INFORMATION FOR AUTHORS CONTRIBUTING TO OCEANIA

1. All manuscripts should be submitted to:

The Editor
Oceania Publications
116 Darlington Rd
University of Sydney
2006
AUSTRALIA

2. The editors welcome original full-length articles up to approximately 10,000 words, and shorter articles on topical issues up to 4000 words. Review articles are welcome and will be refereed on the usual basis. Letters to the editor are welcome and will be published, if brief and to the point, at the discretion of the editor.

3. Articles must be in English and submitted initially as four hard copies (no disk at this stage), double spaced, printed on one side only of A4 paper. Please justify to the left and leave sufficient margins for annotations to be made by the editor.

Full length articles must be accompanied by an abstract of not more than 200 words.

Title pages should include the institutional affiliation of the author(s).

Please italicize all foreign words and scientific nomenclature such as botanical species.
Also italicize titles of books, journals and newspapers.

Use bold for emphasis; do not underline.

Short quotations should run on in the body of the text and be placed in single inverted commas. Long passages quoted should be indented, without any quotation marks and justified right and left. A rough definition of long quotes is over 40 words.

It is Oceania house style to use single inverted commas at all times, rather than double inverted commas. The only exception is when there is need for inverted commas within a quote, when double inverted commas should be used e.g. 'he was no longer "the last Big Man" of the village'.

Square brackets should be used for all additions and interpolated comment within quoted matter.

Spelling. The Macquarie Dictionary is used as the house dictionary, but in general this is the equivalent of the Oxford English Dictionary. American contributors are permitted to use American spelling.

Spell out numbers up to and including twenty; use numerals thereafter. Indent the first line of all paragraphs except when it is the initial paragraph after a heading or sub heading. Do not indent after an indented quote unless it is a new paragraph.

Title of the article is to be in caps and lower case, centred, bold. Headings for sections must be centred, in capital letters, not bold. Subheadings to be in caps and lower case, bold, aligned left. Minimal use of such terms as ibid., op cit., cf., i.e., and viz. is recommended. However, if they are used, authors are advised to consult The Chicago Manual of Style for correct form
and usage.

No full stops should be used after contractions or between letters in acronyms: Mr Smith, PNG, PhD.

Acronyms to be used only after the full name has been spelled out in the paper once, followed by the acronym in brackets.

In formating your work, please avoid tabs and eliminate unnecessary white space. If including tables, either ensure they are professionally formatted or submit them as camera ready art work.

Consistency of usage within the paper is a priority and authors are asked to check their work carefully with this in mind. If you capitalise a particular word once, you must do so throughout; if you refer to a William Smith, he should not suddenly become Bill Smith; the United States could be referred to either as that, or as the United States of America, but not both in the same paper.

4. Footnotes are to be indicated by numbering consecutively throughout the text in superscript, no brackets. The superscript is to be placed outside any adjacent full stop or comma. Footnotes are then to be printed at the end of the page (not at the bottom of each page) under the heading NOTES, immediately before the listing of references.

5. Acknowledgments, if required, are normally placed immediately after the text, before the footnotes and the reference list. The heading ACKNOWLEDGMENTS (spelled thus) should be centred and in caps.

6. References. Citations within the text should be set out in the form (Jones 1978) or (Jones 1978:29) or (Jones 1978; Smith 1981, 1989) or ‘according to Jones (1978:29)’ or, if the reference is unpublished (Williams n.d.). In all cases, the full stop (if there is one) closing the quote is placed before the citation; the closing quotation mark is placed between the full stop and the citation.

All references cited in the article must be listed, in alphabetical order, at the end of the paper under the heading REFERENCES. Only references used in the article are to be listed; it is not a bibliography. The following style is to be used:


If more than one publication by the author is being listed, the author’s name is not repeated each time. Simply state the year of publication and the title of subsequent publications, indented thus:


Note that listing of several works by the same author should be in sequential order of publications, earliest to most recent. Publications in the same year by one author should be alphabetically distinguished e.g. (1997a, 1997b).

When the reference is an edited collection:


When the reference is to an article in a journal:

When the reference is to an article in an edited collection:

When the reference is to a paper in a special issue of a journal:

Note that in the reference listing, the name of an author is always in caps, authors’ given names are initialized, not given in full, and are placed after the surname if sole or leading author, and before the surname if the author is co-author or co-editor.

7. Illustrations, including maps and complex tables, should be on separate pages, numbered and with captions. All illustrations should be mentioned in the text. An approximate position for each illustration should be indicated in the margin of the manuscript. Line drawings and maps should be prepared in black ink on white paper.

Photographs must be glossy black and white prints, preferably twice the desired size. Any photograph not your own must be acknowledged. Sizes can vary, but bear in mind the page size of Oceania is 13.1 x 20.1 cm. Oceania cannot redraw illustrations and, in the case of elaborate diagrams and maps, must ask for a subsidy to cover production costs.

8. Some grammatical advice (based on common errors).

The word immediately following a colon is not capitalised e.g. Smith had two objections: it was not visible, it was not audible.

Outside does not take ‘of’ unless it is used as a noun. The cat was outside the door. The blue paint was on the outside of the door (American contributors may dissent from the above two rulings).

The word ‘its’, although used in the possessive sense, does not take an apostrophe when used in this way e.g. The cat licked its paw. The word only takes an apostrophe when it is an abbreviation of ‘it’s’ e.g. It’s a nice day today.

On the subject of apostrophes, in the sentence ‘The 1990s were difficult years’, the word 1990s is merely plural and does not take an apostrophe.

The word ‘data’ is plural e.g. The data indicate the possibility of bias.

9. All full-length articles are submitted to referees whose comments are passed on anonymously to authors. Final responsibility for acceptance rests with the editor.

10. When articles have been accepted in their final form, authors will be asked to present the work either on a 3.5 disk, or as an attachment to an email. In either case, the version should be in Rich Text Format in order to expedite conversion. Two hard copies of the article are requested in addition to the electronic version.

11. Page proofs of articles will not be sent to authors. Consequently, authors must ensure their final version is in a form that they would be happy to see published. Authors will, however, be consulted about changes of any substance proposed by the Editor.