

## HEALTH & HISTORY

### Journal of the Australian & New Zealand Society for the History of Medicine

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*Health and History* is a refereed journal concerned with all aspects of the history of medicine and with a primary focus on Australia, New Zealand, and the Pacific region.

*Health and History* appears as a journal in print, and on-line on JSTOR.

#### Article Submissions

Please submit articles via email only in Word format. Each submission should consist of the following:

- a) The article itself, preceded by a cover page with the contact information of the primary author,
- b) an abstract of up to 140 words following the cover page,
- c) a short (100-150 word) biographical statement as a separate file, and
- d) any illustrations, submitted as separate files (for further instructions see: Images and Permissions below).

#### When your article is accepted

We will ask you to transfer the copyright of your article to the ANZSHM. This is to simplify negotiations with JSTOR, the Australian copyright clearance centre, and other publishers.

### I. STYLE GUIDE

#### Style Reference

Unless directed otherwise, follow Chicago A style, as detailed in *The Chicago Manual of Style*, 14th ed. (Chicago: University of Chicago Press, 1993); and in Kate L. Turabian, *A Manual for Writers of Term Papers, Theses, and Dissertations*, 6th ed. (Chicago: University of Chicago Press, 1996). Spelling should follow the primary spelling in the *Australian Concise Oxford Dictionary*.

#### Manuscript Presentation

1. Do not write your name anywhere on the manuscript itself.
2. Please submit your article in electronic format as an email attachment.
3. The manuscript should be double spaced (including indented quotes and endnotes) and should **not** be right hand justified.
4. The ideal length of articles is 5,000 to 6,000 words (without references). The maximum length for a manuscript is 8,000 words (including references).
5. The article should be preceded by a brief abstract of about 120 words.
6. Notes should be supplied as endnotes not footnotes, and referred to in-text by superscript numbers placed after punctuation.
7. The location of images (including “figures” and “tables”) should be indicated in the text, in between two paragraphs. Indicate where images should appear as follows:

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Place Image 1 about here.

*Image 1.[Insert the caption for the image: see below under “Figures and tables”]*

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### Use of Capitals

1. Other than for proper names, use capitals only when lower case would cause ambiguity.

### Abbreviations

1. The use of abbreviated titles in the text should be avoided in first references. Subsequent references may be reduced to a shortened title.
2. Use full names of states in the text, though abbreviations may be used in footnotes.
3. Use a full stop after an abbreviation (**Vic.; ed.**), but not after a contraction (**Qld, eds, Mrs, Mr, Dr**).
4. For abbreviations that consist of capitals, do not use full stops: **NSW, ADFA**; also **BA, PhD, MA**.
6. Symbols for currency and units of measurement have no full stop: **5 km, 25 lb, 6 s**.
7. Plurals of abbreviations do not need an apostrophe: **MPs, Revs**.

### Quotations

1. Use single quotation marks except for quotations within a quotation, which require double quotation marks.
2. Quotations of forty or more words should be indented without quotation marks and double-spaced. There should be a space above and below the quotation.
3. Use the spelling and punctuation of the original. Use [*sic*] (without a full stop; note italics) only to indicate that the spelling or turn of phrase derives from the original. Put any interpolations or changes in case in square brackets.
4. If omitting material from a quotation, use three ellipsis points with a space on either side ( ... ). Do not use ellipsis points at the beginning of a quotation.
5. Commas and full stops at the end of a quote must appear *after* the end quotation mark, unless the quote constitutes the entire sentence. All other punctuation (question-marks, semi-colons, colons, etc.) also appear after the end quotation mark unless they are part of the original quoted material. This rule also applies when using ‘scare quotes’.
6. Quotation sources should be supplied in endnotes, referred to at end of quotation by superscript number. Page reference should be supplied at the end of the reference:
  - **Warwick Brunton, “The Origins of Deinstitutionalisation in New Zealand”, *Health and History* 5, no. 2 (2003): 75–103, 85.**
  - ***Ibid.*, 85.**
  - **Brunton, 85.**
7. When quotations appear in notes, the appropriate form of reference (full, surname only, or *ibid*; and each followed by a comma and page number (see below)) is given at the end of the quote inside parentheses.

