

Circa: the Journal of Professional Historians **Guidelines for Contributors**

Focus and Scope

Circa: the Journal of Professional Historians aims to publish work that reflects the many styles, themes and formats embraced by professional historians, to establish a dialogue between professional historians and to promote the profession to a wider audience. It will publish contributions that are cutting edge, thought-provoking and informative.

The journal provides a forum for all Professional Historians Association (PHA) members throughout Australia to publish work that reflects the diverse ways in which professional historians engage with history and practice in areas such as cultural heritage, museums, oral history, commissioned history, the media, education and government.

The journal is divided into three sections that reflect recurring themes in professional history:

- Explorations: issues we face as professional historians
- Discoveries: discovering and telling a story
- Reflections: thinking about history, its impact on us and our role in understanding it

Submissions may discuss pertinent ethical or philosophical questions, be a piece of creative or reflective writing, explore the use of common or unusual sources, or examine a topical issue. Reviews of exhibitions, historical drama as well as books and publications will also be included. Submissions in this category are encouraged.

The next edition of *Circa* will be published in July 2016.

Information for Contributors

Circa will accept contributions in the following categories:

1. Papers of no more than 4,000 words (including notes) that discuss creative, reflective or topical issues, or consider current or recent projects and/or methodological, ethical or philosophical issues.
2. Reviews of up to 1,500 words.

All papers submitted to *Circa* are reviewed by two peer referees. Reviews are not peer refereed. At least one of the referees will be an Editorial Board member and the other may be co-opted by the Board according to their area of expertise. Co-opted referees will need to be PHA members in any State. Authors and referees remain anonymous during the review process. Papers and articles submitted will be returned to authors indicating acceptance, acceptance with modifications or clarifications, or rejection.

Authors can submit an article that has been previously published elsewhere as long as they have copyright permission. In this case it is the responsibility of the author to obtain copyright permission. Copyright in all papers or articles published in *Circa* remains with the author/s.

The author's current membership status of any Australian Professional Historians Association

will need to be confirmed. The onus to prove this can rest either with the Board or author.

Submissions that complete the refereeing process and are accepted by the *Circa* Editorial Board for publication will be eligible for the best article prize of \$500, or \$150 if highly commended, awarded by Professional Historians Australia. Note – two articles per edition will normally be judged as highly commended, but this is at the discretion of the judging panel.

Neither the Editorial Board nor *Circa* will take responsibility for any legal issues arising from the publication of any article, and authors will be asked to sign a form to this effect.

Authors are strongly encouraged to make use of visual images with their contributions. It is hoped that each article will be accompanied by at least one high quality image. Authors are expected to source and obtain permission for the use of any images, illustrations, tables or artwork for which they do not hold copyright, prior to submission.

References should be supplied as endnotes, not footnotes. Endnotes are not to exceed ten per cent of the text, and they are to be devoted to the citation of sources only.

Authors are asked to ensure that all articles are formatted according to the Style Guide below, prior to submission. Articles that do not conform to the Style Guide will be returned for reformatting.

Style Guide

Circa follows the style given in the *Style Manual for Authors, Editors and Printers*, 6th edition. Spelling is Australian English.

Please use the typeface Times New Roman throughout your article.

The main text of submissions should be typed in 1.5 spacing in a font size of 12pt.

The text should be justified on the left margin only (not justified on the right).

Use a single space after full stops and other punctuation. Use a new line for each new paragraph, but do not use indentation.

Subheadings should be left aligned and in bold type.

Use single quotation marks for quotations used within a paragraph but not for quotations within a separate paragraph (of more than two lines).

For all images, captions are to be listed separately and must include a full citation of the source of each image.

Notes & Citations

Notes are to be formatted as endnotes (not footnotes). Numbering of notes should be ordinal, not Roman (i.e. 1, 2, 3 etc., not i, ii, iii etc.)

Book

David Lowenthal, *The Past is a Foreign Country*, Cambridge University Press, London,

1985, p. 54.

Edited volume

Andrew Brown-May & Shurlee Swain (eds), *The Encyclopedia of Melbourne*, Cambridge University Press, Port Melbourne, 2005.

Article

Barry McGowan, 'Reconsidering Race: the Chinese experience on the goldfields of Southern New South Wales', *Australian Historical Studies*, vol. 36, no. 124, October 2004, p. 313.

Chapter in collection

B. Stoddart, 'Sport and Society 1890-1940', in C.T. Stannage (ed.), *A New History of Western Australia*, Nedlands, 1981, pp. 652-74.

Thesis

Michael J. Kelly, 'A social history of the Good Neighbour Councils of New South Wales, Victoria and South Australia, 1949-71', MA thesis, La Trobe University, 1979.

Unpublished/archival material

PROV: VPRS 515/P0, unit 17, p. 287, Edward Kelly.

NAA: A458, C502/3 part 2, letter to Prime Minister from Cardiff Branch, Unemployed Workers Movement, 26 February 1932.

Interview

Jill Smith, interviewed by author, July 1989, tape and transcript held by author.

Note that 'ed.' is an abbreviation but 'eds' is a contraction and is therefore not followed by a stop.

Technical Requirements

Authors are encouraged to supply images to accompany articles wherever possible. Photographs do not need to be included with the initial submission, but authors should provide a list of suitable images (or suggestions for images) with their submission.

Generally images or photographs should be submitted in either .gif or .jpeg format at 300 dpi. Please contact the editor prior to sending images larger than 5MB in size.

Submission of Articles

Please include the following details with each submission:

- Full name, address and contact details
- An abstract of no more than 200 words
- Biographical details/notes on contributor (no more than 250 words)
- If sending images, include all details as required (see above)
- Indicate your membership of a Professional Historians Association, and which State

CLOSING DATE: 31 JULY 2015

Submissions and correspondence should be directed to:

Sophie Church, Editor, *Circa: Journal of Professional Historians*

Email: circa@historians.org.au Phone: 0414 168 889