

Colloquy styleguide

Effective 11 June 2008

Punctuation

Commas and full stops should be placed inside quotation marks. Semicolons, colons, question marks, and exclamations marks should be placed outside quotation marks.

Use double quotation marks at first instance whenever quotation marks are required: for quotations, “scare quotes,” and article titles. Use single quotation marks whenever quotation marks are required within other quotation marks. Do not put a space between a double quotation mark and a single quotation mark.

FOR EXAMPLE: “These percepts are what Woolf called ‘moments of the world,’ in which the mode of individuation of ‘a life’ does not differ in nature from that of ‘a climate,’ ‘a wind,’ ‘a fog,’ or ‘an hour of the day.’”

Spelling

Use Australian spelling (which is largely identical to British spelling) rather than American spelling.

FOR EXAMPLE: USE humour, theatre, realise RATHER THAN humor, theater, realize

All non-English words should be in italics.

Do not abbreviate words.

FOR EXAMPLE: USE it is, does not RATHER THAN it’s, doesn’t

This applies equally to common abbreviations from other languages.

FOR EXAMPLE: USE for example, that is, and so on RATHER THAN e.g., i.e., etc.

Names

The first time you use a name, use the full established name.

FOR EXAMPLE: Maurice Blanchot, C S Lewis

Subsequently, use only the surname.

FOR EXAMPLE: Blanchot, Lewis

Do not use full stops after initials.

Ellipses

The ellipsis is a sequence of three dots where the spacing between them is part-way between a normal space and nothing.

Format the ellipsis correctly. (Note: *Microsoft Word* commonly inserts an ellipsis when three consecutive full stops are typed; it is also one of the standard Symbols.) Do not approximate the ellipsis with three consecutive full stops, or three consecutive full stops separated by spaces.

FOR EXAMPLE: USE ... RATHER THAN ... OR . . .

Leave a space before and after an ellipsis.

FOR EXAMPLE: The object ... is found.

Exception: a space is not required when it would be at the start or end of a sentence (this occurs most often in quotations).

FOR EXAMPLE: "... because collective consciousness is often inactive."

When using an ellipsis within a quotation to indicate cut material, do not use square brackets or parentheses.

FOR EXAMPLE: DO NOT USE [...] OR (...)

(Of course, if the original contains an ellipsis, render it exactly as it appears: that is, with or without square brackets or parentheses.)

Dashes and hyphens

For words, use the en-dash rather than the em-dash, the hyphen, or the double hyphen.

FOR EXAMPLE: USE – RATHER THAN — OR - OR --

Insert a single space on either side of the en-dash.

FOR EXAMPLE: The universal – the absolute – is to be considered separately.

For numbers, use the hyphen. Insert no space on either side of the hyphen.

FOR EXAMPLE: 143-5, 1770-1827

Page numbers

When citing a range of pages, use the fewest numerals possible.

FOR EXAMPLE: USE 132-5 NOT 132-35 OR 132-135

Exception: if a number ends in 10-19 inclusive, include those final two numerals but otherwise use the fewest numerals possible.

FOR EXAMPLE: USE 114-16 NOT 114-6

Dates

Render dates with the month in words separating the day and year in numbers.

FOR EXAMPLE: 26 August 1980

When citing a span of years, if the first year ends in 00-09 inclusive, give the second year in full.

FOR EXAMPLE: USE 1800-1809, 1805-1840 NOT 1800-9, 1800-09, 1805-40

In all other cases, give only the last two digits of the second year.

FOR EXAMPLE: USE 1783-85 NOT 1783-1785 OR 1783-5

Do not insert an apostrophe after the number when referring to a decade or century.

FOR EXAMPLE: USE the 1960s, the 1700s NOT the 1960's, the 1700's

Parenthetical commas

Commas, when functioning parenthetically, must either appear in pairs or both be absent.

FOR EXAMPLE: WRITE The first clause, or more broadly the entire first sentence, is syntactically correct. NOT The first clause, or more broadly the entire first sentence is syntactically correct.

This rule still applies when another comma is nearby. (Consider whether the removal of either the single comma or the parenthetical pair may prevent awkwardness.)

FOR EXAMPLE: WRITE Joyce proceeds timidly but, despite this, his syntax is confident. OR Joyce proceeds timidly, but despite this his syntax is confident. NOT Joyce proceeds timidly, but despite this, his syntax is confident.

Serial commas

The serial comma – sometimes called the Oxford or Harvard comma – is a comma appearing after the second last item in a list of three or more items.

The use of the serial comma is required where its absence would result in ambiguity, and otherwise is preferred. Its removal is allowed only where its presence would be brutal.

