

Style Guide and Information for Contributors

Introduction

The Great Circle is a peer-reviewed journal which has been published since 1979.

The journal aims to publish research on all areas of maritime history and produces two volumes each year.

Information for Authors

Authors hoping to submit for publication are required to comply with the following guidelines:

- Submitted work must address topics suitable to the scope of *The Great Circle*.
- Submitted work must not have been published/printed elsewhere.
- Article submissions should be approximately between 3,000 to 10,000 words.
- Book review submissions should be no longer than 1,500 words.

- Submitted work should contain consecutively numbered and consistently formatted Endnotes (find more details below).
- Images, illustrations, etc. are permitted, but must be emailed to the Editor separately (find more details below).
- Submitted work must adhere to the formatting standards of the Journal's Style Guide as outlined in this document.

The Publication Process

1. *The Great Circle* is published bi-annually, but manuscripts may be submitted at any time via email to: peter.hobbins@sea.museum
2. The Editor will assess the manuscript's suitability for the journal and provide the author with feedback.
3. All articles will be double-blind peer reviewed. The author will be provided with the review comments, including

an assessment of whether the article is appropriate for publication, and any suggested revisions. Authors will be given 2-3 weeks to revise and return the manuscript in response to reviewer comments.

4. Once approved by the Editor, the revised manuscript is accepted as final, and therefore no further changes can be made. Authors will be given a final proof to check, but no substantive changes should be made at this stage.
5. The text is then formatted by the Publications Manager in preparation for print, and a final proof of the article is sent to the author. Please note that only typographical errors, or mistakes introduced in the layout process, may be changed at this stage.

Document Format

Item	Rule	Example
Paragraphs	To indicate a new paragraph: <ul style="list-style-type: none">• Indent the first line of writing by using the MS Word first-line indentation function. Do not use the 'tab' keyboard shortcut.• Do not insert line spaces between paragraphs.	This article explores the ideas and the decision-making processes behind...
Images	If images are to be used: <ul style="list-style-type: none">• They must not be included in the document, but emailed separately to the Editor.• The author should indicate within the manuscript text where each image is to be inserted, including the caption and full reference for each image (see examples).• The image file name should correspond with the 'image no.' given in the in-text citation.• Graphics should be scanned to a resolution of at least 200ppi for grayscale and 300ppi for colour at reproduction size.• Authors are responsible for obtaining copyright permission.	General format: <Insert here author's name, image no. Full title/caption. Resource type and author. Full reference.> <Insert here P. Van Oort, Image 4. Shooting the sun at noon on board HNIMS Triton en route to New Guinea 1828. Watercolour by P. van Oort. Royal Netherlands Navy Museum, inv. no. A/003/075.>

