

STYLE GUIDE FOR CONTENT CREATORS

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11 December 2020

ACKNOWLEDGEMENT AND DISCLAIMER

This paper builds upon work by Darryl Nixon of Sunset Publishing, Brisbane and Prof Angela Arthington, Honorary Editor of The Royal Society of Queensland.

DOCUMENT LIBRARY <https://www.parksleisure.com.au/library/>

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NARRATIVES <https://parcaustralia.com.au/>

Title – to fit on a single line, should include at least one or two keywords

Keywords

Body of the paper (should include side headings)

Photograph or graphic (desirable)

Conclusion

Disclaimer (disclose any conflict of interest; limitations of the work; any further research required).

References

Appendices (tables, photos and bibliographies)

Status statement (is the Narrative finalised; is it awaiting peer review; is it confidential to PLA? This material should appear in a footer.

Length

Target length is 1200 words. An absolute maximum of 2500 is permitted. If more than 1200, consider splitting into two subjects. References and appendices are additional.

Style

Font 11 point Calibri, single line space. Top and bottom margins 1.0 centimetres, left and right margins 2.0 cm. Left justified. Save in editable format (e.g. Word, not pdf, to allow peer review) with file name to include words from the title with no spaces (underscores permitted).

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Responsibility for confirming that the author is entitled to all material in the Narrative is upon the author. Quotations, images or tables sourced from others should be fully referenced.

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PROCESSING

Once a Narrative has been finalised in draft by the author, it can be sent to a Moderator or the Project Network Coordinator who will arrange single-blind peer review by two knowledgeable referees. Once peer-reviewed, a note to that effect will be added to the Narrative.

STYLE

Subheadings

Level 1:

Left Align, Bold, with Initial Capitals for Principal Words

Paragraph text underneath . . .

Level 2:

Left Align, Bold Italic, with Initial Capitals for Principal Words

Paragraph text underneath . . .

Level 3:

Bold with only first word and proper nouns capitalised. Paragraph text runs on . . .

Level 4:

Bold italic with only first word and proper nouns capitalised. Paragraph text runs on . . .

Body Text

Paragraphs should be separated by one line with no indentation.

Use of Italics

Italics should be used for genera and species, names of journals, books, newspapers and websites, pro-numerals (e.g. $n = 35$), and Latin words/terms (e.g. *sensu stricto*, *ad infinitum*, *per se*). Note: "et al." should be roman, not italic.

Numbers

Numbers below 10 should be spelt out (with the exception of measures, weights, etc., or when referencing data), as should numbers beginning sentences. Numbers containing five or more digits should include a comma (e.g. 50,000); however, four-digit numbers should not include a comma (e.g. 5000). Monetary values are an exception, as are columns of numbers in tables.

Units of measure, weight, etc., should be spaced (e.g. 200 mm; 20 cm; 100 km; 4.5 g).

Ranges of measure, years, pages, etc., should include an en dash rather than a hyphen (e.g. 20–30 cm; 2019–2020; pp. 354–360).

Special Characters

The characters below can be accessed via Microsoft Word's Advanced Symbol function (in the Insert menu), copied and pasted from the sample Word files provided, or inserted directly using the following keyboard shortcuts:

En dash

Windows: Ctrl + minus (minus on the numeric keypad)

Macintosh: Option + hyphen

Degree symbol

Windows: Alt + 0176 (numbers on the numeric keypad)

Macintosh: Option + Shift + 8

Quotations

Block quotations should be indented from the left, should be roman (not italic), and should *not* be enclosed in quotation marks. Quoted passages or words within a body-text paragraph should be enclosed in double quotation marks (with single quotation marks inside doubles where appropriate). Quotation marks around terms, etc., should be singles.

References

In the Literature Cited section, references should follow APA style (see examples at <https://apastyle.apa.org/style-grammar-guidelines/references/examples>).

Note: Where the reference includes a date, e.g. APA's Newspaper Article example:

Carey, B. (2019, **March 22**). Can we get better at forgetting? *The New York Times*. <https://www.nytimes.com/2019/03/22/health/memory-forgetting-psychology.html>

Transpose the month and day (Australian date style):

Carey, B. (2019, 22 March). Can we get better at forgetting? *The New York Times*. <https://www.nytimes.com/2019/03/22/health/memory-forgetting-psychology.html>

References in the body text should also follow APA style, e.g. Mather (1994); (King, 1993); (Fletcher, 1947; Anderson, 1954; Jones, 1966); Fletcher & Anderson (1967). Works by the same author(s) in the same year should be referenced as follows:

Jones (1993a) found that . . . whereas Jones (1993b) recorded a different outcome.

Use Jones (1993a,b) where a single reference is to two or more of the same author's works. Note that the letters are not assigned at random or based on their first appearance in the body text. The works are arranged in the Literature Cited section alphabetically by the first *principal* word of the title (i.e. not "A . . ." or "The . . .", and the "a", "b", etc., assigned in that order, e.g.:

Page, T., Rintelin, K., & Hughes, J. (2007a). An island in the stream: Australia's place in the cosmopolitan world of Indo-West Pacific freshwater shrimp (Decapoda: Atyidae: Caridina). *Molecular Phylogenetics and Evolution*, 43, 645–659.

Page, T., Rintelin, K., & Hughes, J. (2007b). Phylogenetic and biogeographic relationships of subterranean and surface genera of Australian Atyidae (Crustacea: Decapoda: Caridea) inferred with mitochondrial DNA. *Invertebrate Systematics*, 21(2), 137–145.

References in the body text are assigned "a", "b", etc., accordingly.

Figures/Illustrations

Photographic figures should be saved in JPEG format with image quality set to maximum, i.e. minimum compression. Scan at 300 dpi or more. As JPEG is a 'lossy' format, it should be avoided for graphs, maps, etc; use PDF.

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