



CURRENCY  
HOUSE

## Authors' Stylesheet Guidelines

### The New Platform Papers

*Revised March, 2022*

Please follow the guidelines below. This will speed up and simplify the editorial process and reduce the risk of errors during production.

#### **BRIEF**

The brief for authors of most Platform Papers is to:

- define a problem or situation,
- examine its background and causes,
- provide evidence and examples, and
- propose a way forward.

Your audience will include arts practitioners, arts administrators, students, journalists, public servants and the general public. Please therefore bear in mind this broad range both in your writing style and in assumed background knowledge of your readers: when in doubt, explain.

#### **PREPARING YOUR MANUSCRIPT**

##### **Length and structure**

The length for a Platform Paper is approximately 15,000 words including any endnotes.

Please provide your text in a recent Word program, unjustified and with minimum formatting.

For ease of reading, your Platform Paper may best be divided into 4 to 6 sections. You may wish to precede these with a foreword or introduction. If needed, you may choose to introduce another level of subheading within a section.

Examples, anecdotes and short quotations are welcomed as a way of bringing your argument to life.

Illustrations are not normally included in a New Platform Paper.

## Permissions

Short quotations can be made according to normal 'fair dealing' rules, but it is the responsibility of authors to secure permission from the copyright holder for inclusion of long extracts.

## HOUSE STYLE SHEET

### Spelling

<i>Dictionary</i>	Australian (e.g. Macquarie Dictionary) not American spelling, except in quotations.
<i>Proper names</i>	Use initial capitals as little as possible, e.g. <ul style="list-style-type: none"><li>• The Queensland Government; but government legislation</li><li>• The State of Queensland; but flooding throughout the state</li><li>• The General Manager of BHP; but John Smith was general manager of BHP</li></ul>
<i>Foreign words</i>	Italicise foreign words and phrases, other than words which have been adopted into English usage. <ul style="list-style-type: none"><li>• <i>bonne appetite</i></li><li>• karaoke</li></ul>

### Punctuation

<i>Space</i>	Use a single (not a double) space after a full stop, and after commas, colons, semicolons, etc. Do not put a space in front of a question mark, or in front of any other closing punctuation mark.
<i>Quotation marks</i>	Quotations within a sentence/paragraph should be enclosed within single quotation marks. If a quotation contains another quotation, then use double quotation marks within single.
<i>Long Quotation</i>	More than about 40 words should be indented, in a separate paragraph and without quotation marks, with a line before and after.
<i>[sic]</i>	Use [sic] in quotations only to indicate errors of fact or spelling.
<i>Square brackets</i>	[ ] should be used to mark words or phrases which have been added to the original text, or to indicate omissions and essential editorial comment:

- She thought that ‘the opera [Rossini’s *Otello*] was intensely boring’.

*Short dashes*

en rule is used to indicate a span or a differentiation

- the 1939–45 war
- the Australia–England match

*Long dashes*

em rules can be used in pairs to enclose parenthetical statements, or singly to denote a break in a sentence:

- Thousands—probably tens of thousands—turned up.
- Family and fortune, health and happiness—the bushfire took them all.

*Endnote numbers*

Endnote numbers placed at the end of the sentence outside the full stop and other punctuation.

- Since the collapse of J.C. Williamsons in 1976, commercial theatre in Australia, outside major musicals, has shrunk to less than one third of the total performance pie.<sup>1</sup>

**Abbreviations**

*Acronyms*

Avoid abbreviations where a subject is mentioned only once. Otherwise note the abbreviation at the first use:

- The Museum of Contemporary Art (MCA) deserves further discussion.

If extensive use of abbreviations is unavoidable, then a comprehensive list should appear at the beginning of the book.

*Initials*

Use full stops between initials.

- C. P. Snow

**Dates and numbers**

*Dates*

use the format day, month, year:

- 23 April, 1564

*Periods*

Spell out periods in words:

- from 1788 to 1840

*Small numbers*

Numbers up to twenty should be written in words:

- eighteen eggs and 24 hens.