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Language & Grammar

Item	Rule	Example
Abbreviation & Initials	<ul style="list-style-type: none"> Shorter abbreviations containing only a few letters should be followed by a full stop. Lengthy titles must appear in an unabbreviated form when first referenced, with the abbreviation enclosed in parentheses next to it. 	<ul style="list-style-type: none"> The Capt. at the time... The Australian Association of Maritime History (AAMH) was formed in 1978. The AAMH values the way in which...
Apostrophes	<ul style="list-style-type: none"> Omit apostrophes from numerical plurals. 	<ul style="list-style-type: none"> After their establishment in the 1850s...
Contractions	<p>A contraction is a type of shortening.</p> <ul style="list-style-type: none"> Contractions end with the last letter of the original word. Contractions do not require a full stop. 	<ul style="list-style-type: none"> The Capt. and Lieut worked together. <p>Note that: 'Capt' is an abbreviation, but 'Lieut' is a contraction, and is therefore not followed by a full stop.</p>
Currency	<p>Use correct currency symbols or abbreviations:</p> <ul style="list-style-type: none"> '£' for pounds 's' for shillings (no full stop) 'd' for pence (no full stop) 	<ul style="list-style-type: none"> All together it was approximately £2000. Nevertheless, they had to pay costs amounting to 3s and 6d. <p>Note: Take care in providing modern equivalents.</p>
Dates	<p>Display dates without ordinal indicators and in the order:</p> <ul style="list-style-type: none"> Day, month, year 	<ul style="list-style-type: none"> It was an exciting time for Australia when he landed on Saturday 18 October 1890.
Hyphens	<p>An ellipsis is indicated by three dots with a space either side (...). Do not use a full stop, comma or semi colon after an ellipsis. Use an ellipsis:</p> <ul style="list-style-type: none"> To mark an unfinished phrase, clause, or sentence. If you begin/end a quote mid-way through a sentence. If you omit words from a quote. 	<ul style="list-style-type: none"> Mr Armstrong spoke '... in the highest terms of the men on board the Escort.' Allegedly, 'Rogers was discovered near the island with a cargo of sandalwood ... onboard the <i>Pennsylvania</i>.'
Hyphens	<p>Use when:</p> <ul style="list-style-type: none"> Compounding adjectives. In place of 'to' or 'til'. 	<ul style="list-style-type: none"> The middle-class opinion at the time... The Dutch-Anglo War lasted from 1780-1784.
Italics	<p>All titles should be italicised including:</p> <ul style="list-style-type: none"> Books, journals, films, ships, etc. <p>Do not italicise:</p> <ul style="list-style-type: none"> Foreign words in common usage such as 'elite' or 'laissez faire'. Song titles such as 'Auld Lang Syne'. 	<ul style="list-style-type: none"> He left Boston aboard the <i>Hunter</i> in 1810, and kept a dated journal which survives as the <i>Journal of a Voyage to the South Seas & Canton</i>.
Numbers	<ul style="list-style-type: none"> Spell out numbers from one to ten. Use numerals from eleven onwards. Where numbers above and below ten occur in the same sentence, use either figures or words, but not both. Use commas in numbers of four or more digits Use 'per cent' in the text, not the symbol '%' Do not begin a sentence with a numeral. 	<ul style="list-style-type: none"> It was the first deep-water port in Australia, although much of it was less than two metres deep. It took them only 9 minutes to transfer all 22 passengers... This location was approximately 1,700 miles from Cape Town... Only 1.5 per cent of the population were impacted by these changes.
Quotations	<ul style="list-style-type: none"> Quotations of fewer than 30 words should run-on in the text and be enclosed within single quotation marks. Quotations which exceed 30 words do not require quotation marks, but rather should be separated from the main body of the text by indentation. Note that: indented quotations should be single-spaced. Double quotation marks should be used for quotations within quoted passages. Square brackets should be used for interpolations within quoted passages. 	<ul style="list-style-type: none"> He died in 1918 and was said to have been an 'interesting personage'. Worsley notes 'the Australian coast from Darwin westwards was known to the Macasserese as "Kai Jawa".' The <i>Australian Advisor</i> later reported: Sir William chatted with his friends, [before] taking his place on board the launch <i>Escort</i>. The merry ship carried signaling flags conveying the message "Our Governor welcome to you!".

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Endnote Citation

Given that *The Great Circle* carries work from a wide variety of national and international authors; the rules that follow are intended to be a 'guide' only. Endnote references submitted in an alternative, but well-recognised, academic format (e.g., OSCOLA), will be accepted at the Editor's discretion provided that they remain consistent throughout the text.

How to Endnote Reference

- Use the MS Word Endnote function to insert a citation where necessary in the text.
- Please cite your sources following the referencing formats given below.

Key points

- First citations should appear in full, and then subsequent references may be shortened (see details below).

- The numbers denoting Endnotes should appear outside of the punctuation and use Arabic numerals.
- Use lower case for volume (vol.).
- When citing page numbers, do not repeat numerals except in the case of numbers between 10 and 19; for example, pp. 232-5, and pp.112-15).
- The Endnotes should be single-spaced.

