

# STYLE GUIDE FOR AUTHORS OF PaRC NARRATIVES

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10 June 2021

## 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/>

Documents uploaded to the library will usually have been formatted by the author or publisher and that format will be retained. The format of the explanatory metadata is set by the upload software.

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

Narratives for the PaRC Australasia website <https://parcaustralia.com.au/> are intended to be written in the style of Wikipedia: crisply worded summaries of knowledge, written in a matter-of-fact, non-partisan, non-polemic manner of expression, with references to source materials, as a guide to non-experts to the topic discussed. They should cover one of:

- concept summary – an abstract topic such as “leisure” or “open space”
- subject summary – a tangible topic such as “artificial turf”
- geographical summary – a place-based topic such as “Boondall Wetlands”.

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

Categories – one or more of the 14 pre-established categories

Keywords – one or a small number of more specific keywords

Body of the paper – *may* include side headings such as:

Definitions

History

Current situation – main body of the explanation

Alternative viewpoints

Residual dilemmas, challenges, recommendations,

Personnel / personal

Data

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) Also, material that supports the analysis but would derail its logical flow if included within the text. These will be reduced to PDFs and included as internal hot links.

Status statement (is the Narrative finalised; is it awaiting peer review once or twice; is it confidential to PLA? This material should appear in a footer and can be added by the Moderator

Author’s name and any conflict of interest.

## Length

Target length is 250-1200 words. An absolute maximum of 2500 is permitted. If more than 1200, consider splitting into two subjects. References and appendices are additional. Longer narratives can be confined to a summary with

supporting material or a longer paper appended. Longer papers should be submitted for publication in magazines or scholarly journals and then referenced.

## Style

Font 11 point Calibri, single line space. Top and bottom margins 1.25 centimetres, left and right margins 2.0 cm. Left justified. Save in editable format (e.g. Word, not pdf, to allow copyediting and peer review) with file name to include author's surname and keywords from the title with no spaces (underscores permitted).

## COPYRIGHT POLICY AND CREATIVE COMMONS STATEMENT

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.

Unless otherwise negotiated, the Narrative will be published on the PaRC website with a Creative Commons licence CC-BY-ND 4.0. This licence allows others to reuse the work for any purpose, including commercially; however, it cannot be adapted then shared with others; and credit must be provided to the author.



<https://creativecommons.org/licenses/by-nd/4.0/> .

## 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. *senso 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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