

GENERAL DOCUMENTATION CHECK LIST

Please read this each time you use the form.

Please contact the **Senior Conservation Officer (Assessment)** on **(08) 6552 4000** if you have problems formatting your documentation.

Format of document

Please use the current State Heritage Office Assessment Template for all assessment documentation whenever possible. This is a word processing document and should be submitted as a word processing file, NOT an RTF or PDF file.

Paper size A4, portrait format.

Top margin 2.5 cm; bottom margin 2 cm; left margin 3 cm; right margin 2.5 cm.

Text is justified and the right boundary of text is 16 cm on the ruler.

Text is Arial 11.5 points - this is our standard corporate type.

The formatting should be automatic if you start your text at the 'Start Here' command. Highlight the command and then start to type over it (The text style is Body Register, a hanging indent with 6 points after, and the heading style is Heading 1 with 12 points before and 3 points after.)

Please ensure that the name of the place is written in the footer of the document. This should be identical to the name given to the place throughout the document. The text in the footer is Arial bold and 10 points.

Descriptions of the required information are given in italics in the main body of the document. This information should be deleted as the information is provided.

Formatting for your paragraphs will be correct if you start typing at the 'Start Here' command. Leave the italics in place until you have finished your draft because it is useful as a checklist to ensure all the information is completed. Delete italicised instructions before final report print out.

Leave existing page breaks in place, even if there are only one or two lines on the page.

Style

Style should be used consistently throughout the document. The following style notes are for use as a guide for your documentation and have been compiled from *The Australian Government Style Manual*, Australian Government Printing Service, Canberra, 4th Edition, 1988 and *Heritage Council of Western Australia Style Guide*, July 2005.

- Leave **two** spaces between sentences.
- Pounds should be written using the £ symbol (alt 3) and as follows: £800 or £800 16s or £800 16s 06d as required.
- Honours following a name should be in capitals at 10 point, for example, William Blank, JP, MLA.
- Compass directions should be in lower case and hyphenated if appropriate, for example, north, north-east, south-west.
- Names with initials should be written as follows: T. L. Smith with a space between the T. and the L. Where the initials form an acronym, there is no spacing and no full stops.
- Quotations should be in **single** inverted commas and in 11.5 point. If more than 30 words, quotations should be on a separate line, indented **without** inverted commas, 10 point in size and the text indented one tab. Quotations should **always** be footnoted.
- Ensure at completion that all page breaks occur without isolating titles from text.
- Names of ships, publications and newspapers should be in italics, not underlined.
- Definite article ('the') should be omitted when referring to the heritage place; use italics for the name of the heritage place but not for names of parts of the place or former names of the place.

- Dates should be cited in the following form:
12 October 1994 not 1st or 2nd.
- Although c.1990 can be used in the documentation, please note that Circa is used at the beginning of sentences, not C.
- References to World Wars should be: World War I (not 'World War 1' or 'World War One') and World War II (not 'World War 2' or 'World War Two'). After the first reference, it is acceptable to use WWI and WWII in expressions such as 'pre-WWI' and 'post-WWII'.
- Do not use brand names when referring to building materials unless this is relevant to the significance of the place. The following alternatives should be used:
 - Colorbond = pre-painted corrugated galvanized steel;
 - Zinalume = corrugated galvanized steel;
 - Super-six = corrugated fibre cement;
 - Hardi products such as Hardiplank, Hardiflex, Hardiboard = fibre cement board/planking as appropriate; and
 - Cyclone wire = chain link or chain wire. Woven wire refers to a different type of fencing widely used in Victorian gardens.
- Use Australian spelling, not US spelling. The assessment template is set up this way, however, check this by looking at the Format/Styles/Normal setting in most word processing software packages.

Footnotes

To format footnotes for assessments, give one tab and apply the "fn" style which is a hanging indent (Arial 9 point in height with 0 points before and after). The left margin of the text is 1.27 cm with the first line at -1.27 cm. Please do not "tab" across.

Style of footnotes should be used consistently throughout the document.

