



## *Passengers' Log*

### **Submission Guidelines & Style Guide**

*The Passengers' Log* is the journal of The Sydney Passengers and is produced three times a year. All contributions are welcome.

#### **1. Submitting Items**

- Please send submissions to the Navigator at [passengerslog@yahoo.com.au](mailto:passengerslog@yahoo.com.au).
- All submissions must be sent electronically. If you cannot submit items electronically, please contact the Navigator to arrange an alternative method of submission.
- Hard copy submissions, untyped email submissions and PDF submissions cannot be accepted due to the resource required to convert or re-type the document.
- Acceptance of submissions is at the discretion of the Navigator and submissions not meeting the formatting, citation or other requirements outlined in this guide may be returned to the author for adjustment and re-submission.

#### **2. Editorial Changes**

- The Navigator reserves the right to make minor changes to submissions for clarification or to conform with this style guide e.g. punctuation, spelling, correction of typographical errors, small changes to sentence structure.
- Other changes may be requested in consultation with the author. Should the author not wish to negotiate such changes, the Navigator may choose to reject the submission in its entirety.

#### **3. Document Format**

- All submissions must be typed as a Word document using the following formatting:
  - A commonly used font (e.g. Times New Roman, Arial or Calibri) in 12 pt.
  - Basic formatting only (e.g. bullets, italics, footnotes).
  - Single line spacing.
  - Single spaces between sentences within paragraphs (not double spaces).
  - No space between paragraphs (the layout process adds this automatically).
  - No indentation at the beginning of paragraphs.
  - No page numbers, headers or footers.
  - No special formatting, such as automatic hyphenation/indentation or justification, as these are set automatically in the layout process and may need to be edited out. If you need special formatting (e.g. tables) contact the editor to discuss the best way to prepare your copy.
- Insert the title of the article and the name of the author at the beginning of the document.

#### 4. Spelling

- Generally, use British spelling (e.g. “colour” rather than “color”, “referred” rather than “refered”, “recognise/organise” rather than “recognize/organize”).
- The spell check facility in Word can be set to “English (Australia)” if this is of assistance (Review Tab>Language>Set Proofing Language) but do not rely on spell check to pick up all spelling errors or to choose the correct form of a word.

#### 5. Punctuation

- Punctuation should conform to common British usage.
- Do not overuse punctuation. Especially do not overuse commas. Long sentences with a lot of commas might more appropriately be shortened into two or more sentences.
- Do not use the Oxford comma i.e. use “red, white and blue” not “red, white, and blue” unless the extra comma is essential for clarity.
- Only use colons, semi colons, brackets, etc when sure that their use is appropriate.
- Do not use underlining for emphasis within sentences. If a word needs to be stressed use italics but be sparing with this usage.
- Where a proper name ends in “s” and an indication of ownership is needed, use an apostrophe on its own (e.g. “Holmes’ pipe” rather than “Holmes’s pipe”).
- When using abbreviations, if the final letter is also the final letter of the full word do not use a full stop e.g. “Dr” not “Dr.” or “Mr” not “Mr.”
- Do not use full stops for acronyms e.g. “NATO” not “N.A.T.O.”

#### 6. Quotations

- Use double quotation marks for speech or quotations (e.g. He told me, “That is not true” or “To be or not to be, that is the question”).
- Use single quotation marks for speech within a quotation (e.g. “‘I’m afraid, Watson, that I shall have to go,’ said Holmes.”).
- Lengthy quotes of a paragraph or more can be indicated with italics as this is how they will be set in the *Log*.

#### 7. Names of publications

- The names of publications should be indicated in one of the following two ways:
  - For whole books, newspapers or magazines use italics e.g. *The Hound of the Baskervilles*, *The Passengers’ Log*, *The Strand Magazine*. Italics can also be used for the names of films, TV series, websites etc (which count as publications for this purpose).
  - For extracts, articles or smaller works, including short stories within a book or magazine, use single quotation marks e.g. ‘A Scandal in Bohemia’, ‘Was Dr Watson Australian?’ ‘The Dynamics of an Asteroid’.
- Do not use full CAPITAL LETTERS, underlining or **bolding** for titles.
- If a Canonical story is only mentioned once in a submission, its full title should be used rather than its abbreviated form e.g. ‘A Scandal in Bohemia’ rather than ‘SCAN’. Where a story is mentioned often in the submission, it should be referred to in the first instance as its full title, and then in its abbreviated form for subsequent mentions e.g. ‘A Scandal in Bohemia’ (SCAN) and thereafter as SCAN.

## 8. Images

- Please supply images as separate JPEG files or, if the number of images may exceed email limits, as a zip file. Providing images via a link to a file sharing site such as Dropbox is also acceptable.
- Generally, hard copy images are not accepted but, if the Navigator agrees to accept them, they need to be good enough quality for scanning purposes.
- Minimum dimensions for images should be 1000 x 750 pixels (equivalent to a minimum size of 200 KB) in order to ensure good quality printing.
- Do not embed images within your Word document, as the Word file and jpg files need to be imported separately into the layout program.
- To assist in placing the images in your preferred location:
  - Name images clearly e.g. Image\_1.jpg or Doyle\_1895.jpg.
  - Indicate the preferred location of an image using e.g. [Insert Image\_1 here] or [Insert Doyle.jpg here]. For clarity, this can be written in a separate line, **in a different font colour** or in **highlighted text**.
- Provide suggested captions for images as a separate list at the end of the submission e.g. Image\_1 (Caption: Walter Paget, brother to Sidney Paget), Doyle.jpg (Caption: Arthur Conan Doyle with Jean Leckie)

## 9. References and Citations

References and citations acknowledge the contribution of other writers and researchers in developing your work. If these are not provided, the original author may consider any usage without permission to be a breach of copyright. Two types of reference are generally used:

- A reference list, also known as a bibliography, provided at the end of an article.
- Footnotes, also known as citations, inserted on the page in which a work is specifically referenced within the article.

