

**STYLE GUIDE FOR MCC LIBRARY PUBLICATIONS**  
**Compiled by Margaret Birtley, Trevor Ruddell and David Studham**  
**September 2012**

**Submission of Manuscripts**

All editorial correspondence should be directed to...

Editor  
Melbourne Cricket Club Library publications  
PO Box 175 East Melbourne 8002  
Victoria, Australia

Or [library@mcc.org.au](mailto:library@mcc.org.au)

All manuscripts submitted for publication should be typed and follow the general conventions of Australian style as set out in the *Style Manual for Authors, Editors and Printers*, sixth edition, John Wiley & Sons, Canberra, 2002 ISBN 9780701636487, and as summarised in this document, noting that the “Documentary-Note system is preferred.

Submission of articles by email is preferred. The manuscript should be attached either in Word or Rich Text format. Submissions by CD-ROM or DVD (memory sticks are not accepted under the MCC IT policy) should be in Word for Windows (IBM format). All graphics imported into the Word document must also be supplied as separate files, preferably in high quality, 300 dpi, jpeg, tiff or eps format. Any alternative formats must be negotiated with the Editor prior to submission.

Material for consideration should deal with the economic, political, social, legal or philosophical significance of sporting activity or activity related to events and personalities associated with the Melbourne Cricket Club and Melbourne Cricket Ground. While most MCC Library publications and articles in the past have been on Australian sport and have had a strong historical focus, material on other societies and on contemporary sport may be submitted. Manuscripts must not be under review for any other publication at the time of submission.

Manuscripts for the library journal *The Yorker* should not normally exceed 5000 words in length, including notes. The submission of reviews and review essays should be negotiated beforehand with the editor. The length of articles, chapters or theses for publication as part of the *Library Research Publications* series must also be negotiated beforehand with the editor of *Library Research Publications*. The maximum length of a *Library Research Publications* volume is 50,000 words. Longer works may be considered by the editor in consultation with the Publications Committee. Shorter items of topical interest, reviews or notices should be submitted for publication in the *The Yorker*. The submission of material for publication on the library section of the MCC website should also be negotiated with the editor.

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## Style Guide for Publications

It is necessary that material submitted for publication should be written in clear English, be free from errors and be formatted in a consistent style. While original manuscripts may be submitted in a style of the author's choosing, it should be noted that all material eventually accepted for publication **must** be re-submitted according to the guidelines listed below. Adherence to the guidelines not only ensures consistency, but assists the work of the designer of the publications and leads to the publication of material in a timely manner. It is recommended that the guidelines be used as a checklist.

### Instructions for Authors and Editors

Contributors to *The Yorker* and guest editors of *Library Research Publications* volumes should ensure that manuscripts are appropriately formatted before submitting their text for review or pre-publication editing. The following list serves as a guide to formatting, with more extensive instructions provided in the *Style Manual for Authors, Editors and Printers*, sixth edition, John Wiley & Sons, Canberra, 2002.

- All text, including titles, abstracts, and indented quotes and material in tables, should be single-spaced and left-aligned in 12 point Times New Roman font
- One space should be left after every full stop
- One line should be left between paragraphs
- The beginning of paragraphs should not be indented
- Use single tabs only between columns and/or tables
- Lengthy quotations (of three or more lines) should be indented (without quotation marks or the use of italics) on the left. For example:

... the identification, analysis and degree of control exercised over risks that have the potential to threaten the assets or well-being of an enterprise. Control implies both the physical and financial steps which may eliminate or transfer the risk.

Or

Back in the pre-war days, tennis was generally considered an effeminate sort of game, which could only be played by wealthy people. Masculine fancy tended rather towards football and cricket than to lawn tennis, and the man who was seen carrying a tennis racquet was subjected to the good-natured ridicule of the passers-by.

- The abbreviation p. should be used for page, and the abbreviation pp. for pages. A space should be left after the full stop. For example:

M. Crotty, "'Loyal Scions of the British Race': Sport and the Construction of the Australian Public Schoolboy, c. 1870-1920', in M. Crotty and D. Scobie (eds), *Raiding Clio's Closet: Postgraduate Presentations in History 1997*, History Department, University of Melbourne, Parkville, 1997, p. 51.

