Guidelines for submissions to *Australian Garden History*
February 2023

Thank you for enquiring about submitting an article to *Australian Garden History.* The quarterly journal *Australian Garden History* publishes informative and interesting articles about garden and landscape history, significant gardens and people or movements, and conservation issues, especially, of course, in Australia. *Australian Garden History* is not a refereed journal. These guidelines have been written to give you an idea of the process of preparing and submitting an article, and the process after acceptance of an article.

Subject matter

Australian Garden History's primary readership is members of the Australia-wide Australian Garden History Society. Current circulation is about 1300 printed copies, plus digital access (limited in the first two years after publication). Papers can concern a single garden or a broad issue to do with significant Australian public and private gardens and cultural landscapes, advocacy issues and related topics. The style is serious but entertaining, written in engaging language. The design is contemporary.

The society's membership is very diverse, and with a wide range of backgrounds – among our members we have gardeners, horticulturists, tree specialists, botanists, architects, artists, teachers, historians, landscapers, landscape architects, public servants, farmers. Articles should aim to inform in straightforward language. It is safe to assume that readers will have a high level of interest in history, heritage, gardens, public landscapes and land use, and plants.

Sample issue

We are happy to provide a couple of recent issues of *Australian Garden History* to help you in gauging the potential audience and style.

Format and structure of submissions

Word limit The word limit is 1,500 words, but we encourage authors to submit shorter articles of about 1,200 words. The mixture of text and images on each page gives us our suggested word limits: fewer words means the ability to use more images, and to reproduce images at a larger (usually better) size.
Introductory paragraph Please supply a short first paragraph that gives readers a general idea of the scope of the article – preferably one that entices someone to keep on reading your article!
Subheadings If you can add three to four subheadings in the article, that's good. If they are not there, we will normally add them. Use only one level of subheading.
Author note There is a sentence or two on each author at the end of the article. Please supply a short author note of up to 50 words with a description of your background and/or interests, honorifics, and a head-and-shoulders photo at the highest available resolution. A couple of examples:

> **Anne Claoue-Long** is a Canberra-based historian and gardener.
>
> Landscape architect **Dr Helen Armstrong AM** was the inaugural professor of landscape architecture at Queensland University of Technology from 1997 to 2003 and is now an emeritus professor. She has been a visiting scholar at numerous overseas universities.

Submitting your article

Please submit a draft electronically as a Word document (double spaced, Calibri 11) with illustrations (these can be low resolution at this stage). When drafting your article, please consult the style guide at the end of this document and note the requirements for illustrations set out below. The editor will advise you as soon as possible whether the article is accepted.

Botanical names

If you are including botanical names, you can put genus and species, but we do not include the authority – *Pinus sylvestris* but not *Pinus sylvestris* L. See: http://www.theplantlist.org/

Common names should be lower case except for proper names (e.g.) Scots pine.

References

We prefer not to have heavily referenced articles. If you want to use any references, please minimise the number cited, and if possible, please incorporate them into the text, for example:

> By August 1910 Goodhew was to advertise in the *Queanbeyan Age* that he was the only nurseryman in Goulburn.

Where references are needed, please provide author's name, title, publisher, place and date:

> Colin Thiele, *Heysen of Hahndorf*, Rigby Limited, Adelaide, 1968.

Images

Please supply up to ten suitable illustrations in electronic format. Normally five to eight of these will accompany a 1,200 to 1,500-word article. **Authors must ensure that images have copyright clearance.**

Illustrations should be submitted as JPEG or TIFF. Those selected for use must be of high resolution: as a rough guide, a file size of 1 MB will probably reproduce well.

References to the placement of illustrations should be included within parentheses at the end of the relevant sentence in the text, for example (Image 1).

Please provide captions and credits for all image. These should include the photographer's name and, where applicable, acknowledgement of the source, institution. Please note that the journal adopts minimal punctuation, including in captions. For example:

> Joseph Lycett, 1774–1828, *Aborigines Using Fire to Hunt Kangaroo*, c.1820, watercolour, courtesy National Library of Australia
>
> Lawn bowls, Lewis Clarke (Creative Commons CC BY-SA 2.0)

Images that do not require significant payment to institutions or copyright holders are highly desirable.

Original photographs by the author are very advantageous.

After acceptance of your article

Depending on the issue for which your article is scheduled, it may be a matter of months before we edit your article and return it to you.

When your article has been edited, you will receive an edited version of the text (normally an electronic version edited in 'track changes' in a Word document) for approval and any further changes. After you check and return this version to us, you will receive a draft final version. Please DO NOT remove track changes from edited versions. If you are unfamiliar with this form of editing, here is some guidance from Microsoft: https://support.microsoft.com/en-us/office/track-changes-in-word-197ba630-0f5f-4a8e-9a77-3712475e806a.

