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.

**Catchline:** *Orbis Litterarum 57: 000–000, 2003
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ORBIS Litterarum
*ISSN 0105-7510*

**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)

Book Reviews:
- 2 columns
- Smaller typeface
- Reviewer name and affiliation at end of article, right aligned, italic, affiliation below name

Review Articles:
- Same font size a 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**


**Two or more authors**


**Editor(s)**


**Sponsored by institution, corporation or other organisation**


**Series**

Edition

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

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

Conference paper

Newspaper article

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.


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


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

Example:

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