

## TAPJA Style Guide

### *General points*

Papers **must** include:

- an abstract of no more than 150 words
- a brief list of keywords (6-10)
- the author's full name, affiliation and contact details.

Authors **must** clearly identify and provide relevant reproduction information regarding any specialised characters or symbols that appear in a submitted paper and fall outside the range of symbols included in a standard Microsoft Word package.

Papers should be saved as .RTF (Rich Text Format), using Microsoft Word.

Papers should not exceed 6000 words though longer submissions of outstanding quality will be considered.

Paragraphs other than the first and those directly under subheadings should have a first line indentation of 1 cm, and should not be justified.

Use *The Macquarie Dictionary* as the primary spelling reference, which prefers **s** over **z**: organisation, recognised, civilise.

Use a single space after a full stop.

### ***Abbreviations, contractions and acronyms***

Use full stops after abbreviations (Calif., ed., anon., et al.) but not after contractions which end with the last letter of the word (Qld, Dr, eds). Abbreviated units of measurement do not take a full stop (mm, km, kg); nor do they take an s in the plural.

Abbreviations such as i.e., etc., and e.g. are best replaced by 'that is', 'and so on', and 'for example'. They may be used in endnotes. Such abbreviations should not be italicised.

Avoid abbreviations which may be unfamiliar to non-academic readers, such as vide, viz., and op. cit. However, abbreviations such as cf. and et seq. may be unavoidable.

Do not use full stops in acronyms (UNESCO) or in abbreviations with capital letters (NSW, WA).

### ***Apostrophes***

Do not use an apostrophe when representing decades of a century (1930s) or when making an abbreviation plural (MPs, NGOs). In general, use s's for the possessive form of names ending with an s (Waters's).

**Capitalisation**

Capitals should be kept to a minimum. When given in full, proper names of people, institutions and organisations require capitals (the Department of Home Affairs); shortened forms used subsequently do not (the department).

**Citations**

In the author-date (Harvard system), a **textual** citation generally requires only the name of the author(s) and the year of publication (and specific page(s) if necessary).

**Examples**

It is futile to maintain that the sexes are interchangeable (Moir & Jessel 1991).

It is futile to maintain that the sexes are interchangeable (Moir & Jessel 1991, p. 94).

Moir and Jessel (1991) have shown that it is futile to maintain that the sexes are interchangeable.

Moir and Jessel (1991, pp. 93-4) have shown that it is futile to maintain that the sexes are interchangeable.

Notes and bibliography/list of references should appear at the end of the article or chapter. The bibliography should include all (and only) works cited in the main text. For guidelines on completing the bibliography, please see the *Bibliography Style Sheet* below.

**Italics**

Italics are used for foreign words and phrases (other than proper names), for titles of published works, plays, CDs, films, television and radio programs.

**Numbers**

Numbers one to ninety-nine are written out in words, except in measurements (41 km away), currency (\$10), percentages (34 per cent) or lists or series containing specific amounts (4 cows, 3 sheep and 24 pigs). Use a comma to separate thousands from 10,000 on.

Spans of numbers should contain the fewest possible number of digits, for example, use pp. 341-6 rather than pp. 341-346. The same applies for dates, for example 1862-1923, 1904-5, 1987-98.

**Quotations**

Use single smart quotes in the first instance; double smart quotes within a quote. Punctuation that is a part of the quote should appear within the quotation marks.

Quotes of more than three lines or thirty words should be indented from the left margin, without quotation marks.

Do not use spaces either side of an ellipsis: the man...went on; once again...Then he stopped.

**Maps and illustrations**

Maps, illustrations and other pictorial elements should be submitted as separate electronic files in .tif, .jpeg. or .gif format. These files should be clearly named and consecutively numbered (e.g. Figure 1; Figure 2; Plate 1; Plate 2).

Authors should clearly indicate where in the text such maps and illustrations are to appear in the following manner **<Figure 1.1 here>** and include relevant headings and captions. Authors must also provide any necessary attributions/credits and permissions for use of these elements.

**Tables**

Tables can be included in the text, and must also be consecutively numbered and include relevant headings and captions.

**Bibliography Style Sheet**

Please make sure all required information is included, such as page numbers for journal articles, chapters in books and edited collections; names of all authors/editors; and that the full title is included, including the subtitle.

Please note: If you are a user of Endnote we have created an output style for our journal. Please email [tapja@anu.edu.au](mailto:tapja@anu.edu.au) and this file can be sent to you by reply email.

**Journal 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** (italicised)
5. **volume** number
6. **issue** (or part) number
7. **page number(s)**.

Schlecker, M. & Hirsch, E. (2000) 'Incomplete knowledge: ethnography and the crisis of context in studies of media, science and technology', *History of the Human Sciences*, vol. 14, no. 1, pp. 312-32.