Timing

Articles go into the earliest available issue, but the process often involves some juggling, and articles can be held over at the last minute for a variety of reasons. Although we can give an idea of probable publication date, this cannot be confirmed until the issue has 'gone to bed' close to its publication date.

Printed and electronic author copies

Authors (including review contributors) receive printed copies of *Australian Garden History*. We normally send two copies, but up to five copies are available free on request. We also send you a PDF of the article or review. You may disseminate your article in PDF form as widely as you wish. We also ask you to sign a copyright form.

Reprinting elsewhere

If anyone wishes to reprint your article, please ask us for permission.

STYLE GUIDANCE

The following advice draws primarily on the Australian Government Style Manual: https://www.stylemanual.gov.au

Acronyms/abbreviations

- When using an acronym, make sure that you first spell it out, followed (in brackets) by its acronym.
- use Second World War (not WWII or WW2)
- use per cent (not percent or %)
- in general, use a full stop after an abbreviation (Vic. Tas. ed. no. vol. p. pp. but not after a contraction where the short form ends in the same letter as the word in full (Qld, eds).

Capitals

- Avoid overuse of capitals. Use them for proper nouns, including official titles but use lower case for the generic names. The exception is when referring to Australian First Nations people: for example, Aboriginal Elder.
- AND NOTE Use of First Nations words: not capitalised or italicised. Place names should include the English equivalent; for example: Tulmur/Ipswich. (The Style Manual advises that the capitalisation preferences of First Nations peoples takes precedence.)

Culturally appropriate language

The Style Manual states: 'Use language that is culturally appropriate and respectful of the diversity of Australia's peoples.' This becomes somewhat more complicated when citing historical usage of terms now considered offensive. It is, however, important to make informed choices about the language included in articles, with a view to maintaining a respectful tone and without perpetuating stereotypes.

- *Use people-first language*. For example, use 'people with mental illness' rather than 'the mentally ill; 'enslaved peoples' rather than 'slaves'.
- *Avoid terms that imply inferiority or superiority.* Replace terms that evaluate or might imply inferiority/superiority with non-judgmental language.
- *For specific guidance on writing about Australia's First Nations people, see:* https://www.stylemanual.gov.au/accessible-and-inclusive-content/inclusive-language/aboriginal-and-torres-strait-islander-peoples

AGH editorial policy is to avoid racist words. When referencing a source that uses harmful language:

- explain that the author used harmful language, without direct quotation
- on the rare occasion it is considered essential to include the word/phrase, in quotation marks, explicitly acknowledge its offensive nature and explain why it has been cited.

Headings

Use sentence punctuation but no full stop

Italics

Use italics:

- for botanical names
- for property names and names of ships, for example, HMAS *Canberra* or *Endeavour*
- to indicate the title of a journal or a book
- for foreign words not in common use
- to indicate emphasis.

Names

The use of names should follow a consistent pattern, in which the person's full name is used in the first instance and thereafter the surname only.

> For example: Robert Brown travelled with Matthew Flinders. Brown wrote *Prodromus Florae Novae Hollandiae et Insulae Van-Diemen*.
>
> Edna Walling was born in England. Walling became one of Australia's most influential landscape designers.

Use of titles: the first time you mention someone in body text, use their academic or professional title before their first name and last name, followed by post-nominals. If you mention the individual again, only use the title and last name. See The Style Manual: https://www.stylemanual.gov.au/grammar-punctuation-and-conventions/titles-honours-forms-address/academics-and-professionals

Numbers/Dates

- Use words for numbers one to nine
- Use a comma to indicate thousands: 1,972
- Show dates as: 22 June 1945
- Indicate time spans [en-rule]: 1939–45; 1788–1842; 1900–02; 1950s (no apostrophe)
- The 18th century
- Imperial measurement should be avoided, except in quotations from historical documents (please provide metric equivalents)
- You don't need to spell out units of measurement, even for the first use, if they're well known and users will know what they mean, for example, 'cm' for centimetres, 'km' for kilometres
- Always use numerals next to a unit of measurement: for example, 5 ha

Quotations

For quotes in the text, use single quotation marks (' '). Use double quotation marks (" ") around quotes-within-quotes.

Indent quotes that are more than fifty words long. Opening and closing quotation marks are not required for indented material.

Use ellipses (…) to indicate that material has been omitted *within* a quote; they are not necessary at the beginning or end of a quotation. For example:

> All landscapes…are moving and unstable things.