

## *Circa*: the journal of professional historians

### Submission guidelines

*Circa* invites submissions that explore the issues we face as professional historians. Submissions may explore topical issues, findings from historical research, pertinent ethical or philosophical questions, be a piece of narrative or reflective writing about history and professional practice, examine research methods and the use of unusual sources, or discuss the representation of history in music, film and other art forms. *Circa* also welcomes reviews on work that involves all forms of retelling history, including non-traditional and creative approaches for professional historians.

*Circa* is a biennial journal, published at the end of the first quarter following the PHA Biennial Conference. Contributors to *Circa* are expected to meet the deadlines conveyed to them upon acceptance of their paper.

#### **Information for Contributors**

Papers should be between 1,500 and 4,000 words, including endnotes.

Papers considered by the editors to meet the guidelines will be peer reviewed. 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 usually be PHA members. 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. Papers will be published in digital form.

Submission is open to PHA members throughout Australia. Copyright in all papers or articles published in *Circa* remains with the author/s. Neither the Editorial Board nor Professional Historians Australia 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.

Each submission must include a 150-word abstract of the paper. The abstract must be self-contained and suitable to be posted on the PHA website and in newsletters as a means of publicising the article.

All submissions must conform to the layout and style requirements detailed below.

## Style guide

*Circa* follows the Australian Government's [Style Manual](#). Spelling is Australian English.

Font is to be Times New Roman 12pt, double spaced.

Use a single space after full stops and other punctuation.

Use a new line for each new paragraph, but do not use indentation.

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

### 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.)

Endnotes should not exceed 20 per cent of the text and should be devoted to the citation of sources.

#### *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 CT 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, recording and transcript held by author.

#### *Digital/Online*

Include the website URL and access date. See Referencing and attribution date | [stylemanual.gov.au](http://stylemanual.gov.au), accessed 12 July 2023.

## Images

Authors are encouraged to supply images to accompany articles wherever possible. Authors are expected to source and obtain permission for the use of any images for which they do not hold copyright.

Photographs do not need to be included with the initial submission, but authors should provide suggestions for images with their submission. Generally, images or photographs should be submitted in either tif or jpg format at 300 dpi. Please contact the editor prior to sending images larger than 5MB in size.

For all images, captions are to be listed separately and indented, and a full source citation included for each.

## Submission of articles

Please include the following details with each submission:

- Full name, address and contact details
- An abstract of no more than 150 words
- Biographical details/notes on contributor (no more than 200 words)
- If sending images, include all details as required (see above)
- Indicate your membership of Professional Historians Australia, and specify the state/territory association you belong to

Submissions can be made at any time. Please direct submissions, queries and correspondence to:

Editor, *Circa: The Journal of Professional Historians*

Email [circa@historians.org.au](mailto:circa@historians.org.au)