**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 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

Alexander, J. (1987) *Trade, Traders and Trading in Rural Java*, Oxford University Press, Singapore.

Two or more authors

Deleuze, G. & Guattari, F. (1987) *A Thousand Plateaus*, University of Minnesota Press, Minneapolis.

Grimes, C. E., Therik, T., Grimes, B. D. & Jacob, M. (1997) *A Guide to the People and Languages of Nusa Tenggara*, Artha Wacana Press, Kupang.

Editor(s)

Nordstrom, C. & Robben, A. C. G. M. (eds) (1995) *Fieldwork Under Fire: Contemporary Studies of Violence and Survival*, University of California Press, Berkeley.

Howell, S. (ed.) (1996) *For the Sake of Our Future: Sacrificing in Eastern Indonesia*, Research School of the Centre of Non-Western Studies (CNWS), Leiden University, Leiden.

Sponsored by institution, corporation or other organisation

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

Australian Institute of Aboriginal and Torres Strait Islander Studies (AIATSIS) (1999) *Research of Interest to Aboriginal and Torres Strait Islander*

*Peoples*, National Board of Employment, Education and Training,  
Australian Research Council, Canberra.

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 in edited book

Stephen, M. (1979) 'Sorcery, magic and the Mekeo world view', in *Powers, Plumes and Piglets: Phenomena of Melanesian Religion*, eds N. Habel & G. Teller, Australian Association for the Study of Religion, Bedford Park, pp. 149-60.

No author or editor

If no author is given, the title is used as the first element of the reference. 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.

**Other Non-Electronic Items**

Conference paper

Mosko, M. (2000) 'Syncretic persons: Sociality, agency and personhood in recent charismatic ritual practices among North Mekeo (PNG)', *Australian Anthropological Society annual meeting*, Perth, WA.

Dissertation/Thesis

Submitted

Winn, P. G. (2002) *Banda and Blessed Land*, PhD Thesis, Department of Anthropology, Research School of Pacific and Asian Studies, Australian National University.

Yet to be submitted

Smith, J. (2004) 'Social Work Education in Scotland', unpublished PhD Thesis, Department of Sociology, University of Glasgow.

Newspaper

Simpson, L. (1987) 'Education goes private', *The Sunday Times*, 13 Oct., p. 10.

'Indonesia's gold jewelry exports surge' (1999) *Bernama* (Kuala Lumpur), 16 Jan., p. 12.

### **Audio/Visual Material**

The details required are the same as for a book, with the form of the item (eg videorecording, tape, etc.) indicated prior to the year.

Hawkins, R. (videorecording) (2000) *Since the Company Came: A Story from the Rainforests of the Solomon Islands*, Ronin Films, Canberra, ACT.

#### No author

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

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

### **Electronic Media**

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

The basic form of the citations is as follows:

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. **name** or **site address** on internet (if applicable)
8. **date item accessed.**

#### Electronic media

International Crisis Group (2000) 'Indonesia: overcoming murder and violence in Maluku', *ICG Asia Report No. 10*, Available at: [http://www.crisisweb.org/library/documents/report\\_archive/A400320\\_19121999.pdf](http://www.crisisweb.org/library/documents/report_archive/A400320_19121999.pdf), accessed 19 December 2000.

Shirk, A. V. (1997) 'Moses Asch & Smithsonian/Folkways', *Old-Time Herald Online*, vol. 6, no. 1. Available at: <http://www.oldtimeherald.org/pages/6-1/6-1asch.htm>, accessed 25 October 2003.

### **Sample Bibliography**

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

*The CCH Macquarie Dictionary of Business* (1993) CCH Australia, North Ryde, NSW.

Deleuze, G. & Guattari, F. (1987) *A Thousand Plateaus*, University of Minnesota Press, Minneapolis.

Hawkins, R. (videorecording) (2000) *Since the Company Came: A Story from the Rainforests of the Solomon Islands*, Ronin Films, Canberra, ACT.

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

Mosko, M. (2000) 'Syncretic persons: Sociality, agency and personhood in recent charismatic ritual practices among North Mekeo (PNG)', *Australian Anthropological Society annual meeting*, Perth, WA.

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Schlecker, M. & Hirsch, E. (2000) 'Incomplete knowledge: ethnography and the crisis of context in studies of media, science and technology', *History of the Human Sciences*, vol. 14, no. 1, pp. 312-32.

Simons, R. C. (1996) *Bool!: Culture, Experience and the Startle Reflex*, Series in Affective Science, Oxford University Press, New York.

Stephen, M. (1979) 'Sorcery, magic and the Mekeo world view', in *Powers, Plumes and Piglets: Phenomena of Melanesian Religion*, eds N. Habel & G. Teller, Australian Association for the Study of Religion, Bedford Park, pp. 149-60.