

## Craft and Design Research Centre

### Style Guide

#### Text

Copy to be provided as a 'Word Document,' 12 point, Times New Roman, 1.5 line spacing and emailed to [editor@craftaustralia.com.au](mailto:editor@craftaustralia.com.au). Please do not submit as PDF or HTML. It is expected that papers have been thoroughly proofread before being submitted for review. However, if corrections to spelling and grammar are required please note that the paper will be returned for revision.

#### Abbreviations

- Full stops to follow abbreviations. For example, e.g., vol.
- Full stops not to follow honorific. For example, Mr, Dr
- Full stops not to be included in acronyms. For example ACDC
- First reference to an acronym should state name in full followed by the acronym in brackets, e.g.: Australian Craft and Design Centres (ACDC)

#### Date format

Date format to read '15 September 2008'

#### Numbers

One to ten in words, 11 and over in numerals e.g.: 100; 1,000; 10,000

#### Spans of years

e.g.: 2001-02

#### Quotes

If a quote is less than approximately 30 words please place with the text. e.g.:

The General Manager stated, 'that until recently the program was supported by government.'

If a quote is longer than this, please indent out of the text. e.g.:

Until recently the program was supported by government agencies. The General Manager says,

Australia has had a strong tradition of international export assistance. Being an isolated continent with the world's key markets stretching way beyond both major oceans, export is a necessity. Since 1991 the Australia Council for the Arts has supported an international craft export program.

## Quote marks

Please use single quotes, only use double quote for a quote within a quote.

e.g.: ‘The program provided international exposure and market opportunities “for over 100 Australian practitioners, curators, speakers and writers” during 2008,’ she said.

## Referencing System

The Harvard System of Referencing is used and the *Harvard System of Referencing Guide* can be accessed on: <http://libweb.anglia.ac.uk/referencing/harvard.htm>

## Notes

All material relating to notes cited in the text to be included in a ‘Notes’ section and should be noted by the use of a subscript number ‘1’. ‘Notes’ section should be positioned at the end of the article, before the Bibliography.

## Bibliography

The Bibliography should be positioned at the end of the paper, after the ‘Notes’ section.

## Images

1. Craft Australia advocates on behalf of and promotes craft and design to a national and international audience. To maintain the sector’s level of excellence Craft Australia strives to use high quality images, and, therefore, images submitted for online publication must be of a professional standard. Craft Australia reserves the right to edit images to maintain quality, as required.
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3. Images submitted for publication require captions and credits to appear with the image and are to include, where applicable:
  - Caption for image if a scene etc.
  - If an artwork:
    - Artist name
    - Title of work (in italics)
    - Year work produced
    - Medium/s
  - Photographer
  - Any other image requirement eg: acknowledgement to collections, Museums etc.