

Contributions for *Teaching History* may include articles, news items, student essays, teaching and assessment ideas (please see below for suggested formats), book and exhibition reviews, and other content. Copyright-free images are welcome to accompany articles, news items and teaching ideas.

Submissions should be emailed to htansw@gmail.com or to the editor. Please note that while submissions to *Teaching History* are not formally peer-reviewed, they are reviewed by the journal editor and the HTANSW journal committee, with the aim of maintaining a high standard of content and copyediting. Publication of unsolicited submissions is at the discretion of HTANSW. Published contributions from teachers may be used to support NESA accreditation.

Content formats

Article (short)	1000-2000 words
Article (long)	3000-4000 words
Curriculum, professional issues, student essays, news	1 to 4 pages
Teaching & assessment ideas	1 to 4 pages
Book or exhibition review (short)	600 words
Book or exhibition review (long)	600-1500 words

Style Guide

When preparing submissions for *Teaching History*, we request that authors follow the style guide outlined below. However, if you prefer to prepare your contribution in another more familiar style, we are happy to receive it in any format, and the journal editor will convert your contribution into the journal's style.

Unless directed otherwise below, please follow the *Chicago Manual of Style*, 17th ed. (Chicago and London: University of Chicago Press, 2017). The exceptions listed below largely follow those used in the journal *Australian Historical Studies*, and the referencing examples below are provided in that journal's instructions for authors.

Name and affiliation

All authors of a contribution should include their title (Prof, Dr, etc), name and surname, school or organisation below the article title. HTANSW Directors should include their school's name only; 'HTANSW' is used for staff or Directors not affiliated with a school.

General formatting

1. The contribution should be single-spaced throughout, including indented quotes and endnotes.
2. Title and subtitle font is Callibri Light; main title is bold, 20pt; subtitle is bold, 14pt.
3. Author name and affiliation is Callibri Light (italics, 11pt); body text is Callibri Light (11pt).
4. All text is justified.
5. Begin all sentences and headings at the left margin.
6. Use only one space between words, no space before a punctuation mark and only one after.

Page Numbers

Do not use page numbers.

Hyphens

1. Only use hyphens when they are part of a word.
2. Do not split a word between lines and connect with a hyphen.
3. Use em dashes: – within text, not hyphens: -

Indenting

1. Do not indent new paragraphs.
2. Indent quotations using a single indent, to look as follows:
Text, text, text

Headings

1. In-text headings should be Callibri Light (bold, 11pt), aligned to the left margin.
2. Headings are in sentence case, not title case (ie. not capitalised).
3. Most articles will only need one style of heading but develop a clear hierarchy if it is needed.

Spelling

1. Spelling and hyphenation should follow the *Macquarie Concise Dictionary*, 7th ed. (Sydney: Macquarie Library, 2017).
2. Use Australian Spelling (except for proper names e.g., Pearl Harbor).
3. Use –ise, not –ize
4. Do not use contractions except when quoting.
5. Use the Australian spell checker in Microsoft Word but be careful about its grammar advice.

Abbreviations

1. Full titles of countries, states, institutions, organisations etc. should be used at the first reference; subsequent references may be abbreviated.
2. Use a full stop after an abbreviation (Vic., ed.), but not after a contraction (Mr, Mrs, Qld, eds, St).
3. Symbols for currency and units of measurement have no full stop (5 km, 25 lbs, 3s). Note that this practice differs from that recommended by the *Chicago Manual of Style*.
4. Do not use any full stop with abbreviations that consist of capitals: (NSW, ALP; also BA, PhD, MA), nor with their plurals.
5. Use 'c.' for circa in dates.

Dates

1. No apostrophe in dates: 1990s, not 1990's.
2. Use 25 December 1985, not 25th December, 1985 or December 25, 1985.
3. Months should be spelled out in full.
4. Indicate a span of years as 1845–50, not 1845–1850 (with an em dash, not en dash/hyphen).
5. Use BCE and CE, not BC and AD.
6. No abbreviations or capitals for centuries: e.g., nineteenth century (not Nineteenth Century, or 19th Century).

Numbers

1. Numbers below one hundred should be written, thereafter use digits (ninety-nine, but 100).
2. When several numbers are used in the same sentence or paragraph make them consistent; all words or all digits.
3. Measurement should always be in numbers, e.g., 2 kilometres.
4. Do not use commas or spaces for a group of four digits. For five or more digits use commas between each group of three digits, e.g., 4000; 45,000; 101,000,000.
5. For percentages write ninety-one per cent, not 91%.

Italics

Use italics to indicate emphasis or foreign words. Should be used sparingly and consistently. A published title must be in italics.

Quotations

1. Quotation of one sentence or less than 30 words remain within the text and have quotation marks.
2. Use single quotation marks. Only use double quotation marks for a quote within a quote.
3. Quotes of more than thirty words are removed from the paragraph, indented and 10pt font.
4. If a quote is introduced as part of a sentence and ends the sentence, the quotation mark is used before the full stop.
5. If the entire sentence is a quote, the quotation mark is used after the full stop.
6. A longer quote is indented from the main text and does not need quotation marks or italics.
7. Always preserve the spelling, grammar and punctuation of the original. Use [sic] sparingly to indicate aberrant usage.
8. If omitting material from a quotation, use three ellipsis points (...). Do not use ellipsis points at the beginning of a quotation.

