NJ: Drama Australia Journal

Style guide for authors

Style
NJ: Drama Australia follows *The Chicago Manual of Style* (16th edn;
http://www.chicagomanualofstyle.org/tools_citationguide.html.)

Spelling and language use
Manuscripts must be written in English and spelling should conform to Australian spelling following the latest edition of the *Macquarie Dictionary* (https://www.macquariedictionary.com.au/).

Australian English
–ence rather than –ense (defence; pretence)

–ise rather then 'ize' (characterise; organise)

–ogue rather than –og (analogue; dialogue)

–our rather than –or (behaviour, colour)

–re rather then –er (theatre; centre)

–yse rather than –yze (analyse; paralyse)

but program (not programme)

- Retain the 'e' in abridgement, acknowledgement, judgement.
- Add a second 'l' to words ending in a vowel plus 'l' (travelled; labelled *but* instalment).
- Do not add a second 's' to 'focus' (focuses; focused; focusing).
- Practice is a noun; practise is a verb (she had a legal practice; he practised his craft)
- Licence is a noun; license is a verb (she is licensed to sell licences)
- Adverbs ending in 'ly' should not be hyphenated (e.g. 'the traditionally affiliated trades' not 'the traditionally-affiliated trades').
- Proper nouns must retain their own spelling and punctuation (World Health Organization).
- Do not use ampersands (&) in general text unless it is part of a proper noun.
- Trade names, where used, should be indicated and acknowledged as such with appropriate superscript suffixes (™ ®) in the main text, but not in titles or figures.

Aboriginal Australians and Torres Strait Islanders
Indigenous names and terms should follow the spelling and punctuation appropriate to the specific language, area or cultural group that is being presented or discussed. If this information is not available, it is appropriate to use terms such as 'Aboriginal Australians', 'Indigenous Australians', 'First Australians', 'Aboriginal people'.

'Indigenous' should be spelled with a capital when referring to Australia's Indigenous population, but should be lower case when referring to the indigenous populations of other countries. When appropriate, use the specific preferred or proper name for groups, tribes and populations from different countries.

Discriminatory language
Do not use terms that may denigrate people on the basis of ethnicity, gender, sexuality, age, disability, religion or nationality, although these terms can be the subject of reportage and analysis.

Gender neutral terms are preferred (chairperson; spokesperson). It is acceptable to use 'they/their' or 'she/he' to avoid using gender specific pronoun when referring to a generic person. Gender neutral pronouns such as 'zie' can also be used.

General style and punctuation

Abbreviations
Spell out at first mention in the text with the abbreviation in parentheses to indicate subsequent references. This does not apply to general scientific units (m, km, m^2, etc).

Latin abbreviations
Use full punctuation in Latin abbreviations (e.g., / i.e., / etc./etc.,).

It is preferable to use 'e.g.' and 'i.e.' as asides within parentheses rather than in the main text.

Spell out at the beginning of a sentence (For example, there are two students…; That is, the student were…).

Acronyms
Spell out at first mention in the text with the abbreviation in parentheses to indicate subsequent references (The 2009 International Drama in Education Research Institute (IDIERI) conference was held in Sydney; she spoke at the first IDIERI seminar).

Do not use full stops in acronyms (BBC, UK, OECD).

Apostrophes
In formal academic text, do not use casual contractions (aren't; don't; won't; wouldn't) unless they appear in quotations or transcriptions.

Capitalisation/Heading levels
Use sentence case for the title and all section headings (only capitalise the first letter and proper nouns): Article title: with subtitle.

Book/Journal/Film, etc., titles should be referred to in the text in initial case (all main words capitalised): *Book Title: With a Subtitle*.

Journal articles, blog posts, etc., should be referred to in the text in sentence case and within single quote marks: 'Journal article: with a subtitle'.

Commas
Serial comma can be used for clarity.

Ellipses
Three-dot ellipses should begin directly after the word they follow with no space after the word or between the dots; the ellipsis should be followed by one space (word… Word).

When a sentence ends in an ellipsis, do not add a full stop or a space and a full stop.

En dash
Spaced when used parenthetically in the text (there was – for example – a new approach).

Use for compound adjective when the elements are of equal value (hand–eye coordination).

Full stops
Full stops should be followed by one space only.

Hyphens
Use in compound nouns (self-confidence; 21-year-old) and adjectives (student-centred teaching; day-to-day basis).

Do not hyphenate adverbs ending in 'ly' ('politically affiliated trade unions' not 'politically-affiliated trade unions').

Lists
Bullet and number lists can be used.

Bulleted lists should be preceded by a colon or full stop.

1) When the bullets are clauses in a run-on sentence, the entries should either have no closing punctuation (except the final entry) or be separated by semi-colons (for long clauses). The final entry can close with a full stop, if needed.

