

Orbis Litterarum: style sheet

Articles in English

Title: title case; left-aligned

Author: italics; left aligned

Affiliation: directly after author name – comma to separate; italics

A-head: italics; sentence case; preceded by upper case roman numeral; same font size as article text; 12mm above heading; no space below.

B-head: italics; sentence case; preceded by lower case letter; no space above or below

Other heads: NOTES, BIBLIOGRAPHY, REFERENCES, WORK CITED: all caps; centred; 8mm space above; 5mm below.

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Recto head: Keywords/part of title; italics

Verso head: Author name(s); italics

Notes: endnotes; hanging indent

Author data: end of article; below 18mm rule; includes name, date of birth, PhD, BA details, any published papers/dissertation and current position

Order: abstract – text – notes – references/works cited – author details

References/works cited: Harvard style (see end for more details)

Berkman, R. I. 1994, *Find It Fast: How to Uncover Expert Information on Any Subject*, HarperPerennial, New York.

Book Reviews:

- 2 columns
- Smaller typeface
- For title, follow style as follows: Sauerberg, Lars Ole, *Intercultural Voices in British Literature* London, Macmillan, 2001, viii + 288 pp., hardcover, £45.00.
- Reviewer name and affiliation at end of article, right aligned, italic, affiliation below name

Review Articles:

- Same font size as reviews
- Not divided into columns: title layout as articles.

Other elements of style:

UK or US English and punctuation ok as long as consistent within article:

UK English: USA; 29 July; colour; travelled; enquiry – etc.

US English: U.S.A.; July 29; color; traveled; inquiry — etc.

Quoted extracts: no indent
no quotation marks

Italics: book titles
journal titles
for emphasis
for foreign words

Abbreviations: pp. 331–354
p. 27
M. W. Smith (spaced initials)
ed. eds.

Punctuation: “...” – single within double
Punctuation within “”
– for ranges e.g. July–August; 19–24

Website addresses: <http://www.blackwellpublishing.com>

Articles in German – differences in style

1. “...”; ‘...’
2. Article titles: sentence case, to include German capitalisation of nouns
3. Abbreviations:
 - a. Hrsg.
 - b. S. 169–180
 - c. Bd.
 - d. Vol.
 - e. H. (Heft)
 - f. Vgl. (in Notes)

Articles in French – differences in style

1. French quotation marks: <<...>>
2. Article titles: sentence case

Harvard Style of Referencing

1. FOR A BOOK

The details required in order are:

1. **name/s** of author/s, editor/s, compiler/s (surname, and initials or given name), or the institution responsible
2. **year** of publication
3. **title** of publication and **subtitle** if any (all titles must be underlined or italicised)
4. **series title** and individual **volume** if any
5. **edition**, if other than first
6. **publisher**
7. **place of publication**
8. **page number(s)** if applicable

One author

Berkman, R. I. 1994, *Find It Fast: How to Uncover Expert Information on Any Subject*, HarperPerennial, New York.

Two or more authors

Moir, A. & Jessel, D. 1991, *Brain Sex: The Real Difference Between Men and Women*, Mandarin, London.

Cheek, J., Doskatsch, I., Hill, P. & Walsh, L. 1995, *Finding Out : Information Literacy For the 21st century*, MacMillan Education Australia, South Melbourne.

Editor(s)

Robinson, W. F. & Huxtable, C. R. R. (eds) 1988, *Clinicopathologic Principles For Veterinary Medicine*, Cambridge University Press, Cambridge.

Sjostrand, S. (ed.) 1993, *Institutional Change: Theory and Empirical Findings*, M.E. Sharpe, Armonk, N.Y.

Sponsored by institution, corporation or other organisation

Australian Government Publishing Service 1994, *Style Manual For Authors, Editors and Printers*, 5th edn, AGPS, Canberra.

Queensland Tourist and Travel Corporation, Market Research Department 1991, *An Examination of the Effect of the Domestic Aviation Dispute on Queensland Tourism*, Queensland Tourist and Travel Corporation, Brisbane.

Series

Simons, R. C. 1996, *Boo!: Culture, Experience and the Startle Reflex*, Series in Affective Science,

Oxford University Press, New York.

Edition

McTaggart, D., Findlay, C. & Parkin, M. 1995, *Economics*, 2nd edn, Addison-Wesley, Sydney.

Chapter or part of a book to which a number of authors have contributed

Bernstein, D. 1995, 'Transportation planning' in *The Civil Engineering Handbook*, ed. W.F.Chen, CRC Press, Boca Raton.

No author or editor

If no author is given, the title is used as the first element of a citation. Alphabetise the entry by the first main word of the title in the bibliography.

The CCH Macquarie dictionary of business 1993, CCH Australia, North Ryde, NSW.

2. FOR AN ARTICLE

The details required, in order, are:

1. **name/s** of author/s of the article (surname, and initials or given name)
2. **year** of publication
3. **title of article**, in single quotation marks
4. **title of periodical** (underlined or italicised)
5. **volume** number
6. **issue** (or part) number
7. **page number(s)**

Journal article

Huffman, L. M. 1996, 'Processing whey protein for use as a food ingredient', *Food Technology*, vol. 50, no. 2, pp. 49-52.

Conference paper

Bohrer, S., Zielke, T. & Freiburg, V. 1995, 'Integrated obstacle detection framework for intelligent cruise control on motorways', *IEEE Intelligent Vehicles Symposium*, Detroit, MI, Piscataway, pp. 276-281.

Newspaper article

Simpson, L. 1997, 'Tasmania's railway goes private', *Australian >Financial Review*, 13 Oct., p. 10.

For Non-Book/Multimedia Material

The details required are the same as for a book, with the form of the item (eg videorecording, tape, computer file, etc.) indicated at the end of the entry.

Get the Facts (And Get Them Organised) (videorecording) 1990, Williamstown, Vic., Appleseed Productions.

CDATA 91 With Supermap: Data For Australia 1995, release 2.1 rev.,

Hawthorne East, Vic., Space-Time Research.

3. FOR ELECTRONIC RESOURCES

This could include sources from full text compact disk products, electronic journals or other sources from the Internet.

The **basic form** of the citations follow the principles listed for print sources (see above)

1. **name/s** of author/s
2. **date** of publication
3. **title** of publication
4. **publisher/organisation**
5. **edition**, if other than first
6. **type of medium**
7. **date item retrieved**
8. **name or site address** on internet (if applicable)

Examples:

Weibel, S. 1995, 'Metadata : the foundations of resource description', *D-lib Magazine*, [Online]

Available at: <http://www.dlib.org/dlib/July95/07weibel.html>

ASTEC 1994, *The Networked Nation*, Available at: http://astec.gov.au/astec/net_nation/contents.html

If no author is given, the title is used as the first element of a citation

Example:

Hacker Attack (videorecording) 1995, Sydney, NSW., SBS.