

## Sample style guide (from *The Everyday Artefacts of World Politics*)

### Fonts and spacing

- **CHAPTER ONE: CHAPTER TITLE** (Times New Roman, all caps, bold, 14pt)
- **Subheading 1** (Times New Roman, bold, 13 pt, sentence case)
- *Subheading level 2* (Times New Roman, bold and italic, 12 pt, sentence case)
- Subheading level 3 (Times New Roman, underlined, 12 pt, sentence case)
- Normal body text (Times New Roman, 12pt)
- Footnotes: Times New Roman, 11pt
- 1.5 spacing
- Left aligned

### Citations

- Single quotation marks for in-text quotes with punctuation outside the quote: Textile enthusiast and rug collector Enrico Mascelloni (2009, p. 25), notes that he has ‘spent a lot more time researching in bazaars rather than academic libraries’.
- Double quotation marks for quotes in quotes with punctuation outside the quote: These things deserve our attention and time; as James Deetz (1977, p. 161) puts it, ‘It is terribly important that the “small things forgotten” be remembered. For in the seemingly little and insignificant things that accumulate to create a lifetime, the essence of our existence is captured’.
- Quotes longer than three lines – new line, indent, omit outer quotation marks, maintain 1.5 spacing: We have not been taught to search for politics on or around the kitchen table. And yet,  
[f]rom the glazed brick and tiled mosques of Persia to the royal commemorative ware of the European monarchies to the blue and white delftware celebrating the growth of colonial trade, ceramics have been used to normalize dominant political ideologies by means of ordinary, everyday things’ (Clare 2006, p. 35).
- Emphasis in original: As Christine Sylvester notes, ‘It is not just the “important” people who affect and are affected by war... *Everyday people are involved in the social*

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*institution of war in straightforward as well as complicated and often unnoted ways*' (Sylvester 2013b, p. 4, emphasis in original).

- Emphasis added: In the pha pra vet cloths, 'threads long used for stitching patterns identifying Hmong groups are used to connect and reconnect communities through time and space, transforming cloths into maps of history' (McDougall 2011, p. 67, emphasis added).
- In-text references: (Hamilton 2021, p. 94)

### Captions and figures

- Figures to be captioned below the image, left aligned: Figure 5.1: Paul Mathieu, *W.T.C. 9-11, 2001, 2002*, image reproduced with the permission of Paul Mathieu.

### Spelling and capitalisation

- Abbreviations: US (not U.S.) and UK (not U.K.)
- British spelling (-ise; -isation; -our)
- Global South/Global North (not global south/global north)

### Miscellaneous

- Dates (day month year, no commas): 22 March 1950
- Numbers: zero to nine in words; 10+ in numbers
- Big numbers: 100,000; 1,000,000
- Money: AUD\$350; USD\$9,000
- United States (not United States of America)