The themes of the three pre-existing categories, were:

- anticipated problems with establishing an online course;
- problems with establishing an online course, and;
- recommendations for future implementation of the course framework.

2) When the entries are full sentences they can be punctuated independently:

The questions included:

- Did you anticipate problems establishing an online course?
- What problems did you experience?
- What recommendations for future implementation do you have?

3) When the entries are not clauses in a run-on sentence, the entries can begin with a capital and should not have any closing punctuation, including the final entry.

The courses included:
- English Literature
- Drama
- History

Parentheses
Round parentheses used first with square parentheses within (this sentence [as here]).

Square parentheses should be used to indicate insertions to quoted material or translations.

Quotations
Use single quote marks with double quote marks for quotes within a quotation. Do not use a mix of double and single quote marks in the text.

Single quote marks should also be used for emphasis or the introduction of a new term.

Punctuation should be placed outside the closing quote mark (except when a question mark or exclamation point is part of the original quote).

Do not change the spelling or punctuation within a quotation; it must be the same as it appears in the original source.

Words, punctuation, or italicisation not present in the original quote should be enclosed in square parentheses, or noted in the relevant citation as '(emphasis added)'.

All quotations must be accompanied by a reference citation (except for interview transcriptions), including a page number when possible.

Quotes of 40 words and over should be indented.

Numbers
Spell out number one to nine (except for measurements) in words, then use 10, 1000, 10,000, 3 million, etc., only use a comma for numbers 10,000 and over.

Time, dates, ages, scores and points in a scale
Spell out one to nine in words, then use numerals:
- two seconds, nine minutes, 10 hours
- five weeks, 12 months, 21 days, 40 years
- three-week class, 30-minute break

Ages
Use numerals only; hyphenate when adjectival (age 1; aged 10; '21-year-old man' but 'he is 21 years old').

Ordinals
Spell out ordinals in words (one fifth of the class; two-thirds majority; the third group).

Percentages
Use numerals only; no space between the number and symbol (10%; 10–20%).

Spell out numerals at the start of sentence (Ten per cent of the class…).

Scientific and mathematical units
Use numerals only with a space after the value (12 km, 16 kHz, 6 pm); do not abbreviate units when not accompanied by a numeric value ('it was kilometres away' not 'it was km away').

Dates
Use the 'day month year' format (4 October 2010).

Do not abbreviate decades (the 1970s not 'the '70s').

Spell out centuries (as ordinals), but do not superscript the suffix (eighteenth century; twentieth-first century).

Hyphenate when adjectival (a 1970s-style classroom; an eighteen-century text).

Number ranges
Do not abbreviate numbers; use a closed en dash not a hyphen to indicate a number span (1–10 m; 25–26 students; pp. 150–155).

Tables
Only data essential to the understanding of the text should be included in tables.

Tables should not be embedded in the main text. Place all tables with captions after the References section of the main paper or upload the tables in separate Microsoft Word document(s).

Tables should be numbered serially in Arabic numerals in the order in which they are first cited in the text (e.g. Table 1, Table 2).

The table caption should include any information relevant to the table as a whole, and where applicable, the levels of probability attached to statistics in the body of the table.

Abbreviations in the table should be adequately explained in the caption or in table footnotes. Use superscript numbers or asterisks for table notes. Descriptive notes should be kept to a minimum.

Figures

Figure files must be supplied as separate files in an appropriate format, and must *not* be embedded in the Microsoft Word document(s).

Figure captions should be included as a list after the References and any tables in the main text document.

Figures should be numbered serially in Arabic numerals in the order in which they are first cited in the text (e.g. Figure 1, Figure 2). Number appendix figures in a separate sequence, prefaced by 'A', within each appendix (e.g. Figure A1.1, A1.2).

Figure captions should be in full or when beginning a sentences, but all citations should be abbreviated (e.g., Fig. 1, Figs 3–4, Fig.4A, Fig. A1.2, etc).

Electronic figure files
The higher the resolution, the sharper the final image appears. Resolution is commonly expressed as dots per inch (dpi) or pixels per inch (ppi). Please provide the highest quality figure format possible.

The file name for a graphic should be descriptive of the graphic (Fig1.jpeg, Fig2a.tif).

The figure file should include any labels or markers that are part of the figure itself, but not the figure number, title, caption or notes.

Acceptable file types include .eps, .tiff, .jpeg, .ai files. Please do not submit images in Microsoft Word, Excel or PowerPoint. Figures downloaded from the internet, and .gif files will not meet resolution requirements.

The following resolutions are acceptable:
- minimum 1200 dpi for line art
- minimum 600 dpi for greyscale
- minimum 300 dpi for colour.

Images > 40 megapixels can be uploaded to ScholarOne™ but will not display as PDF or HTML proofs within the system.

References
Please follow the Taylor & Francis Standard Reference Style: Chicago author–date. This guidance can also be found in the style guidelines in the journal's online Instructions for Authors.