

Style guide for CHINA Inc authors

Studies in Chinese Heritage in Northern Australia

Chinese Heritage in Northern Australia (CHINA Inc) has long maintained a policy of publishing conference papers. With a variety of publication methods now available, the CHINA Inc editorial committee seek papers for the new series, *Studies in Chinese Heritage in Northern Australia*, that can be published online for immediate download by members and subject to acknowledgement of their publication source. The intent is to publish individual papers as they meet the editorial standards (see below) via the CHINA Inc website, with hard &/or digital volumes published at intervals on specific themes. Authors retain copyright for their papers.

Papers should highlight Chinese immigration and settlement in North Australia; that is, north of the Tropic of Capricorn. Comparative studies with other regions are acceptable but should have a primary focus on north Australia. Subject areas include archaeology, genealogy, history, social studies, land use and museum collections.

Note: Non-compliant submissions, including those in PDF and decorative fonts, will be returned to the author for correction before progression to further editorial action.

Writing style

Papers should be scholarly, written in a style that is easily understood, and avoid jargon and complex text.

Word limit

2,500 to 6,000 words exclusive of abstract, acknowledgements and endnotes/references.

Language

Australian English must be used. CHINA Inc follows the Australian Government Style Manual (<https://www.stylemanual.gov.au>) for spelling, grammar, dates, and numbers.

Format (Body text)

- Word (.doc or .docx) format with 1.5 line spacing.
- Font 12-point Times New Roman.
- 2.5 cm margins, A4 paper size.
- Add a line space between each new paragraph.
- Do not indent paragraphs.
- Use a single space after full stops.
- For authors or names within the text, use either the full name or initial without stops (Charles Bean or CEW Bean).

Format (Headings)

- Headings should be in bold text. Subheadings below headings should be in bold italics.

Format (References)

- Times New Roman 10-point Normal or Italic as appropriate

Figures (Photographs, Images, Sketches and Maps) and Tables

- Photographs - resolution 300 dpi at A5 (148x210mm 210 x148mm) - either colour or black and white. Other options accepted in special cases pre-arranged with Editor.
- Do not embed figures or tables in the text. Send as separate, clearly identified files.
- Approximate location should be indicated in the text, such as [INSERT FIG ## ABOUT HERE] or [INSERT TABLE ## ABOUT HERE].
- Captions for Figures (include photographs, sketches and maps) should read as shown in the examples below (note use of Arial 10 point italics) and placed below the actual figure.
- Tables should be numbered separately but with title added *above* the table itself (see below):
- Publication approvals and copyright clearance are the responsibility of the author(s).

Referencing

The acceptable referencing styles are listed below. Authors should not mix styles.

- CHINA Inc In-text Style (see Appendix A).
- CHINA Inc Documentary-note Style using either Footnotes or Endnotes (see Appendix B).

Please consult the relevant appendix in the first instance, and for references not included, see the [Author-date](#) or the [Documentary-note](#) styles of the *Australian Style Manual*.

Author biography/ contact

Author bio and contact details will be inserted as a footnote to page 1 of the paper. Please format (Times New Roman 9 pt) as:

Author name/s, formatted with first names first and followed by surname, appear immediately below title heading as:

(single author) Jennifer Smith*

(multiple authors) Jennifer Smith¹, Wilhelm Jones² and Bill Blogg³

Biographical detail will be restricted to qualifications, affiliation and contact email (optional), thus:

*Jennifer Smith MSc, PhD, FRHS. University of Oodnadatta. jmith@oodna.edu.au

Or in the case of multiple authors. Authors wish to nominate a single contact email if they wish

¹ Jennifer Smith MSc, PhD, FRHS. University of Oodnadatta. jmith@oodna.edu.au

² Wilhelm Jones BA (Hons), University of Heard Island HIsland.wilhelm.jones@uhi.edu

³ Bill Blogg Dip Ed, PhD, independent scholar, bblogg@groundnet.com

Peer Review

Anonymous peer review by two specialists is available to students, professional, and academic writers, with the author's name, contact details, and other identifiable information redacted.

Authors who do not wish to have their papers peer reviewed will still be subject to suitability appraisal by the editorial board and, if published, will be annotated accordingly.

Submission details to be included in the body of the email

Title

Author's or Authors' Name For publication

Affiliation (optional/for publication)

Contact email (for publication)
Phone number (not for publication)
Author's or authors' biographies (in third person and not more than 50 words)
Abstract (max. 200 words)
Keywords (up to 6 keywords)
Acknowledgements (position these after the conclusion of the paper)
Peer review: indicate Yes/No

Please send the Word document, photographs, images, figures, maps, and tables by email to china_nth@yahoo.com.au OR ggrimwade@bigpond.com

If peer review is required, please redact the author(s) and personal details from the text and from the document names.

Appendix A: CHINA Inc In-Text Style

The basis of the CHINA Inc In-Text style is the [Author-title style](#) of the *Australian Style Manual*, and requires a Reference List. For examples not appearing below, please consult the *Australian Style Manual*.

Journal Article, Books, Chapters and Theses

In Text

(Grimwade 2024: 295)

Reference List

Grimwade G (2024) 'A Grave Situation: Burial Practices among the Chinese Diaspora in Queensland, Australia (ca.1870–1930)', *International Journal of Historical Archaeology*, 28(2): 295–329.

In Text

(Jones 1997: 40)

Reference List

Jones T (1997) *The Chinese in the Northern Territory*, rev. edn, Charles Darwin University Press, Darwin.