*Large numbers*

Large numbers take a comma:

- 136,856 people

**Titles in the main text**

*Publications* The titles of books, periodicals, plays, operas, etc. in the main text should be printed in italics:

- Ray Lawler's *Summer of the Seventeenth Doll*
- Opera Australia's *Don Giovanni*; *The Times* (London)

## ENDNOTES AND REFERENCES

- Platform Papers use endnotes, not footnotes. for the citation of sources and comments.
- Endnotes should be numbered sequentially through the whole essay, not by section.
- Comments should be kept as brief as possible and give essential information which would interrupt the main narrative.
- Where a particular type of references is not covered below, please provide the full information for the editors to format.

### Book

(NB: we have stopped using city for the publisher – no longer used for most on-line publications)

Rose Goldberg, *Performance Art: from futurism to the present*. Thames and Hudson, 1988, p. 59.

M. H. Abrams, *The Mirror and the Lamp: Romantic Theory and the Critical Tradition*. Oxford University Press, 1953, p.31.

Deirdre N. McCloskey, *The Rhetoric of Economics*. 2nd edn. University of Wisconsin Press, 1998.

William Hazlitt, (1805), *An Essay on the Principles of Human Action*. Reprinted in *The Selected Writings of William Hazlitt*. Edited by Duncan Wu. Vol 1. Pickering and Chatto, 1998, pp.19–21.

### Chapter

Christine Gledhill, 'Pleasurable Negotiations', in E.D. Pribram (ed.), *Female Spectators*. Verso, 1988, p. 26.

### Journal Article

Peter Holland, 'The Play of Eros: Paradoxes of Gender in the English Pantomime'. *New Theatre Quarterly* 13, no. (January 1997), p. 202. doi:10.1086/523747.

### Platform Paper

Julian Meyrick, *Trapped by the Past: Why our theatre is facing paralysis*, Platform Paper no. 3 (January 2005), p. 17. doi:10.1086/523747.

## Newspaper Article

Clare Colley, 'Participation is key principle of new ACT arts policy'. *Sydney Morning Herald*. 30 June 2015, p. 50.

## Web Page

Avoid hyperlinks whenever possible. For sources that have been digitised, provide the complete shelf reference. Treat digital publications as journal articles and provide a link to the publisher's home page. Provide as much information as the reader will need to find the article on line should if the hyperlink becomes obsolete (author, title, publisher, date, document ID number).

Justin O'Connor, 'The NSW recipe for bland arts and culture policy'. *The Conversation*. October 29, 2013. <https://theconversation.com/au>

Estimates Committee A. 31/10/1988, Department of the Prime Minister and Cabinet, Program 5–Australian Bicentenary, Subprogram 5.1-Australian Bicentennial Authority, Hansard.

Redfern Speech (Year for the World's Indigenous People), Delivered in Redfern Park by Prime Minister Paul Keating, 10 December 1992. Australian Government, Department of Prime Minister and Cabinet, 'Transcripts from the Prime Ministers of Australia', Transcript ID 9514.

## EDITORIAL STAGES

After receipt of your initial manuscript, we will reply to you with our comments and suggestions on any issues of content, structure and style. You are asked to respond to these with a revised text. The responsibility for checking facts, though, remains primarily that of the author.

This revised manuscript will then be copyedited, with attention primarily to questions of grammar, syntax, punctuation, style and tone. The copyeditor's responsibility is to help present the author's views and writing style in the best possible way. You will be sent an electronic manuscript marked with any copyediting queries and suggested changes, and you are asked to respond quickly to these on the same file.

Finally you will be sent page proofs, to check and confirm that nothing has gone wrong in the pagination and layout of your edited text. This is also a final opportunity to correct any errors you note in the text. Platform Papers do not have an index.

## MARKETING

Currency House has been very successful in securing media coverage for Platform Papers, in newspaper extracts, print and broadcast media. These can reach a far wider audience than the printed book. As part of the relationship between Currency House and our authors we ask for your cooperation in promoting your Platform Paper and thus

promoting your ideas. This may extend to requests for broadcast interviews, or a talk at an event linked to the book itself.