### Numbers

1. Numbers and ordinals up to one hundred are spelled out: **twenty-five; fifty-sixth anniversary**.
2. Numbers over one hundred are given in figures (**276; 1,730**), except for round numbers (**five thousand; six million**). Use figures with a succession of numbers: there were **16 representatives, 5 union officials and 102 members**.
3. For percentages, write **ninety-one percent, not 91%**.
4. Nineteenth century; mid– to late–seventeenth century.
5. A four-year-old boy; he was twenty-five years old.
6. Two-and-a-half, one-quarter.

## Dates

1. These are shown as **15 January 1970**.
2. Months, in the text or the endnotes, should be spelled out in full.
3. No apostrophe is used in **1870s, 1900s**.
4. A span of years is given as **1845–50** (and **1845–46, 2005–08**), **not as 1845–1850**. Exception: lifespan for deceased persons: i.e. will be 1902–1975.

## Italics or underlining

1. Use italics for emphasis sparingly.
2. Underline only if italics are unavailable or if underlining is an important feature of an original document.
3. Use italics for seldom-used foreign words: see *Australian Concise Oxford Dictionary*.

## Figures and tables

1. Place the following information, as applicable (e.g., “Courtesy of” and “Source” would usually not *both* be needed), in the image caption space (see above in “Manuscript presentation”):  
*Table/Figure/Map/Plate/etc 4: Peter Stowe’s house as it stood in 1856. (Photographer Joe Smith. Courtesy of National Library of Australia. Source: J.A. Gillespie, The Price of Health [Cambridge: Cambridge University Press, 1991])*
2. All information should be in italics except for any ‘Source’ information which would normally be in italics as per the style of our reference guides.
3. For tables place the header row in bold type.

## References

Appear within endnotes, not as bibliography, and therefore referred to in-text, as with notes, by superscript number.

### 1. First reference

- (a) Books. All references should contain the following information in the order given: author’s initial(s) or given name(s) as used on the title page, surname, title of book, place of publication, publisher, year of publication and page reference if appropriate. The subtitle is capitalised and follows a colon. The place of publication is a city, not a suburb e.g. Brisbane, not St Lucia:  
**Kate Darian-Smith, *On the Home Front: Melbourne in Wartime 1939–1945* (Melbourne: Melbourne University Press, 1990).**  
**Mark Finane, ed., *Policing in Australia: Historical Perspectives* (Sydney: Allen & Unwin, 1987).**  
Where a reissue is cited, put the original date of publication in brackets (roman) after the title.

### (b) Articles in journals or chapters in books:

**Stephen Garton, “Policing the Dangerous Lunatic: Lunacy and Incarceration in New South Wales, 1870–1914”, in *Policing in Australia: Historical Perspectives*, edited by Mark Finane (Sydney: Allen & Unwin, 1987), 74–87.**  
**Warwick Brunton, “The Origins of Deinstitutionalisation in New Zealand”, *Health and History* 5, no. 2\* (2003): 75–103.**

- (c) Unpublished material. Although archival sources are diverse, the general rule is to cite the document first, followed by the name of the collection and any essential file number within the collection, and then the name and place of the archive:

**Letter, A.W. Jose to Director War Staff, 19 March 1919, *C.E.W. Bean Papers* (hereafter *Bean Papers*), Folder 115, Australian War Memorial (hereafter AWM), Canberra.**

Abbreviations should be introduced in the above form in the first citation. Among the conventional abbreviations are New South Wales State Archives (NSWSA), Mitchell Library (ML), National Library

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\* Note that the journal number is only required when reference to the volume is insufficient to locate the citation unambiguously—for example, when page numbers are not continuous throughout volumes.