In Text

(Rankine 1995: 152)

Reference List

Rankine W (1995) 'From Nauru to nowhere: Pacific Island Chinese evacuee workers in central Australian wolfram mines, 1942-43', in Macgregor P (ed), *Histories of the Chinese in Australasia and the South Pacific*, Museum of Chinese Australian History, Melbourne: 152–157.

In Text:

(Robb 2019: 97)

Reference List

Robb S 2019 'North Queensland's Chinese family landscape: 1860-1920', Doctor of Philosophy thesis, James Cook University, Townsville.

Newspaper article with author

In Text

(McHenley 1875: 2-3)

Reference List

McHenley, J (1875) 'The Chinese Question', *Cooktown Herald and Palmer River Advertiser*, 19 May 1875: 2–3.

Newspaper article without author

In Text

('Maytown' 1886: 727)

Reference List

'Maytown', *Queenslander*, 6 November 1886: 727.

Government Publications

In-Text

Either 'Chinese Petition' 1876: 640–641) or (*QPD* 7 September 1876: 640–641).

Reference List

'The Chinese Petition', *Queensland Parliamentary Debates*, 7 September 1876: 640–641.

In Text

(Queensland Parliament 1889: 63)

Reference List

Queensland Parliament (1889) *Sugar Industry Commission: Report of the Royal Commission*, Government Printer, Brisbane.

Archives

In Text

(NAA BP234/1, SB1933/752)

Reference List

National Archives of Australia NAA: BP234/1, SB1933/752, Kom Moy - Nationality: Chinese - Includes application for Certificates of Exemption from Dictation Test CEDT and character references.

In Text

(QSA ITM1098204)

Reference List

Queensland State Archives ITM1098204, Petition against the Sugar Cultivation Act 1913 by Chinese canegrowers in the districts of Cairns and Innisfail.

Appendix B: CHINA Inc Documentary-note Style

The Documentary-note style of the [Australian Style Manual](#) is the basis of this CHINA Inc style.

- Use either endnotes or footnotes, in 10 pt font, with the numbers at the end of the sentence, quotation, and/or paragraph (applicable if all points come from one source). For one point in the text that has several sources, use one endnote/footnote number.
- For second and subsequent citations of the same source, use the author's surname, short title, and shortened journal, newspaper, and/or parliamentary papers titles (for example, *Cooktown Herald and Palmer River Advertiser* to *CHPRA*).
- For items from archives or manuscript collections, include details (if known) of author(s) and recipient(s), date, and title and the archival agency's series and control symbol and/or Item ID.
- Instead of p. or pp., insert cited pages after a colon.
- A separate bibliography is not required, but the caption, **References**, should precede endnotes.

Examples:

- Journal article.¹ Book.² Book chapter.³ Subsequent book citation.⁴ Thesis.⁵
- Newspaper article with author and title.⁶ Newspaper article without author.⁷ Subsequent newspaper article with author, and short article and newspaper title.⁸
- Government report.⁹ *Queensland Parliamentary Debate (QPD)*.¹⁰ *Queensland Government Gazette (QGG)*.¹¹ Legislation.¹²
- Records: National Archives of Australia.¹³ Queensland State Archives.¹⁴

References:

¹ Gordon Grimwade, 'A Grave Situation: Burial Practices among the Chinese Diaspora in Queensland, Australia (ca.1870–1930)', *International Journal of Historical Archaeology*, 28(2), 2024: 295–329.

² Timothy Jones, *The Chinese in the Northern Territory*, rev. edn, Charles Darwin University Press, Darwin, 1997: 40.

³ Wendy Rankine, 'From Nauru to nowhere: Pacific Island Chinese evacuee workers in central Australian wolfram mines, 1942–43', in Paul Macgregor (ed), *Histories of the Chinese in Australasia and the South Pacific*, Museum of Chinese Australian History, Melbourne, 1995: 152.

⁴ Jones, *Chinese in the Northern Territory*: 98.

⁵ Sandi Robb, 'North Queensland's Chinese family landscape: 1860–1920', Doctor of Philosophy thesis, James Cook University, Townsville, 2019: 297.

⁶ James McHenley, 'The Chinese Question', *Cooktown Herald and Palmer River Advertiser (CHPRA)*, 19 May 1875: 2–3.

⁷ "'Double-Ten Day': Chinese remember Sun Yat Sen", *Northern Standard*, 11 October 1940: 4.

⁸ McHenley, 'Chinese Question', *CHPRA*, 19 May 1875: 2.

⁹ Andrew Leon Examined, in Queensland Parliament, *Sugar Industry Commission: Report of the Royal Commission*, Government Printer, Brisbane, 1889: 63–64.

¹⁰ 'The Chinese Petition', *Queensland Parliamentary Debates*, 7 September 1876: 640–641.

¹¹ 'Queensland Horse and Cattle Brands', *Queensland Government Gazette*, 13 January 1887: 449–451: 184.

¹² *Chinese Immigrants Regulation Act 1877* (Qld); *Immigration Restriction Act 1901* (Cth).

¹³ Kom Moy, Statutory Declaration, Cairns, 6 October 1919, National Archives of Australia, NAA: BP234/1, SB1933/752, Kom Moy - Nationality: Chinese - Includes application for Certificates of Exemption from Dictation Test CEDT and character references.

¹⁴ Petition to Premier TJ Ryan, 15 September 1915, Queensland State Archives, ITM1098204, Petition against the Sugar Cultivation Act 1913 by Chinese canegrowers in the districts of Cairns and Innisfail.