

## **SUB-EDITOR SUBMISSION AND STYLE GUIDE**

### **Submission guidelines (print and online):**

- Word document (with the title and author's name at the top)
- Times New Roman font, size 12
- Saved under the author's surname and work's title.
- Highlight all *italics* in yellow.
- Author agreement attached
- Images: 300 dpi, saved under artist's full name.
- Ensure all track changes are finalised. e.g. saved with no mark-ups
- Emails subject-line: "SECTION" content for "ONLINE/PRINT"

Specific convention	Correct <i>Pelican</i> style rule
<b>Quotes</b>	<p>Double quote marks for dialogue. E.g. She paused and said, “Yes”.</p> <p>Single quote marks are used for quotes within quotes or to denote significant phrases or words, quite often in a sarcastic or self-effacing way. E.g. He was a ‘leader’ of sorts.</p>
<b>Long work titles ( films, TV series, album titles, books journals, websites, games, art and long poems, legislation )</b>	<p><i>The Beach, Australian Editor's Handbook, Breaking Bad</i></p> <p><i>Paradise Lost</i></p> <p><i>Copyright Act 1968</i></p>
<b>Short work titles (songs, essays and chapters)</b>	<p>‘Waltzing Matilda’</p> <p>the TV current-affairs program ‘The 7.30 Report’</p> <p>Murdoch’s essay ‘On Sitting Still’</p>
<b>Numbers</b>	<p>Spell out 1–99 in descriptive text (numbers bigger than ninety-nine in figures)</p> <p>She is twenty-three years old.</p> <p>He was 103 last week.</p>
<b>Dates</b>	30 April 1989, December 31st, the first of May, 14th October
<b>Decades</b>	<p>1980s <u>not</u> nineteen-eighties, eighties, ’80s</p> <p>NB - there is never an apostrophe; the s is not possessive:</p>
<b>Centuries</b>	<p>17th century. 4th century BC</p> <p>76 BC AD 1224</p>

<b>Time</b>	four in the morning, six o'clock, ten past seven, eight-fifteen, 6pm, 4.31am
<b>Age</b>	Spell out ages (e.g. in his seventies, eighty-two, eighteen years old, forty-fourth birthday)
<b>Title</b>	Mr Mrs Dr
<b>Abbreviations</b>	e.g. – for example i.e. – in other words etc. – so on, and so forth
<b>Contractions</b>	Contractions such as won't for will not, she's for she is, and isn't for is not should not be formally used in unless in reported speech or other quoted material.
<b>War</b>	World War I, World War II
<b>English (Australian) Spelling</b>	'recognise' not 'recognize' 'Organise' not 'organize' 'colour' not 'color' 'Oestrogen' not 'estrogen' We refer to the <i>Macquarie Dictionary</i> in most cases.
<b>Currency</b>	\$10, A\$55, \$5,000, two-dollar coin, seventy-three cents
<b>Measurements</b>	5 km 72 kg 22 C 98 per cent

<b>Capitalisation</b>	Capitalise pronouns e.g. names, organisations, qualifications and job titles e.g. BA Honours in Anthropology; a Senior Lecturer, World Health Organisation
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