

Guidelines for Authors, Editors and Proofreaders

Updated April 2024

Note for Authors: Following these guidelines (or 'style guide') helps us put the *Bulletin* together as quickly as possible. We stress, though, that if you are unable to follow any of these instructions, that's OK, just send us what you've got and we'll deal with it.

The *Bulletin* is produced in several formats: printed, as an electronic pdf that is emailed to members and put on the website, and as posts (articles) on the website. These guidelines cover all three formats.

Document format

- Microsoft Word (.docx) is best.
- *Note for proofreaders and editors:* You will be editing the articles as Google Docs on Google Drive, following these guidelines (style guide).

Length of articles

- Try to keep the article to no more than two pages, including images.
- Very long articles may need to be split up over more than one *Bulletin*.
- Longer articles can be added to the website with a link from the printed or pdf *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 1' style
 - Sub-headings – 'Heading 2' style
 - Text – 'Normal' style (Arial 10 point, space after paragraph = 6 pt)
 - Quotes (longer than about 40 words) – use 'Quote' style. Shorter quotes should be inline and identified with single quote marks, not italics.
- Don't over-use capitals. For example, headings in the form of a clause or sentence should only use upper case in the first word and for proper nouns.

Spacing & paragraphs

- No lines between paragraphs (a space after a paragraph should appear if 'Normal' Word style is used).
- No indent.
- Single space between sentences, not two spaces.
- Avoid unnecessary extra spaces before or after words.

Spelling & punctuation

- Use Australian spelling (e.g. 'organisation', not 'organization') – you may need to set the spelling to Australian English in Microsoft Word.
- Italicise *Bulletin*, names of buildings (e.g. *Bidura*).

- If using quote marks, use single, not double, quote marks (except a quote within quote).

Abbreviations & acronyms

- Do not abbreviate Road, Street, Avenue, etc. They are used in full.
- The Glebe Society – do not abbreviate (but it is OK where appropriate and obvious to refer to ‘the Society.’)
- Other abbreviations – spell out the first time, placing the acronym in brackets. After that, the acronym can be used, e.g. first use: Land and Housing Corporation (LAHC); thereafter: LAHC

Numbers, times & dates

- Dates: day/month, e.g. 3 May, not 3rd May. No need for the year if it is the current year. Put the day of the week first if using, e.g. Sunday, 1 July.
- Time: 7 pm with a space after the number. 7.30 pm is OK but not 7.00 pm or 7pm. For duration, use the format 2–4 pm or 11 am–1.30 pm.
- Ranges for numbers including years: use the format 143-149 (not 143-9) and 2014-2016 (not 2014-6).

Conventions

- No capital ‘T’ in ‘the Glebe Society’ (except at beginning of the sentence).
- ‘Subcommittee’ should be one word with a capital when referring to a particular subcommittee. Note the name of the Blue Wren Subcommittee (not Blue Wrens or Wren’s).
- Do not use titles such as Mr, Ms, Dr – names are adequate.
- Use accents for née, café etc.
- Use a hyphen (-) for double-barrelled words, but not in place of dashes. Dashes are slightly longer than a hyphen. (Dashes can be produced in a Word document by typing two hyphens together which Word will convert to a dash; alternatively select a dash from the ‘Insert/Symbol’ menu.)
- Use e.g. without a following comma. When used within a sentence in full, use a comma before and after. E.g. *The Council, for example, requires*
- Addresses: Addresses should include the suburb (e.g. Glebe or Forest Lodge) or town, but not the state or postcode (unless outside NSW).
- Don't forget Forest Lodge! ‘Glebe’ can be an acceptable shorthand for the whole of the 2037 area but don't forget that many of our members live in Forest Lodge.
- *Note for proofreaders and editors:* Put the name of the author(s) in a byline. Usually these will be in the format <By><name,><role (if any)> E.g. *By Ian Stephenson, Planning Convenor* or *By Andrew Wood, Blue Wren Subcommittee Convenor*

Weblinks

- If you’re referring to a webpage, please include the full link (URL). In the printed *Bulletin*, the full link (as opposed to a shortened 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>. To create a shortened URL go to <https://tinyurl.com/app>.
- If referring to a Glebe Society document in an article, e.g. a letter to or from Clover Moore, please supply a copy so it can be uploaded to the website and a link added. If it is already on the website, please include the URL.
- Please check that links work and go to the intended webpage.

Footnotes & endnotes

- Put at the end of the article. (Do not use Word footnotes or endnotes to automatically link them to the text).

Images

- All articles should ideally have images, as it makes the articles much more attractive. Please

provide an image or images. If unable to, please advise the Editor where to find them or suggest a topic for an image (e.g. 'Please include a photo or map showing xyz, if possible'). There are lots of images used previously in *Bulletins* and on the website that can be re-used.

- Images should be submitted as email attachments. The image can also be included in the article to make clear where the image should go. Alternatively, text can be used to indicate image placement (e.g. 'Insert photo of Mrs Bloggs here').
- Provide images in a commonly-used image format, e.g. .jpg, .png, .gif).
- Images should generally not be cropped before submitting. This leaves some wriggle room for the editorial team to adjust the image to fit during layout and posting.
- Feel free to supply extra images that can be used in the print or pdf *Bulletin* if there is space, or in the online article.
- The quality and relevance of the image is important too. The image size/resolution must be good. As a guide, images with a file size of less than about 200 KB may not reproduce well.
- If an image is a screenshot from an online document, please make sure it is a good quality image. It's a good idea to make the image as large as possible on your screen when taking the screenshot.
- If you want to use an image from a previous *Bulletin* article posted on our website, it may not be good enough quality as it will have been resized for the web to low resolution. In that case, let the Editor know and the original image can be located and used.
- Images that are too small or poor quality will not be used in the *Bulletin*.

Captions to images

- Include captions for images in the article text. It is essential that the caption name the image's source, the photographer and/or copyright holder. If images are under copyright, permission may be needed to use them. It's not enough to just name the copyright holder.
- The caption should be clear as to what the image is depicting or highlighting.
- Captions should be in italics. Use the format <subject><(Image/Photo/Source: name of source, photographer, copyright holder etc)>.
- Figure numbers are generally not necessary but can be included if it helps clarify which image is being referred to.
- Examples:
 - *Corner of Eglinton and Glebe Point Road (Photo: Phil Vergison)*
 - *Member for Balmain, Kobi Shetty (Source: www.greens.org.au)*
 - *The Dudley Cantrell Band playing in Grace Bros auditorium, 1937. (Image: Sam Hood, State Library NSW)*

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.

Bulletin editorial policy

- All articles must comply with the [Bulletin editorial policy](#) endorsed by the Mgt Committee.
- Key elements of this are that:
 - The Society does not publish material which is discriminatory, sectarian, or party political or likely to be seen as offensive or culturally insensitive.
 - Subcommittee contributions to the *Bulletin* should be consistent with existing Glebe Society policy. If they are not, the Convenor should seek clearance for publication from the management committee.
 - If it is anticipated that problems may arise from the publication of an article, the Editor will consult with the President or the Vice-President if the President is not available.

- The Editor may alter copy in order to:
 - maintain consistent usage e.g. date, spelling, punctuation, etc. (as per these guidelines)
 - clarify meaning, or
 - for reasons of space, provided deletions do not change the overall impact or meaning of the article.
- Other changes must not be made without the author's approval. Should it not be possible to achieve this by the publication deadline, the article will be held over until the author has been consulted.