



# Australian Jewish Historical Society

## AJHS Journal - Style Guide

Quotations from the works of others must include complete references and, in the case of translations, the name of the translator. Biblical quotations should normally follow the Jewish Publication Society of America translation.

Where individuals are mentioned in the text, the person's full name and dates of birth and death must be given the first time the person is referred to. Thereafter it is enough to give the surname. First names and surnames must follow the person's own usage, for example Rabbi Osher (not Asher) Abramson.

Hebrew or Yiddish words must be given in transliteration and placed in italics. The Israeli pronunciation of Hebrew should be followed, for example *Shabbat*, not *Shabbos*. Words which end with the Hebrew letter *hey* should have an "h" at the end, e.g. *Torah*, not *Tora*. No distinction should be made between *aleph* and *ayin* or between *tet* and *tav*. *Het* should be 'h', not 'ch' (for example. *herem*, not *cherem*); *khaf* should be 'kh', not 'ch' (e.g. *melekh*, not *melech*). In case of doubt, consult the editorial committee.

1) DATES - Day Month Year - NO PUNCTUATION - for example 6 March 1939.

2) QUOTATIONS

Short Quotation - Use single quotation marks and then give the reference number.

Longer Quotation (2 -3 lines or more) - Indent the quote and do not use quotation marks.

Quotation Marks - Use single quotation marks.

Only for a quote within a quote use double quotation marks.

3) PARAGRAPHS

Do not leave a space between paragraphs. Tab (indent) new paragraphs.

4) ITALICS

i) foreign words, for example *Kindertransport*.

ii) the name of a ship - *ss Radnik*.

iii) the name of a newspaper – *The Sydney Morning Herald*.

5) INVERTED COMMAS

Use single not double, with double for a quote within a quote.

6) SUB-HEADINGS

Should be left justified, in capitals, bold.

7) YEARS

For example - 1930s (do not use an inverted comma).

8) CENTURIES

Write in full, for example - nineteenth century.

## 9) NUMBERS

Numbers one through ten should be written full; 11 thereafter use numerals.  
Similarly per cent in the text but % in tables.

## 10) ABBREVIATIONS

Abbreviations should not be used,

- i) e.g. should be 'for example'
- ii) i.e. should be 'that is'
- iii) avoid using etc, as it does not add extra meaning.

## 11) CAPITAL LETTERS AND FULL STOPS

Minimize the use of capital letters and full stops, except after initials for names.  
For example – prime minister, government, parliament, J.V. Brown.

## 12) ENDNOTES

ALL NOTES SHOULD BE ENDNOTES, DO NOT USE FOOTNOTES.

### i) Books

Endnotes should be in the following sequence:

Author, Title, Place of publication, publisher, date of publication.

Publication details should be included within brackets.

Include the actual page reference(s). Use p. pp.

The title should be in italics.

There should be a colon after the place and a comma after the publisher's name.

Nachum Amsel, *The Jewish Encyclopedia of Moral and Ethical Issues* (New Jersey: Jason Aronson, 1996), p. 327.

R. Brasch, *The Judaic Heritage: Its Teachings, Philosophy and Symbols* (New York: David McKay, 1969), pp. 81- 96.

### ii) Articles

When quoting from an article, give the author, title of the article in single quotation marks, title of journal in italics, volume, number/part, date and page references. You can shorten volume to vol., number to no., and part to pt. Please use lower case

M. Kern, 'The Emigration of German Sinologists 1933-1945', *Journal of Oriental and African Studies*, vol. 118 (1998), pp. 507-29.

### iii) Chapter in Book with separate author

When quoting from a chapter, give the author, the title of the chapter in single quotation marks, the editor, the title of book in italics, the place of publication, the publisher, the date of publication.

### iv) Websites

When quoting or using information from a website, provide as much information as possible, including the website address, and the date you accessed the web.

Do not copy straight from a website without a reference as this is plagiarism.

v) Multiple references

- a) When referring to the same reference immediately for a second time, it is only necessary to state Ibid.
  - b) if you are referring to a different page, you should give the new page reference after the Ibid,
  - c) if you refer to same work later in the text, you give the author's surname and then write op. cit. (or short title of work), followed by the page reference.
  - d) if you are using more than one work by the same author, you give the date of publication as well to indicate which book.
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