### 9.1 Reference List / Bibliography

- Please provide a list at the end of your article acknowledging:
  - All works consulted in researching and developing your submission.
  - All works quoted from or heavily paraphrased within your article.
- The reference list must acknowledge not only books and journal articles but newspapers, papers presented at meetings, websites, blogs, audio-visual material etc.

### 9.2 Footnotes/Citations

- Please insert a footnote on the page on which someone else's work is referred to.
- Footnotes must appear at the bottom of the page, numbered consecutively throughout the article, using the Word footnote facility (CTRL+ALT+F will insert a footnote).
- Footnote citations should include the author, name of the publication, the publisher, publication year, and page/s where the reference was found. For non-print publications, variations on the above should be used.
- The following citation methods are **not** acceptable as they must be converted to conventional footnotes by the Navigator:

- Endnotes.
- Manually created footnotes.
- In text references.
- Scientific style citation (e.g. APA style) where references are parenthetically inserted into the text (these can be confusing to the general reader).

Submissions which include these will be returned to the author for conversion to conventional footnotes.

- References to Canonical stories:
  - These do not need footnote citations as there are so many different editions available.
  - If a story is referred to but not named in the text of the article, its name can simply be cited in a footnote without publication details (e.g. 'The Dancing Men'). Alternatively, consider adding the title into the text for clarification.
  - If you feel you must cite a page number for a Canonical story, it is acceptable to use *The Penguin Complete Sherlock Holmes* as a reference.

### 9.3 Subsequent references to an already cited work

- There is no need to repeat the full citation when referring to an already footnoted work. Simply include the cited author and page number e.g. Jackson, p.18.
- If multiple works by the same author are cited in the article, further identifying detail such as year of publication or shortened version of the title may be required for subsequent citations e.g. Eccles (1997), p.20.

### 9.4 Citation Examples

#### **Book:**

Eccles, Peter *The Industrial Revolution Revisited: Social Reform in London, 1850-1900*. London: Methuen, 1997, pp.14-28.

#### **Article in book:**

Jackson, Glen 'Locating Baskerville Hall' in Smith, John (Ed.) *Essays on Sherlock Holmes 1980-2000*. London: Black Dog Books, 1980, pp.16-46.

#### **Journal Article:**

Utechin, Nicholas 'Professor James Moriarty 1836-1891' in *BSJ* 24. No. 1, June 1974, pp. 82-83. *(please include volume, issue number and date)*

#### **Newspaper article:**

Doyle, Sir Arthur Conan 'There Are Fairies at the Bottom of My Garden' in *The Times* (London), 22 May 1920, p.14. *(note that the same newspaper titles might occur in many places in the world, hence the need for a city)*

#### **Website article:**

Potter, Henry 'Sherlock Holmes – The First Superhero' in *The Guardian* 29 Feb. 2012, <http://www.guardian.co.uk/1v393holmess221b>. Accessed on 20 March 2012. *(please include access date as websites can be updated or move content)*

#### **Audio-visual Material:**

*Sherlock Holmes: The Ultimate Documentary* (ep.1) BBC Television, 2002.

## 10. Use of AI

- Use of Artificial Intelligence tools (e.g. ChatGPT, Copilot, Gemini, Claude etc) is permissible but must be declared when submitting an article for consideration.
- AI tools might be used to aid the writing process but the editorial team reserves the right to reject articles entirely compiled and composed by AI.
- Where AI tools have been used to gather information it is expected that the author will have separately fact checked such information prior to submission.
- Tools commonly used in word processing such as spell check and thesaurus do not need to be declared.

## 11. Reviews

A review is a critical analysis of a publication (written work, play, film, TV series, website etc).

- Do not spend too much time describing the content of the work but rather concentrate on what you liked or disliked about it, its successes and failures and so on. Rewrites may be requested where reviews only describe the plot/content of the item being reviewed.
- At the start of the review, on separate lines, state:
  - Name of work being reviewed.
  - Name of author.
  - Reviewed by [insert reviewer's name].
- At the end of the review state the publication details:
  - Publisher.
  - Year of publication.
  - Type of publication (hardback/paperback/eBook).
  - Page count.

Example: MX Publishing, 2012, paperback, 211pp.

- If the work being reviewed is not a text publication include any appropriate details such as production company, movie distributor, DVD distributor, duration, number of episodes etc, Example: *Young Sherlock Holmes*, Paramount Pictures, 1985, 1hr 49min.

## Further Guidance

If further guidance is needed, please feel free to consult any style guide commonly used in the humanities, such as the *Chicago Manual of Style* (Notes and Bibliography style) which is available free online: [https://www.chicagomanualofstyle.org/tools\\_citationguide/citation-guide-1.html](https://www.chicagomanualofstyle.org/tools_citationguide/citation-guide-1.html) or MLA <https://style.mla.org/works-cited/citations-by-format/>

If you are unsure as to any aspect of style not covered above, or have any difficulty in making a submission to the *Log*, please contact the Navigator or the Officer Of the Watch:

- Erin O'Neill – [passengerslog@yahoo.com.au](mailto:passengerslog@yahoo.com.au)
- Rosane McNamara – [rosanemcnamara@gmail.com](mailto:rosanemcnamara@gmail.com)