Images

We encourage the use of relevant, high-quality images to illustrate your submission.

1. Please obtain written permission to publish any third-party images. If you do not provide images with your article, the editor may identify relevant images and seek your permission to publish them with your article.
2. Images captions should be inserted in relevant places in the text, and labelled numerically, 'Figure 1. (descriptive title), (date), (creator), source: (collection and/or copyright owner)'.
3. Captions should be in italics, Callibri Light font and 10pt.
4. Images should be provided as independent files, not embedded in the word document.
5. All images should be supplied as high-resolution tiff or jpeg files, ideally with minimum 300 dpi.

Tables

Tables should be labelled numerically, beginning with 'Table 1. (descriptive title)'.

Referencing

References should be supplied as endnotes, not footnotes, and no bibliography or reading list is required. Other relevant references can be included in a list entitled 'Further Reading'.

Ensure all numbers in the text are in superscript but are in normal script in the endnotes. Please ensure all endnotes are set to Western Arabic Numerals and not Roman Numerals.

Books

1. The first citation of a book contains: author's initial(s) or given name(s) as used on the title page, surname, title of book, place of publication, publisher, year of publication, and page reference if appropriate.
2. The subtitle is capitalised and follows a colon.
3. Publication place is a city, not a suburb.

Kate Darian-Smith, *On the Home Front: Melbourne in Wartime, 1939–1945* (Melbourne: Melbourne University Press, 1990), 5–6.

Journal articles / book chapters

Richard Broome, 'Windows on Other Worlds: The Rise and Fall of Sideshow Alley', *Australian Historical Studies* 30, no. 112 (April 1999): 15–16.

Stephen Garton, 'Policing the Dangerous Lunatic: Lunacy and Incarceration in New South Wales, 1870–1914', in *Policing in Australia: Historical Perspectives*, ed. Mark Finnane (Sydney: New South Wales University Press, 1987), 74–87.

Online sources

Brian A'Hearn, Alexia Delfino and Alessandro Nuvolari, 'Rethinking Age-Heaping: A Cautionary Tale from Nineteenth-Century Italy', *University of Oxford Discussion Papers in Economic and Social History* 148 (September 2016), www.economics.ox.ac.uk/oxford-economic-and-socialhistory-working-papers/rethinking-age-heaping-a-cautionary-tale-from-nineteenth-centuryitaly (accessed 3 July 2020).

Unpublished material

Cite the document first, followed by the name of the collection and the file number, then the name and location of the archive.

A.W. Jose to Director War Staff, 19 March 1919, C.E.W. Bean Papers (hereafter Bean Papers), folder 115, Australian War Memorial (hereafter AWM), Canberra.

Theses

The first citation contains the author's first name, surname, title of thesis, type of thesis, university, date of completion, and page reference if appropriate.

Nicholas Brown, 'Possess the Time: The Formation and Character of Australian Intellectual Conservatism in the 1950s' (PhD thesis, Australian National University, 1990), 140.

Subsequent references

1. Use only author name and page number. Do not use op cit.
2. If citing more than one book by the same author, use author name, abbreviated titles, and page number.
3. Use 'ibid.' for a single work cited in the note immediately preceding.

Darian-Smith, *Home Front*, 5-6.

Broome, 'Windows', 10.

Garton, 80.

Brown, 231.

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Digital

A digital version of each *Teaching History* issue is provided to Informit and Ebsco for online access.



Teaching & assessment idea format suggestion

All forms of teaching and assessment ideas are considered for publication in *Teaching History*. Please aim to begin the document with the following headings and details (as relevant):

Part A [for teachers]

1. Syllabus content

[Stage X, Year X, topic]

2. Duration

[timing of the teaching idea, e.g., how many lessons]

3. Rationale

[brief description of your approach to the topic through this teaching idea or assessment]

4. Learning aims

[brief description of the learning outcomes of the teaching idea]

5. Glossary

[definitions of specific/unusual terms used in the document]

Part B [for students]

6. Lesson/task outline

[Please use language that addresses student readers directly; consider arranging the content in a table, to include numbered questions/activities in the left-hand column and sources (e.g., weblinks, QR codes to URLs, books, images, etc.) in the right-hand column.]

Review format suggestion

1. Name of book (or exhibition), author, publisher, publication place, year, ISSN, number of pages, your name and organisation.
2. A few details about the author and their relationship with the genre/field of enquiry.
3. A summary of the book/exhibition's main themes and the author's main arguments.
4. Your opinions about the book's strengths and weaknesses – e.g., structure, thematic coverage, author's writing style, arguments, etc. Be specific and use examples from the book to illustrate your points. Refer to how themes have been treated in other books on the same subject (if relevant). Present a balanced critique, including both positives and negatives.
5. Suggestions about how the text relates to the History syllabuses and how it might be useful for other teachers and their students.