FOR EXAMPLE (REQUIRED): WRITE Writers such as Foucault, Derrida, and Deleuze and Guattari understand this. NOT Writers such as Foucault, Derrida and Deleuze and Guattari understand this.

FOR EXAMPLE (PREFERRED): WRITE These might be prejudices on the basis of class, race, or gender. NOT These might be prejudices on the basis of class, race or gender.

Translations

Translations, whether from English to another language or vice versa, may appear either in parentheses immediately after the text or in an endnote, depending on the significance of the translation for the point being made.

References

The first time you refer to a reference, use the full reference. Subsequently, use the shorter reference. In the full reference, all names are to be full names. In subsequent references, use the surname only.

Use endnotes. Do not use footnotes, or a list of cited works or a bibliography at the end of the article, or in-text parenthetical references.

FOR EXAMPLE: DO NOT USE (Burke, 1992: 123)

Endnote numbers should follow commas, full stops, question marks, exclamation marks, and quotation marks, but should precede semicolons and colons. It is preferable to place endnote numbers at the end rather than in the middle of a sentence.

Do not use Latinate abbreviations in endnotes.

FOR EXAMPLE: DO NOT USE *ibid*, *op. cit.*

Note: an exception to the rule against in-text parenthetical referencing is to be made if the article is concerned with one reference in particular. In this case, on first mentioning the work, give the full reference in an endnote, and indicate in the endnote that subsequent references will be given parenthetically in the main body of the text.

FOR EXAMPLE: (IN ENDNOTE) Wallace Stevens, *The Palm at the End of the Mind: Selected Poems and a Play*, ed Holly Stevens (New York: Alfred A Knopf, 1971) 127. All in-text parenthetical references are to this book.

For subsequent parenthetical references, use (page number) after the quotation from the work.

FOR EXAMPLE: "... was to be found" (127).

All of the specific types of reference below refer to single authors, translators, and editors. Where there are two authors, link them with "and"; for three or more authors, use commas after the initial authors and "and" before the last – the same applies for multiple translators and editors.

Books

For the first reference, use author, *full title*, trans translator, ed editor (place of publication: publisher, year of publication) page number.

FOR EXAMPLE: Georg Wilhelm Friedrich Hegel, *Phenomenology of Spirit*, trans A V Miller (Oxford: Oxford University Press, 1977) 127.

If there is no translator, remove the entire “, trans translator” including the comma. If there is no editor, do likewise.

For a subsequent reference, use author’s surname, *title (shortened if necessary)* page number.

FOR EXAMPLE: Hegel, *Phenomenology* 127.

Journal articles

For the first reference, use author, “full title”, trans translator, *journal name* volume (year) page number.

FOR EXAMPLE: Elizabeth Grosz, “A Thousand Tiny Sexes: Feminism and Rhizomatics”, *Topoi* 12 (1993) 167.

If there is no translator, remove the entire “, trans translator” including the comma.

(Note: references to journal articles are an exception to the rule requiring commas to be placed inside quotation marks.)

For a subsequent reference, use author’s surname, “title (shortened if necessary)” page number.

FOR EXAMPLE: Grosz, “Thousand Tiny Sexes” 167.

Chapters in books

For the first reference, use author, “full chapter title”, trans translator, in *full collection title*, ed editor (place of publication: publisher, year of publication) page number.

FOR EXAMPLE: Alphonso Lingis, “Animal Body, Inhuman Face” in *Zoontologies: The Question of the Animal*, ed Cary Wolfe (Minneapolis: University of Minnesota Press, 2003) 168.

If there is no translator, remove the entire “, trans translator,” including both commas. If there is no editor, remove the entire “, ed editor” including the comma.

(Note: references to chapters in books with a translator are an exception to the rule requiring commas to be placed inside quotation marks.)

For a subsequent reference, use author’s surname, “title (shortened if necessary)” page number.

FOR EXAMPLE: Lingis, “Animal Body” 168.

Online articles

For the first reference, use author, “full title”, *name of online journal or web site*, date posted (or, if revised, date revised), name of institution or organisation affiliated with site, date of access: date accessed, <url>.

FOR EXAMPLE: Paul Atkinson, “The Visualisation of Utopia in Recent Science Fiction Film”, *Colloquy*, 5 December 2007, Monash University, date of access: 6 December 2007, <<http://www.colloquy.monash.edu/issue14/atkinson.pdf>>.

For a subsequent reference, use author’s surname, “title (shortened if necessary)”.

FOR EXAMPLE: Atkinson, “Visualisation of Utopia”.

(Note: references to online articles are an exception to the rule requiring commas and full stops to be placed inside quotation marks.)