Item	Rule	Example
Archival Sources	<p>Due to the range of archival sources available, a conventional format to be followed:</p> <ul style="list-style-type: none"> • Author's name, <i>document title</i>, date (day, month, year), name of collection, any essential file/item number, the archive location. • For official sources such as parliamentary debates, papers, reports, etc. please follow: • Country or State, Parliament or Committee, <i>title of report</i>, date, paper or volume number, place of publication, page numbers. 	<ul style="list-style-type: none"> • R. F. Palmer, <i>letter to the Commissioner of Crown Lands</i>, 29 May 1885, Crown Lands and Surveys Department, WAS 211, Cons 541, 1885/2099, p. 1, State Records Office of Western Australia (SROWA). • Cecil Andrews, <i>diary kept by Cecil Andrews while serving in the Boer War</i>, c. 1900, MN 1545, Acc 4867A/1, Battye Library. • Victoria, Environment and Natural Resources Committee, <i>Inquiry into the Environment Effects Statement Process in Victoria</i>, September 2011, Parliamentary Paper no. 46, p. 11.
Books	<p>Please follow:</p> <ul style="list-style-type: none"> • Author's first name or initial(s). Surname, <i>Title</i>, Publisher, date of publication, page number (p. or pp.). • Where a reissue is cited, put the date of the 	<ul style="list-style-type: none"> • E.H. Carr, <i>What is History?</i>, Penguin Books, 1964, pp. 1-3. • J.B. Gribble, <i>Dark Deeds in a Sunny Land</i> (1905), University of Western Australia Press with Institute of Applied Aboriginal Studies, Western Australian College of Advanced Education, 1987.
Chapters	<p>Please follow:</p> <ul style="list-style-type: none"> • Author's first name or initial(s). Surname, 'Title of Chapter (in single quotes)', in (refer to book citation above). 	<ul style="list-style-type: none"> • B. Stoddart, 'Sport and Society 1890-1940', in C.T. Stannage (ed.), <i>A New History of Western Australia</i>, University of Western Australia Press, 1981, pp. 652-74.
Journal articles	<p>Please follow:</p> <ul style="list-style-type: none"> • Author's first name or initial(s). Surname, 'Title of Article (in single quotes)', <i>Name of Journal</i>, volume (vol.), date, page number (p. or pp.). 	<ul style="list-style-type: none"> • J.R. Poynter, 'The Yo-Yo Variations', <i>Historical Studies</i>, vol. 14, 1970, pp. 235-47.
Newspapers	<p>Please follow:</p> <ul style="list-style-type: none"> • <i>Title of Newspaper</i>, date (day, month, year), page number (optional). 	<ul style="list-style-type: none"> • <i>West Australian</i>, 23 September 1889, p. 3.
Standard Works	<p>It is not necessary to provide a full citation of standard works of reference such as the Australian Dictionary of Biography, Historical Records of Australia, or Dictionary of Western Australians. Please only provide the:</p> <ul style="list-style-type: none"> • <i>Title</i>, series, volume, page number. 	<ul style="list-style-type: none"> • <i>The Australian Dictionary of Biography</i>, 1991-1995, vol. 19, pp. 5-6.

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Item	Rule	Example
Online	Please follow: <ul style="list-style-type: none"> Author's first and last name (if given), <i>Title of webpage or document</i>, location of source (web address or doi), date of publication, date accessed. 	<ul style="list-style-type: none"> Australia's Maritime History, https://www.shippingaustralia.com.au/australias-maritime-history/, 2019. Accessed 6 July 2020.
Audio-Visual	Please follow: <ul style="list-style-type: none"> <i>Title</i>, special credits (e.g., director or producer), production location, production studio, date, type of media (in brackets) if necessary. 	<ul style="list-style-type: none"> <i>Schindler's List</i>, Steven Spielberg, Universal City, Universal Pictures, 1993, (film).
Subsequent Reference	<ul style="list-style-type: none"> A full citation of each source should be given in the first footnote in which it is mentioned. Thereafter, short titles or abbreviations of the citation may be used appropriately. When an Endnote is the same as its predecessor, 'ibid.' should be used, no capitals or italics needed. Do not use 'op.cit.' 	<ol style="list-style-type: none"> R.R. Palmer, <i>A History of the Modern World, Alfred. A Knopf</i>, 1978, pp. 397. Ronald Robinson, 'The Imperialism of Free Trade', <i>The Economic History Review</i>, 1989, vol. 7, pp. 1-15 Palmer, <i>History</i>, 1987, pp. 329-39. ibid. Ibid.