Or

Murray Phillips, 'Football, Class and War: The Rugby Codes in New South Wales, 1907-1918', in John Nauright and T. J. L. Chandler (eds), *Making Men: Rugby and Masculine Identity*, Frank Cass, London, 1996, pp. 158-180.

- Use endings with '... ise', rather than '... ize'.
- Dates should be given as follows in both endnotes and within the text of any work: 20 November 2003; 1939-45; 1970s. For example:

R. Hinds and J. Niall, 'Public on the Outer', *Sunday Age*, 'Sport', 6 April 1997, pp. 12-13.

- Seasons that cover more than one calendar year should be denoted by a slash. For example:

Australia completed a whitewash of England with a 5-0 victory in the 2006/07 Ashes series.

- Numbers up to and including nine should appear in words (for example, five, nine), while numbers including and greater than ten should appear as numerals (for example, 10, 600, 5000). It is therefore preferable to avoid starting sentences with a numeral.

Note that match scores and results are exceptions to this rule. For example:

Morris (45 in 102 minutes), Bradman (132 in 197 minutes, 1 six, 8 fours) and Hassett (80 in 119 minutes, 9 fours) put Australia in a strong position, while fine bowling from Amarnath (4/78) and Mankad (4/135) restricted the final total.

- The Australian convention for cricket scoring (e.g. 4/78), not the English form (74/4) is used, regardless of the location of the match.
  - Notes must be kept to a minimum, numbered consecutively, be grouped at the end of the article and be left-aligned. In the case of *Library Research Publications* volumes, notes should appear as a separate file or at the end of the document, should start with '1' at the commencement of each chapter, with notes for each chapter placed in sequential order and sub-headed in order to be clearly identifiable to the editor.
  - Initial references to a book must adhere to the following format: Author (first name and surname is preferred, or initials and surname), Title (in italics), Publisher, Place (city of publication), Year, Page numbers.
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## Examples of Citations:

### Books, Monographs and Edited Volumes

Eric Dunning and Kenneth Sheard, *Barbarians, Gentlemen and Players: A Sociological Study of the Development of Rugby Football*, Routledge, London, 1979.

### Articles in Journals

Tony Collins, 'From Bondi to Batley: Australian Players in British Rugby League, 1907-1995', *The Yorker*, vol. 16, no. 2, May 2000, pp. 71-86. [Note: Lower case for volume and issue number is preferred. The month and year of publication should also be provided]

D. J. Blair, 'The Greater Game': Australian Football and the Army at Home and on the Front During World War I', *The Yorker*, vol. 11, no. 2, May 1995, pp. 91-102.

Nancy Theberge, 'Sport and Women's Empowerment', *Women's Studies International Forum*, vol. 10, no. 4, 1987, pp. 387-394.

K. Young, W. McTeer and P. White, 'Body Talk: Male Athletes Reflect on Sport, Injury and Pain', *Sociology of Sport Journal*, vol. 11, 1994, pp. 175-194.

### Reports

Australian National Audit Office, *Commonwealth Agencies' Security Preparations for the Sydney 2000 Olympic Games*, Performance Audit Report, no. 5, Commonwealth of Australia, Canberra 1998.

Organising Committee of the XVI Olympiad, Melbourne, 1956, *The Official Report of the Organising Committee for the Games of the XVI Olympiad Melbourne, 1956*, Government Printer, Melbourne, 1958.

### Legislation

*Olympic Games Act (Vic.)*, Government Printer, Melbourne, 1955.

### Judicial Decisions

*Blackler v. New Zealand Rugby Football League (Incorporated)* [1968] NZLR 547-573.

*MacNamara, Carter, Beckett, Adamson, Silva, Farrer and Mundine v. New South Wales Rugby League and another* [1997] NSW IR Commission, p. 123, 2 October 1997 at [www.austlii.edu.au/rugbyleague](http://www.austlii.edu.au/rugbyleague).

### Newspapers

Martin Blake, 'Collingwood's Great Win', *Age*, 'Sport', 20 August 2000, p. 3. [Note: *The* in the title of a newspaper is usually omitted]

C. Le Grand, J. Madden and B. Crawford, 'Sport and Poetry in the Eire', *Weekend Australian*, 1-2 November 2003, p. 1.

*Argus*, 27 July 1898. [Where no author or article title is recorded]

*Bowling and Lawn Tennis*, vol. 14, no. 26, 1913, p. 13.