- of Australia (NLA), and the Victorian Public Record Office (VPRO).
- (d) Theses: Author's first name(s), surname, title of thesis (type of thesis, university and date of completion), page number:  
**Nicholas Brown, "Possess the Time: The Formation and Character of Australian Intellectual Conservatism in the 1950s" (PhD thesis, Australian National University, 1990), 140.**
- (e) Parliamentary publications. First reference to an act of parliament should be italicised and include the date. In subsequent references, the date may be omitted and the act cited in roman type. For both first and subsequent instances, the formal name of the act should be in title case, but for descriptive in-text references to the act, i.e., not referring to it by its official name, use lower-case roman. For other types of parliamentary documentation, format similar to journal or book references should be followed:  
**Western Australia Legislative Assembly, *Debates* 165 (1963), 1450.**  
**Malcolm MacEachern, *A Report on Hospitals of Australia with Special Consideration of Teaching Hospitals*, report prepared for the Federal Council of The Australian Hospital Association and the Governments of Australia, New South Wales, and Victoria, 1953.**  
**Wilfred Stilwell, Norman Edson, and Percy Stainton, *Report of the Commission of Inquiry on the Fluoridation of Public Water Supplies*, Wellington, New Zealand, 1957, 151**
- (f) Newspaper article:  
**Ella Riggert and Debra Aldred, "Fluoride Cities 'Set for Legal Challenges'", *Courier-Mail*, 2 October 1997, 5.**
- (g) Website:  
**Mark Girard, "Queensland Water, Securing our Future", *Brisbane Line*, Brisbane Institute, [http://www.brisinst.org.au/resources/brisbane\\_institute\\_queensland\\_water.html](http://www.brisinst.org.au/resources/brisbane_institute_queensland_water.html) (accessed 5 December 2005), 17 November 2005.**
- (h) Personal communication:  
**John Doe, e-mail message to author, 31 October 2004.**
- (i) Conference presentation:  
**Paul Meredith, "Hybridity in the Third Space: Rethinking Bi-cultural Politics in Aotearoa/New Zealand" (paper presented at Te Ora Rangahau Maori Research Development Conference, Massey University, 7–9 July 1998).**
2. Subsequent references
- (a) Use *ibid.*, where appropriate. Do not use *op cit*: Cite authors' surnames only in subsequent references where other endnotes have intervened:  
**Brown, 231.**
- (b) Where two or more works by the same author are cited, use short titles in addition to surname (when *ibid.* not appropriate).
3. Multiple authors
- (a) 2 authors:  
**Ella Riggert and Debra Aldred, "Fluoride Cities 'Set for Legal Challenges'", *Courier-Mail*, 2 October 1997, 5.**
- (b) 3 authors:  
**Jason Armfield, Kaye Roberts-Thomson, and John Spencer, *The Child Dental Health Survey—Australia 1996* (Adelaide: AIHW University of Adelaide, 1999), 24.**
- (c) more than 3 authors:  
**Mark Diesendorf et al., "New Evidence on Fluoridation", *Australian and New Zealand Journal of Public Health* 21, no. 2 (1997): 187–90**
4. Reference punctuation
- (a) page number span should be separated by en dashes.

## **II. IMAGES & PERMISSIONS**

Health & History encourages authors to submit images and/or photographic material with their articles. Images are preferably submitted in digital form with a density of at least 300 cpi. Please use the TIFF file format (although PSD, EPS, WMF, and JPG images are also acceptable, if they have a density of at least 300 cpi). Generally, JPEGs and GIFs sourced from the World Wide Web are not suitable for publication.

For each image, we need, in writing, a statement from the copyright holder that:

- a) The image can be used in the printed version of *Health and History*, and
- b) the image can be used in the on-line publication of *Health and History* through the History Cooperative.

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HP, FM 04 March 2011