



2021 Guide for Contributors to our

Journal Part 1: Submission of articles

The Australian Jewish Historical Society Journal welcomes submissions up to 10,000 words, based on research into any aspect of Australian Jewish history.

Production of the Journal is shared by Victoria (November edition) and New South Wales (May edition) divisions. Submissions should be in the form of a Microsoft Word document with photographs, and charts embedded in the Word document and sent as an attachment to the Victorian editor Dr. Hilary Rubinstein (hilary.rubinstein@gmail.com) or to the New South Wales editor Prof. Emerita Suzanne Rutland (suzanne.rutland@sydney.edu.au). References should be in the form of endnotes rather than footnotes. No payment can be offered for any contribution. No handwritten submissions will be accepted.

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Part 2: Style Guide

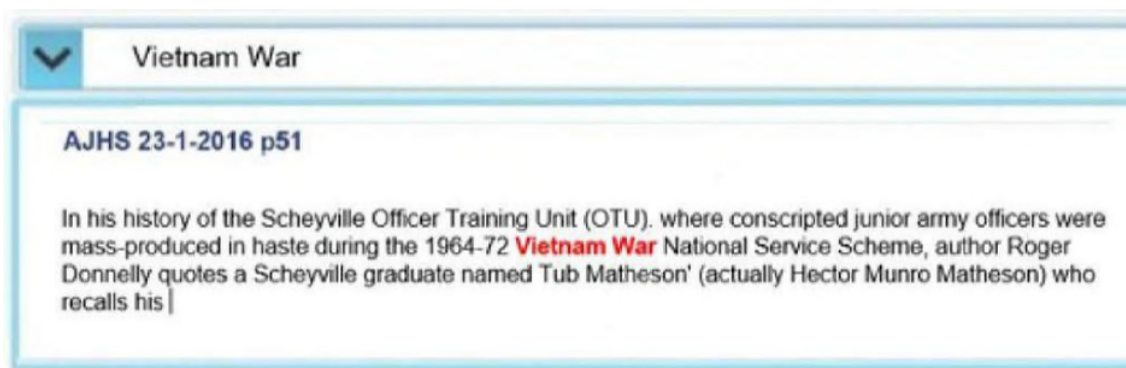
Whether you are submitting an article to us, or have been invited to write a book review, please be sure to **heed the following guidelines**. All accepted submissions will be available online.

When submitting an article, the title page must include, in the following order:

1. **Title;**
2. **Author names:** First name, Second name or initial (optional), Surname;

3. An Abstract which is generally 100-200 words. The opening sentences should contain the aim of the article and the most salient information bearing on this. The abstract should be concise, objective, precise and without value judgments. It should include key terms and dates so as to set the content and focus of the article in context. References or definitions should only appear in the text of the article. *Care should be taken in the selection of the first 50 words as only they will appear in a Google-like a primary online search.*

The sample below is how the first abstract appears in the AJHS database when searching the term **Vietnam War**



4. Up to 6 keywords. Careful thought out keywords help describe the general areas of study of a paper. They help researchers link articles that initially seem unconnected. For our journal **the first keyword** should be from the main category list below followed by up to five more. If necessary, the second keyword should qualify the first. The remaining keywords should indicate other relevant categories not on the list that will help researchers. Some examples:

- a. if *Congregation* is chosen for the first category the second keyword should be the suburb and state;
- b. if *Arts* is chosen for the first category the second keyword might be *painting*;
- c. In an article titled "*My first year as a member of the Australian Jewish Democratic Society*" the keywords could be Biography (from the list below), Australian Jewish Democratic Society, Australian Jews, Israel-Palestine relations, human rights
- d. In the Vietnam quote above the second and subsequent keywords might be *American war experiences, Global politics 1970, Asia.*

Main Category List:

Antisemitism	Convicts and Early Settlers	Military History
Arts (plus type)	Demography	Museums
Assimilation and Intermarriage	Education	Philosemitism
Australian History	Family Histories	Politics (plus level of govt)
Biography (plus category)	Holocaust	Refugees and Welfare
Cemeteries and Funeral Issues	Immigration (plus periods and place of origin)	Religious Issues
Communal Organisations	Jewish-Gentile Relations	Women
Communities (plus state and city)	Language	Youth Groups
Congregations (plus State and city)	Media	Zionism and Israel

Before submitting your article, please ensure that you carefully check the spelling of personal and place names, and that apostrophes have been included where necessary (e.g. King's College, Cambridge). The names of service personnel can often be confirmed by searching in the National Archives of Australia online.

