**Screen Sound** – The Australasian Journal of Soundtrack Studies

**Style Guide @ August 2011**

| REFERENCES | - *Screen Sound* uses a modified form of the Harvard style of referencing (in-text).
| - *Screen Sound* uses footnotes rather than endnotes.
| - Avoid using footnotes if a short reference can be incorporated in the text e.g. Coyle (1998: 38); (Jacobs and Mark, 2001: 402); (Unattributed *Newcastle Herald*, 1989: 6)
| - Multiple authorship: Give two authors in full (joined by ‘and’); if there are more than two authors, give the name of the first followed by ‘et al.’.
| - Quotations should be referenced thus: (Johns, 1997) when a whole work is being cited; or (Johns, 1997: 38) when a specific passage is being cited.
| - Full references should be included in a collated end section titled ‘Bibliography’.
| - Use italics for titles of book-length publications, periodicals, plays, films, radio and television programs and other such media. Artwork, poems and songs should be in single quote marks but not italicized.
| - For online sources without page numbers, use (Jones, 2009: online).

| FOOTNOTES | - These should be in standard numerals (i.e. 1, 2, 3, 4), at the bottom of each page. Footnotes should not include full bibliographic information.
| - In-text footnote numerals should be superscribed, with the numeral placed outside the punctuation.
| - Excessively long footnotes should be avoided.

| QUOTATIONS | - All quotations of fewer than 20 words should be inserted in text in double quotation marks “like this”. All quotations of more than 20 words should be separated from the preceding line, indented and italicised (without quotation marks),

\[
\text{Like this... like this... like this.}
\]

- Use single quotation marks for figures of speech: ‘like this’.

| PERSONAL COMMUNICATION | - Personal communication should be referenced: (personal communication with author, 18 April 2007)
| - E-mails should be referenced: (e-mail to author, 18 April 2007)
| - Interviews with author should be referenced: (interview with author, 18 April 2007, location /by telephone/Skype)
| - Personal communications with others should be referenced: (personal communication to John Other, 18 April 2007)

| WEBSITES | - Web sources should be referenced in-text as well as a full reference in the bibliography. Full URL information and the date the site was
| MOVIE TITLES & TV PROGRAMS | accessed is required, e.g. (http://ascr.smss-online.org, accessed 18 April 2007)  
- Website addresses should not be underlined – do not format these as live/clickable (hyperlinked) URLs. |
| --- | --- |
| - Film titles in italics at the first mention should indicate the director and year of Australian or New Zealand release, e.g. As heard in *Psycho* (Alfred Hitchcock, 1960). Where the film was not released in Australia or New Zealand, it should be indicated as such (Alfred Hitchcock, 1960 – Canadian release).  
- Provided there is a preliminary note, film titles can be abbreviated after the first mention e.g. *Picnic at Hanging Rock* (henceforth PHR).  
- An actor’s name may be provided at the first mention of the character, but thereafter the character’s name will suffice e.g. “As shown by the character Mrs Appleyard (Rachel Roberts). As the film progresses, Mrs Appleyard becomes more concerned.” |
| RECORDED MUSIC | - Records, cassettes and CDs should have the title italicized and follow with the date of the release (at the first mention) in brackets, e.g. Air’s *Moon Safari* (1998).  
- Song titles should be in single quotes, e.g. ‘Kelly Watch the Stars’. |
| ACRONYMS, ABBREVIATIONS AND CULTURALLY-SPECIFIC REFERENCES | - All acronyms should be spelt out when first used and cultural specific references explained.  
- No use of the symbol “&” to separate authors in the bibliography, use the word “and”.  
- Abbreviations such as “eg” and “ie” can be used thus.  
- Ibid can be used for repeat references such as (ibid: 34).  
- Technical terms should be expanded at the first mention, e.g. ‘Computer Generated Imagery (CGI)’  
- Foreign words and/or phrases should be italicized with correct symbols.  
- Do not use full stops for abbreviations and acronyms, for instance use NSW rather than N.S.W.; Mr and Mrs not Mr. and Mrs. |
| NUMBERS | - Do not begin a sentence with a numeral. In general spell out numbers from one to nine and use numerals for two-digit numbers and above.  
- Use numerals for percentages, sums of money, time and measurements, for instance; 9%, $6.78, $67 billion, 5:30am and 78 kilometers.  
- Use currency abbreviations e.g AUD$3400.  
- Use 1980s not ‘80s’  
- Centuries should be written in full, and in lower case, eg twentieth century.  
- For portions, use one-third not 1/3  
- 63 years old, not sixty-three years old. |
### SPELLING

- *Screen Sound* is based in Australia and hence Australian-English is preferred.
- Please use filmmaker rather than film-maker.
- Program (not programme)
- Audio-visual, multi-track
- Click track
- Judgement and acknowledgement (not judgment and acknowledgment)
- Appendices and Indices (not appendixes and Indexes)
- Cooperate (not co-operate)
- End verbs in –ise (not –ize) and nouns in –isation (not –ization)
- Leitmotif (not motiv) and motif (not motive)
- E minor, C major etc but Bflat, Asharp

### BIBLIOGRAPHY

Bibliographic information should be presented in the following formats:

**Book and edited book:**


**Book article/chapter:** (page numbers not required)


**Journal articles:** (NB include page numbers except where online/unpaginated)


**Press articles:**


- Between references in lists with multiple references (e.g. Coyle, 1995, 1998a, 1998b) use commas; where the authors are different, use a semi-colon.
- Where the authors are Unattributed use semi-colons (as we are assuming a set of different authors).
- Where films (for instance DVDs) and music (for instance CDs) have been used, the material should be referenced in a separate Filmography or Discography.
- Where dates not known, use (undated).

### FONT & FORMATTING for

- Times New Roman, 12 point.
<table>
<thead>
<tr>
<th>submission</th>
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<tbody>
<tr>
<td>- Major section headings should be in <strong>bold</strong>.</td>
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<tr>
<td>- Section subheadings in <em>italics</em>.</td>
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<td>- Lines are to be spaced 1.5.</td>
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<td>- Do not indent any lines.</td>
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<td>- Leave line breaks after every paragraph.</td>
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<tr>
<th>DIAGRAMS / IMAGES</th>
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<td>- Submit images, table and notation in a separate document, in one of the following formats: .jpeg, .tif, .eps, preferably in gray scale or black &amp; white. High-resolution (300dpi) images in .tif format are preferred.</td>
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<tr>
<td>- Authors are responsible for arranging permission to reproduce images, lyrics or previously published material etc.</td>
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<td>- All diagrams and images should be referenced directly below, e.g. ‘Figure 1: Beneath Clouds church scene.’</td>
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<td>- Images and tables are referred to in the text e.g. (Fig 1), (Table 1).</td>
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<td>- Single space after full-stop within paragraphs.</td>
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<td>- An ellipsis consists of three dots then a space e.g. main... article.</td>
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<td>- Genres are not capitalised, e.g. romance, rather than Romance, and grunge rather than Grunge.</td>
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<td>- Explain all abbreviations and foreign language terms.</td>
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<td>- Use round brackets (...) rather than square [...]. Square brackets may be used for author insertion with round brackets.</td>
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<th>CONTACT</th>
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