

Monash Debating Review Style Guide

Use of Capitals

- Other than for proper names, use capitals only when lower case would cause ambiguity.

Abbreviations

- Full titles of countries, states, institutions, organisations, etc. should be used at the first reference; subsequent references may be abbreviated.
- Use a full stop after an abbreviation (Vic., ed.), but not after a contraction (Mr, Mrs, Qld, eds). Symbols for currency and units of measurement have no full stop (5 km, 25 lbs, 3s).
- Do not use any full stop with abbreviations that consist of capitals: (NSW, ALP; also BA, PhD, MA), nor with their capitals.

Quotations

- Use single quotation marks for quotations; within a quotation use double quotation marks.
- Indent quotations of more than forty words, and double space.
- Always preserve the spelling, grammar and punctuation of the original. Use [sic] sparingly to indicate aberrant usage.
- Put any interpolations in square brackets.
- If omitting material from a quotation, use three ellipsis points (...). Do not use ellipsis points at the beginning of a quotation.
- Close quotations before a final punctuation mark ('He left him dead'.)

Numbers

- Within the text, numbers and ordinals up to one hundred are spelled out: twenty- five, fifty-sixth anniversary.
- Numbers over one hundred are given in figures (276), except for round numbers (five thousand). Use figures with a succession of numbers: 16 frocks, 5 smocks, 102 stockings.
- For percentages write 91 per cent, not 91%.

Dates

- Use the form 15 January 2000. Avoid beginning a sentence with a date in this form.
- Months should be spelled out in full.
- No apostrophe is used in 1870s, 2000s.
- Show a span of years as 1845-50, not 1845-1850.

Italics/Underlining

- Underline only if reproducing a specific device in a quotation; emphasis will normally be marked by italics.
- Use italics for uncommon foreign words; the inclusion of a word or phrase in the Oxford English Dictionary indicates that it is no longer considered uncommon.

Monash Debating Review Referencing Guide

Book

In Bibliography:

GIBBS, Graham. *Teaching students to learn: a student-centred approach*. Milton Keynes, Open University Press, 1981.

As Footnote:

G. Gibbs, *Teaching students to learn*, Milton Keynes, Open University Press, 1981, p. 280.

Chapter/Article in an Edited Book

In Bibliography:

HIRST, P.H. What is teaching? in PETERS, R.S., *Philosophy of education*. London, Oxford University Press, 1973.

As Footnote:

P.H. Hirst, What is teaching? in R.S. Peters, *Philosophy of education*, London, Oxford University Press, 1973, p. 30.

Journal Article

In Bibliography:

KHOO, G.K. Accounting for leases. *The Chartered Accountant in Australia*, 46(5): Nov. 1975: 19-23.

As Footnote:

G.K. Khoo, Accounting for leases, *The Chartered Accountant in Australia*, 46(5): Nov. 1975: p. 20.

Reference Cited in Another Work

In Bibliography:

REICHMANN, W.J. *Use and abuse of statistics*. London, Penguin, 1964.

As Footnote:

J.B. Morton, Diet of thistles, Cape, cited in W.J. Reichmann, *Use and abuse of statistics*, London, Penguin, 1964, p. 92.

Later Footnoted References

If referring for a second time to a previously cited work, it is not necessary to repeat all details in full. Use suitable short titles, including author's surname and key words from title of book, chapter/article or thesis.

Additionally, you may use the following references:

- *ibid.*, p.22 = same author and work as cited in the footnote immediately preceding, but different page number.
- Gibbs, *op. cit.*, p. 82 = work cited by this author in a footnote earlier, but not immediately preceding.

The bibliography should be presented in alphabetical sequence by the author's surname.

Multiple works cited by a single author should be presented in chronological order.

Please direct any queries to: monashdebatingreview@gmail.com