Don't tab (indent) the opening paragraph, but do indent subsequent paragraphs. Don't leave a space between paragraphs.

Be sparing with subheadings. If you do use them, they should be lower case, bold type, aligned left, with no full stop after them.

Use endnotes, not footnotes

List the endnotes in numerical sequence under the bold subheading **Endnotes** aligned left. Do not follow the endnote numbers with a full stop. Leave a one-digit space between the numeral and the start of the citation. Each endnote should finish with a full stop.

Don't list a primary source that you have found cited in another author's work, but not seen yourself, without crediting the finder: the primary source followed by a comma, and add 'cited in [the work in which you found the reference, plus the relevant page number[s] in that work].'

Give author's name as it appears on the title page, followed by title and subtitle, both in italics and separated from each other by a colon, place of publication, publisher, publication date, and the sequence of pages used.

For example:

When citing a work in an endnote:

Book:

Dietz Bering, *The Stigma of Names: Antisemitism in German Daily Life, 1812-1933*, Ann Arbor, University of Michigan Press, 1992, pp. 56-57.

Essay within a book:

Stephen Sharot, 'Hasidism in Modern Society', in Gershon David Hundert (ed.), *Essential Papers on Hasidism*, New York, NYU Press, 1991, pp. 511-33.

Article in a periodical:

Martin Kern, 'The Emigration of German Sinologists 1933-1945', *Journal of Oriental and African Studies*, vol. 118 (1998), pp. 507-29.

Academic thesis:

Rachael L.E. Kohn, 'Hebrew Christianity and Messianic Judaism on the Church-Sect Continuum', unpublished PhD thesis, McMaster University, Ontario, 1985.

Archival document:

National Archives of Australia (hereafter cited NAA), CRS1, Item 938/11509, Camilla Wedgwood to John McEwen, 3 November 1938.

National Archives of Australia, Prime Minister's Department; A461, Correspondence files, multiple number series (third system), 1934–50.

(See <http://www.naa.gov.au/collection/fact-sheets/fs07.aspx>.)

Central Zionist Archives, Jerusalem (hereafter cited CZA), Z48185/1, File 3175, Charles Venn Pilcher to John Curtin, 3 April 1945.

Citing a work by two authors/compilers/editors:

A.J. Heschel and S.H. Dresner (eds.), *The Circle of the Baal Shem Tov*, Chicago, Chicago University Press, 1985

Citing a work by three or more authors/compilers/editors:

Give only the name of the author whose name appears first on the title page, for example, Anne Brown. **Thus:** Anne Brown et al./Anne Brown et al. (comps.)/Anne Brown et al. (eds.)

* **Standard abbreviations of American states can be found at**

https://simple.wikipedia.org/wiki/List_of_U.S._states_by_traditional_abbreviation

For Australian states/territories use ACT, NSW, NT, SA, Qld., Vic., WA as applicable.

Bibliographies are not necessary at the end of properly endnoted articles so unless there are compelling reasons why you should, please do not provide one. Please note that when

citing a work in a bibliography (a) give the author's surname first, followed by the forename and/or initials (i.e., depending on how the name appears on the title page); (b) if the author is of Australian, British or other anglophone nationality (whether by birth or adoption), list thus: du Maurier, Daphne but if not, list thus: Hoffmannsthal, Hugo von; and (c) if an author has a compound surname, whether hyphenated or not, list thus: Lloyd George, David, Pryce-Jones, David

When a work by the identical author directly follows another in an endnote or bibliography, do not repeat that person's name but put idem., followed by the other particulars of the work (short title if you have cited the work previously).