*Outing*, no. 4, 1889, p. 289.

*Referee*, 24 May 1893, p. 3.

### **Unpublished Theses and Dissertations**

M. Stranger, 'Risk Taking and Postmodernity: Commodification and the Ecstatic in Leisure Lifestyles: The Case of Surfing', Unpublished doctoral thesis, University of Tasmania, 2001, p. 31. [Note: Where the Department or School is known, this should precede the institution.]

### **Websites and Electronic Sources**

The link provided should direct the reader to the precise location of the material cited, and the date when the source was accessed by the writer should be noted. The authors of specific articles on websites, or at least the organisation generating the website, should be listed whenever possible.

Australian Racing Board, <http://www.australian-racing.net.au/admin.html>, accessed 6 December 2002. [Note: The website address should be underlined]

Cool Running Australia, 3 Aug. 2001, [http://www.coolrunning.com.au/latestnews/2001\\_08\\_01\\_archive.shtml#4884870](http://www.coolrunning.com.au/latestnews/2001_08_01_archive.shtml#4884870), accessed 16 April 2004.

N. Yant, 'Features 14.7: Tara Dakides interview', *Transworld Snowboarding*, 1 March 2001, <http://www.transworldsnowboarding.com/snow/features/article>, accessed 10 March 2001.

- Subsequent references to the same item should appear in abbreviated form as follows: Author surname, Short title, Page number. Latin terms such as *ibid* or *op. cit.* should generally be avoided. For example:

Cashman, *Paradise of Sport*, pp. 3-5.

Hammersley and Atkinson, *Ethnography: Principles in Practice*, p. 124.

Mealey, 'Controversy Over Team Name'.

Stedman, 'From Gidget to Gonad Man'.

- Maximum capitalisation should be used for titles of publications. For example:

Jennifer Hargreaves, *Sporting Females. Critical Issues in the History and Sociology of Women's Sports*, Routledge, London, 1994.

- The abbreviation ed. (for editor) should be followed by a full stop. The abbreviation eds (for editors) should not be followed by a full stop. Both abbreviations should appear in brackets. For example:

Sandy Gordon and Ruth Sibson, 'Global Television: The Atlanta Olympics Opening Ceremony', in David Rowe and Geoffrey Lawrence (eds), *Tourism, Leisure, Sport: Critical Perspectives*, Hodder Education, Rydalmere, 1998, pp. 204-215.

Or

M. Duncan and M. Messner, 'The Media Image of Sport and Gender', in L. Wenner (ed.), *Media Sport*, Routledge, London, 1998, p. 180.

- Use single inverted commas for quotations, titles of newspaper articles, titles of chapters, and titles of journal articles. For example:

‘Digger History: An Unofficial History of the Australian & New Zealand Armed Forces’, <http://www.diggerhistory.info/pages-help/faq.htm>, accessed 15 May 2005

R. Mealey, ‘Controversy Over Team Name’, AM Archive, ABC Radio, 3 August 2001, <http://www.abc.net.au/am/stories/s340269.htm>, accessed 16 April 2004.

For a more extensive analysis of methods of citation, see the “Documentary-Note System” section commencing on page 208 of chapter 12 in *Style Manual for Authors, Editors and Printers*, sixth edition, John Wiley & Sons, Canberra, 2002.

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### **Conventions for a Bibliography in a *Library Research Publications* Volume**

For a bibliography in a *Library Research Publications* volume, the convention reverses, so that the surname appears before the author’s name or initial. This applies to each of the above forms of publication. The total number of pages in articles and chapters in edited anthologies should be provided. For example:

Phillips, Murray, ‘Football, Class and War: The Rugby Codes in New South Wales, 1907-1918’, in John Nauright and T. J. L. Chandler (eds), *Making Men: Rugby and Masculine Identity*, Frank Cass, London, 1996, pp. 158-180.

Mealey, R., ‘Controversy Over Team Name’, AM Archive, ABC Radio, 3 August 2001, <http://www.abc.net.au/am/stories/s340269.htm>, accessed 16 April 2004.

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**Note:** Any other queries relating to style or format should be directed to the Editor.