

Guidelines for Authors

by the *Bulletin* editor, May 2021

*Following these guidelines helps me put the Bulletin together as quickly as possible. I want to stress, though, that **if you are unable to follow any of these instructions, that's ok**, just send me what you've got and I'll deal with it.*

Document format

Microsoft Word (.docx) is best. Avoid .pdf and .pages

Length of article

- Try to keep the article to no more than two pages (including image/s)
- Longer articles can be added to the website with a link from the *Bulletin*.

Headings & styles

- Please provide an interesting heading for your piece as well as a good number of interesting sub-headings – if the piece is long enough.
- Use Word's style functions, if you can:
 - Main heading – Heading 2 style
 - Sub-headings – Heading 3 style
 - Text – Normal style (Arial 10 point)
 - Quotes (longer than about 40 words) – (shorter quotes should be inline and identified with single quote marks)

Paragraphing

- No lines between paragraphs
- No indent
- Single space between sentences, rather than two spaces.

Spelling & punctuation

- Use Australian spelling (eg 'organisation', not 'organization')
- Italicise *Bulletin*, names of buildings (eg, *Bidura*)
- If using quote marks, use single not double quotes (except quote within quote)

Abbreviations

- Road – Rd
- Street – St
- Avenue – Ave
- The Glebe Society – do not abbreviate
- Other abbreviations – spell out the first time, eg Land and Housing Corporation (LAHC)

Conventions

- Dates: day/month, e.g., 3 May, not, e.g., 3rd May. No need for year if it is the current year.
- Time: 7 pm, not 7.00 pm etc
- No capital 'T' in 'the Glebe Society' (except at beginning of the sentence)
- 'Subcommittee' should be one word and used with a capital when referring to a particular subcommittee.
- Do not use titles such as Mr, Ms, Dr – names are adequate.
- Use for née, café etc.
- Use a hyphen (-) for double-barrelled words. Use an m-dash (–) elsewhere if Word doesn't autocorrect.

Weblinks

- If you're referring to a webpage, please include the full link. In the *Bulletin*, the full link (as opposed to a hyperlink) will be included as not everyone will be accessing the link from the electronic copy.
- Long URLs can be shortened e.g., <https://tinyurl.com/8u4phsep>

Footnotes

- Put at end of the article.
- Please do not use automatic Word footnotes (or endnotes) as they will appear at the bottom of the page (or end of the whole *Bulletin*)

Images

- Please provide images if possible, or advise me where I can find them.
- Provide images in an image format, not .pdf.
- Image size/resolution must be good.
- No thumbnails.
- Supply a caption either in the email with the image or in the article text. Name the photographer and/or copyright holder.
- Send images stand alone, not embedded in the text (or both if you want to make clear where the image should go)
- Feel free to supply extra images that can be used with the online article if there is insufficient space for all the images in the *Bulletin*.
- Bear in mind that the image may need to be cropped.

Calendar entries

- If you are referring to an event that can go in the 'For Your Calendar' section, it helps a lot if you write out the calendar entry with the following format: Day, date, time, event, location (as short as possible). Include this with your piece and I'll put it in the right section.

More information

If you want more information, email me via editor@glebesociety.org.au