For example:

Neusner, Jacob [title]

Idem., [title]

(In a bibliography, list alphabetically titles by the same author.)

In endnotes and in bibliographies:

You do not need to give the page number when citing daily newspapers, but you *must* do so in the case of books and periodicals.

In the endnotes, when a citation to the identical work above occurs please use Ibid. Add the page[s] number[s] if different from those in the previous citation.

Citing Hebrew-language and Yiddish-language works:

Here's an example of the most straightforward way of citing an article that's in Hebrew or Yiddish. Translate the Hebrew/Yiddish title into English, dispense with a transliteration, but note that the original is in Hebrew/Yiddish:

Pinchas Goldhar, 'Anti-Semitism and the Jewish Self-Image', Oyfboy, December (1945) [Yiddish], followed by the pagination.

Regarding the transliteration of Yiddish, please follow the YIVO guidelines (<https://www.yiddishwit.com/transliteration.html>)

Referring to musical works, paintings, plays and poems:

Italicise titles of major musical works such as operas, oratorios, ballets, and of composer's names for their own compositions.

Do not italicise popular nicknames of works or genre titles (e.g. Beethoven's Fifth Symphony).

Italicise titles of paintings, plays and poems (e.g., Yvette Coppersmith, *Self-portrait, after George Lambert*).

Transliterating Hebrew

Hebrew words must be given in transliteration and placed in italics. The Israeli pronunciation of Hebrew should be followed: for example Shabbat, not Shabbos (except when directly quoting from somebody else's text).

Words that end with the Hebrew letter hey should have an 'h' at the end, e.g. Torah, not Tora.

No distinction should be made between **aleph** and **ayin** or between **tet** and **tav**.

Het should be 'h' not 'ch' (for example hasidic, not chasidic; herem, not cherem). The het should be indicated by underling the h for het thus **h**.

NB: exceptions are names of persons well-established as beginning 'ch' rather than 'h', e.g. Chaim Bermant, Chaim Weizmann, having 'ch' in the middle (e.g. Menachem, Rachel) and also institutions such as the Chevra Kadisha in Victoria that are usually listed in communal publications under that transliteration.

The transliteration of **khaf** should be 'kh', not 'ch' (e.g. *melekh*, not *melech*).

NB Do not italicise foreign-language institutional names (e.g. Chevra Kadisha, Kadimah, Bundestag, Reichstag).

Nor the words **chutzpah** and **kosher** and **Reich**, since they are familiar generally.

But do italicise Jewish festivals and holydays (*Purim, Rosh Hashanah, Yom Kippur*, etc.), as well as words such as *Kashrut, Kindertransport, Kristallnacht, mensch*).

Italicise names of ships, but not the abbreviation for the class of vessel (e.g. HMAS *Canberra*, HMT *Dunera*, SS *Radnik*).

Please describe such vessels by the correct term, **ships**, not the colloquial but incorrect **boats**.

Citing an online source:

When quoting or incorporating information from a website, clearly identify the source by title and URL (uniform resource locator, or web address), and the date you accessed the item online. Do not copy straight from a website without acknowledging your source, since this is plagiaristic.

Abbreviations:

Do use ABC and BBC since these are clearly understood abbreviations. In the case of less well-known ones define the institution in parentheses following the abbreviation the first time you use it. Use **Australian Labor Party (ALP)** the first time you refer to that party, and ALP thereafter.

Do not use NSW, WW1, WW2 and the like (unless they occur in a passage you are quoting): spell out New South Wales, World War One, World War Two. Similarly:

Do not use e.g.; **use** 'for example' or 'for instance'.

Do not use et cetera.; **use** 'and so on' or 'and so forth'.

Use % in tables. Use **per cent** in the text.

