

YSA style guide

General text formatting

- Three levels of headings clearly marked:
 - **Level 1** (bold, roman)
 - **Level 2** (bold, italic)
 - *Level 3* (italic)No space between heading and paragraph;
- remove all double spaces in document;
- replace “amongst”, “whilst” with “among” and “while”;
- replace single quote marks in text with double curly quote marks except where quote marks are within quote marks. For example: *John said, “I heard Mark say, ‘Yes’, before he went out”*;
- leave single quote marks in references, e.g. Robinson, K.H. 2005, ‘Childhood and sexuality: Adult constructions and silenced children’, in *Children taken seriously in theory, policy and practice*, eds J. Mason & T. Fattore, Jessica Kingsley, London;
- date spans. Use an en dash and no spaces between numbers, e.g. 2006–2007. Use spaces if days and months included, e.g. 24 December 2001 – 30 November 2002;
- do spell check; and
- put triangular brackets and punctuation around URLs.

Quotes

- Italics, indented left and right, no quote marks; and
- retain original spelling, punctuation etc. in quotes.

Citations

- Open bracket, author then year (no comma between), close bracket;
- separate multiple citations with semicolons;
- separate multiple entries for one author by commas;
- use “et al.” for four or more authors (NOT three); and
- page numbers are necessary in citations, but not references, if author is directly quoted. For example: (Brough et al. 2003, pp.12-35; Centre for Multicultural Youth Issues (CMYI) 2006; Brown & Smith 2006a, 2006b, 2007). Note: spell out the name of institutions the first time they are cited. Subsequent citations can be acronyms only.)

References

Journal articles

- author surname, initial(s) with full stop(s) (no space between initials, no comma);
- year of publication;
- single quote marks around article title with minimal capitalisation;
- name of journal in italics (retain original capitalisation);
- v. (no space) number;
- n. (no space) number; and
- pp. (or p.) (no space) number (hyphen and no space in spans of page numbers).

For example:

Robinson, K.H. 2005a, ‘“Queerying” gender: Heteronormativity in early childhood education’, *Australian Journal of Early Childhood*, v.30, n.2, pp.19-28, viewed 8 October 2006, <<http://www.tiny.cc/3XGJe>>.

Books

- author surname, initial(s) with full stop(s) (no space between initials, no comma; separate multiple authors with commas except for last two which are separated by ampersand; if editor, enclose in brackets);
- year of publication;
- if chapter title: single quote marks around title with minimal capitalisation, and add “in” before book title, and list editor(s), with initials preceding, after book title (see example);
- name of book in italics (minimal capitalisation);
- name of publisher;
- place of publication; and
- pp. (or p.) (no space) number (hyphen and no space in spans of page numbers).

For example:

Epstein, D. & Johnson, R. (eds) 1998, *Schooling sexualities*, Open University Press, Philadelphia.

Robinson, K.H. 2005, ‘Childhood and sexuality: Adult constructions and silenced children’, in *Children taken seriously in theory, policy and practice*, eds J. Mason & T. Fattore, Jessica Kingsley, London.

Newspaper articles

- author surname, initial(s) with full stop(s) (no space between initials, no comma; separate multiple authors with commas except for last two which are separated by ampersand; if editor, enclose in brackets);
- year of publication;
- single quote marks around title of article with minimal capitalisation;
- name of newspaper in italics (minimal capitalisation);
- day and month of publication; and
- pp. (or p.) (no space) number (hyphen and no space in spans of page numbers).

For example:

Norrie, J. 2005, ‘Parents to blame for riots: Carr’, *Sydney Morning Herald*, 8 March.

Dunlevy, S. & Masters, C. 2006, ‘The mayor who wants to teach babies and toddlers about gay love’, *Daily Telegraph*, 29 May, p.7.

Films, TV programs, documentaries

- name of film, program etc. in italics (minimal capitalisation);
- year of production;
- episode (if one) in single quote marks;
- type of resource, e.g. TV program;
- media outlet where screened e.g. BBC Television; and
- further details e.g. name of director, production company in new sentence.

For example:

Basic equipment 1997, documentary, Livewire Film & Television Production. Directed by Paul Fenech.

Blaktrax 2004, ‘Local knowledge: The message’, television program, SBS Television Indigenous Media Unit.

Websites

- author surname, initial;
- year written/created/modified;
- website subsection (if any) separated from title of page by colon and whole italicised;
- name of web site in roman text;
- viewed (day in numerals, month, year); and
- <URL>.

For example:

Solvang, P. 1999, *Instead of using the canvas, I use human beings: An introduction to the art of Malcolm McLaren*, Per Solvang, viewed 15 July 2007, <www.persolvang.no/Tekst/Maclaren.html>.

Barton C. 2007, *Interview // Michael Kucyk – Nervous Jerk*, Now Now, 30 May, viewed 13 July 2007, <<http://nownow.com.au/words/?p=601>>.

If no author:

- name of web site (roman);
- year written/created/modified;
- website subsection (if any) separated from title of page by colon and whole italicised;
- name of web site in roman font;
- viewed (day in numerals, month, year); and
- <URL>.

For example:

Jet 2005, *History*, Jet, viewed 8 September 2005, <<http://www.jetmusic.co.uk/history.php>>.

Rage 2002, *Guest programmers and specials: The Vines*, Rage, 5 October, viewed 8 September 2005, <<http://www.abc.net.au/rage/guest/2002/vines.htm>>.

Australian Music Online n.d., *Artists: The Bird*, Australian Music Online, viewed 26 August 2005, <www.amo.org.au/artist.asp?id=372>.

Web newspapers, periodicals, blogs etc.

- author surname, initial;
- year written/created/modified;
- title of article enclosed in single quote marks;
- name of publication in italics;
- day and month of publication;
- pp. (or p.) (no space) number (hyphen and no space in spans of page numbers), if given;
- viewed (day in numerals, month, year); and
- <URL>.

For example:

Benedictus, L. 2004, 'Beneath the covers', *The Age*, 28 November, viewed 2 July 2005, <<http://www.theage.com.au/news/Music/Beneath-the-covers/2004/11/26/1101219729880.html>>.

Romeo, D. 2004, 'Getting my head around The Necks', *Stand and Deliver*, 24 March, viewed 7 December 2007, <<http://standanddeliver.blogs.com/dombo/necks/>>.

Sims, L. 2004, 'The Necks', *DB Magazine*, No.322, 28 January – 10 February, viewed 7 December 2007, <<http://www.dbmagazine.com.au/322/iv-TheNecks.shtml>>.