In endnotes, if you have several references to a newspaper or periodical—for example, the *Australian Jewish Historical Society Journal*, the *Australian Jewish News*, *Hebrew Standard*, *Jewish Herald* or *Sydney Morning Herald*—**abbreviate such references to AJHSJ, AJN, HS, JH, and SMH, and so on, foreshadowing your intention in the initial reference.**

For example:

Devorah Erskine, 'Recollections of Eretz Israel', *Australian Jewish Historical Society Journal* (hereafter cited *AJHSJ*), vol. 17, part 1, 2003, pp. 26-33.

(**Note that** although the vol. number of this source is XVII, it is cited as 17. **When citing, prefer Arabic numerals to Roman in this and similar cases.**)

Avoid this all-too-common grammatical error:

'He told Nathan and I ...' This should read 'He told Nathan and me' (the objective form of the first person singular). 'Nathan and I went to Bendigo' is, of course, correct, since 'Nathan and I' are the subjects of the sentence.

Common spelling mistakes:

Krystalnacht/Krystallnacht **should read** Kristallnacht

Nuremburg **should read** Nuremberg

NB Please note the correct spelling, following its own usage, of the **Jewish Council to**

Combat Fascism and anti-Semitism (not Anti-Semitism/antisemitism).

Except when directly quoting somebody else's text, please follow this style:

Antisemite **NOT** anti-semite

Antisemitic **NOT** anti-semitic/anti-Semitic

Antisemitism **NOT** anti-semitism/anti-Semitism

(the same rule applies to philosemitism and its derivatives)

Führer **NOT** *fuehrer*

Habsburg **NOT** Hapsburg

Owing to **NOT** Due to **when beginning a sentence**

Tsar **NOT** Czar, Tsarist **NOT** Czarist

Spelling should generally follow the Macquarie Dictionary (e.g. organisation, program, recognise)

Use these familiar (anglophone) forms for Basel, Cologne, Florence, Munich, etc., except when you are directly quoting from a source that does otherwise.

The Netherlands is preferable to Holland, since the latter, strictly speaking, refers only to two Dutch provinces (Noord-Holland and Zuid-Holland).

Britain encompasses England, Wales and Scotland; United Kingdom refers to those countries plus Northern Ireland; the British Isles to the United Kingdom plus the Irish republic.

Surnames ending in s and the possessive apostrophe:

In general, use apostrophe plus s in all names consisting of one or two syllables.

For example:

St James's Palace **NOT** St James' Palace

Sir Isaac Isaacs's appointment **NOT** Sir Isaac Isaacs' appointment

Davis's/Lewis's/Louis's **NOT** Davis'/Lewis'/Louis'

But omit the final "s" when the final syllable of the name is pronounced *iz*.

For example:

Hedges'

Moses'

Use short title of works repeated in endnotes, *not op. cit.*

For example, once cited, Devorah Erskine, 'Recollections of Eretz Israel' (see above), becomes Erskine, 'Recollections'.

Put single quotation marks around a quotation consisting of up to three consecutive sentences, so long as no full sentence has been omitted.

When quoting a quotation within a quotation, use double quotation marks within single.

When quoting an entire sentence, place the full stop *before* the quotation mark. When quoting a partial sentence, vice versa.

When quoting more than two sentences, do not use quotation marks. Instead, indent

the quoted passage.

Here's an example of an indented quotation containing quotations within it:

Julia retorted: 'I don't care that he's a *mensch*! Marry him I won't. I don't want to leave London. So what if there are Jews in Adelaide? No, Clara, save your breath! I won't be persuaded by that "A close neighbour is better than a distant relative" argument!'

When quoting, indicate by an ellipsis of three points (...) when you have omitted some words from a quotation, and an ellipsis of 4 points (....) when an entire sentence or more has been omitted. Omit ellipses from the beginning and end of quotations, unless they are necessary for retaining the sense of the passage.

Here's an example of an indented quotation with ellipses:

Our elderly acquaintance's obvious regret that he was too old to enlist when war broke out is explained by the intense gratitude, he felt for living under the British flag.... We heard him say more than once that in Russia he was treated like a dog, but here he was treated like a human being.

When quoting part of a sentence, place the full stop after the quotation mark:

She confided her reluctance to leave school at that age and accused her parents of 'indulging Ben's ambitions but not mine'.

Personal Names and Titles:

Where an individual central to the article is mentioned, his/her full name and dates of birth and death, if known, should be given, but not necessarily the first time he/she is mentioned. For if that initial mention is merely cursory, and there is a more substantial discussion of that person later on, it may seem more appropriate to give their dates and full name there. Dates of persons not central to an article need not be given.

Where applicable, please follow the form of the name that appears in the *Australian Dictionary of Biography (ADB)*, which is online: e.g. Eliezer (Lazar) Margolin.

Otherwise, forenames and surnames must follow the person's own usage, for example Rabbi Osher (not Asher) Abramson. Please carefully check your spellings of personal names, to avoid such common errors as Lucy (instead of Lucie) Hallenstein, and Phillip for individuals actually named Philip.

When referring to deceased men, do not precede their names by "Mr" the surname suffices. This convention in historical writing is laxer in the case of women, and therefore Miss and Mrs can be used. The convention does *not* affect titles such as Dame, Dr, Lady, Professor, Reverend, and Sir.

The title Lady when referring to the wife or widow of a knight or baronet should not be followed by that person's forename, which implies that the person is the daughter of a peer. If referring to the wife or widow of a knight or baronet, write Lady followed by the surname only (for example, **Lady Cowen**) or if you need to distinguish her by her forename, insert that forename in square brackets between Lady and surname (for example, **Lady [Anna] Cowen**).

Full Stops:

Do not use them after such abbreviations as, for example, Dr Evatt, St Kilda, Michael Danby MHR.

Ampersand Retain the ampersand when mentioning companies that use it regularly.

Upper Case (capital) letters:

The adage 'When in doubt, don't!' applies here. Avoid starting with a capital words such as government, minister for foreign affairs, parliament, president, prime minister. **Do** use capitals when mentioning, for example, Department of Foreign Affairs, Ministry of Foreign Affairs, President Theodore Roosevelt. Similarly, write 'the club's bursar', 'the congregation's rabbi' (cf. Rabbi Francis Lyon Cohen of Sydney's Great Synagogue).

Biblical NOT biblical if that word occurs within a name (such as Biblical Studies Department); otherwise use lower case **b**.

Congregation NOT congregation when part of a formal name (such as the Melbourne Hebrew Congregation); otherwise lower case **c** (e.g. Brisbane's Margaret Street congregation)

Liberal Judaism, NOT liberal Judaism

Medieval NOT medieval if that word occurs within a name or title; otherwise use lower case **m**.

Orthodox NOT orthodox

Rabbinic NOT rabbinic if that word occurs within the name of an institution, but otherwise use lower case **r**.

Rabbi NOT rabbi when used along with the rabbi's name; otherwise, lower case.

Synagogue NOT synagogue when part of a name (such as Bankstown Synagogue, United Synagogue); otherwise use lower case **s**.

Talmudic NOT talmudic (e.g. Talmudic precepts, not talmudic precepts)

Numerals:

Numbers one through ten should be written in full; for 11 onwards please use numerals.

Dates:

Please follow these examples:

1870-79 (*not* 1870-1879);

1930s (*not* 1930's);

14 May 1948 (*not* May 14, 1948 nor 14th May 1948 nor 14.5.48).

Please use nineteenth century and equivalents, not 19th century, unless you are quoting a passage that includes the latter.

When 'century' is being used adjectivally, please use a hyphen (e.g. nineteenth-century music)

Quotations from the works of others must include complete references and, in the case of translations, the name of the translator.

Biblical citations:

Biblical quotations should normally follow the Jewish Publication Society of America translation. **Please follow these examples:** Leviticus 22:26; Isaiah 43:21-44; II Kings 23.1

If writing a book review for us, please put your name at the end of the review, aligned right.

Give the book's title as the review's title in capital letters, followed by By [author's name],