- In general, the footnote reference should appear after the full stop at the end of the sentence, as well as at the end of a quotation or a particular reference in the text.
- Footnotes should be automatically numbered and start from 1 at the beginning of the documentary evidence.
- Various formats for footnotes are used in historical texts. One example of a format is shown below:¹ Footnotes must include: author, title, publisher, place where published, year published, page number. Full stop after p. and after the numbers. Use pp. for more than one page.
- Use a semi-colon at the end of each individual reference, when footnoting to a series of references. The semi-colon will replace the full stop except for the last entry: for example, Stannage, C. T., *The People of Perth: A Social History of Western Australia's Capital City*, Perth, 1979, p.38; Lutton, op. cit., p.2; Johnston, R., *The Tranby Hardeys*, Serpentine, Parmelia Publishing Pty. Ltd., p.13.
- Each footnote sentence should begin with a capital letter and finish with a full stop (**except** for *ibid.* and *op. cit.*, which are always in lower case).

¹ Stannage, C. T., *The People of Perth. A Social History of Western Australia's Capital City*, City of Perth, Perth, 1979, pp. 43-102; Hocking Planning and Architecture: '10-20 Marine Terrace, Fremantle', for Heritage Council of W. A., Perth, 1991, p. 10.

- When footnoting to a reference for the first time, cite the references in full with the full title. References that are published should have the title in italics. References that are not published should have the title in **single** inverted commas.
- Cite full source. If a source quotes another, cite the primary source and then the words 'cited in' or 'quoted in' and the secondary source with the relevant pages numbers.
- The short title form, *ibid* or *op. cit.* should generally be used for the citation of subsequent references. However, you may use the short referencing form as follows: Stannage, *The People of Perth...*, p. 124. **Please remember that whatever your preference for footnote style, it must be used consistently throughout the document.** Note: *ibid* and/or *op. cit.* are not italicised and are in lower case.
- It is recommended that abbreviations be left until the draft hard copy is completed because changes to the text, especially moving text around, can change the preceding reference point.
- An example of a way to cite a telephone conversation or site visit is as follows:

Xyz [name of person providing information]
of abc [company and position held],
conversation with fgh [name of person to
whom information was provided],
date [in full].
- A memo should also be written regarding the telephone conversation or site visit and a copy given to the State Heritage Office for its records. The memo should contain all the relevant details summarising the conversation, including the parties involved and the date.
- Sources that are less than 10 pages should be given page numbers. For documents of more than 10 pages, cite as no pagination (n.p.).
- Sources that are undated are cited as n.d. If there is an approximate date the use of *circa* is acceptable, for example, c. 1993.

Naming Places and Elements

The name of the place being assessed should be written in *italics*. It is easier to use # and then do a search and replace with the place name at the end of writing the documentation. This saves time and ensures that the place name is uniform throughout the documentation.

When using the word 'former' in a title, please use the following format: *name of place (fmr)*, for example *Collie Post Office (fmr)*.

The word *former* generally applies when the place is no longer used for its original purpose. When referring to the place prior to its change of use, the original name should be used, for example *Collie Post Office (NO ITALICS)*. Similarly, *NO ITALICS* should be used if using the term *former* in a sentence, for example '...the former *Collie Post Office*...'. This also applies to other/former names of the place; for example *Wearne Hostel* was referred to as *Ministering Children's League Convalescent Home*. This name can be used in a document, but should not be italicised.

When referring to rooms in a document please use lower case, for example *kitchen*. When referring to separate buildings in a complex, use upper and lower case, for example *Soldiers' Memorial Wing, the Gymnasium*, etc.

When referring to a range of buildings please put the names in chronological order with the relevant dates in brackets after each name, for example, *The Cloisters (1858), the Town Hall (1868-70), Wesley Church (1870-71), the Barracks Arch (1863), Government House, and the Central Government Offices (1874+)*.

When describing a place that consists of a group of buildings use the following format: *Paterson & Co Fruit Packing Shed Complex*, comprising the *Packing Shed and Office (fmr) (1872)*, and *Iron Clad Shed (ud)*. If individual elements in the group are significant in their own right, such as their architectural style, only that element should be noted in the statement and the name should not be in italics, for instance the *Packing Shed* is a substantial well designed industrial building.

In the documentary evidence, clearly indicate which buildings (if any) have been demolished: School Master's House (1914; demolished).

Text Notes and Naming Conventions

Please use Apperly, R., Irving, R., Reynolds, P. *A Pictorial Guide to Identifying Australian Architecture. Styles and Terms from 1788 to the Present*, Angus and Roberston, North Ryde, 1989 for all descriptions of architectural styles. When referring to architectural or design style in the Documentary and/or Physical Evidence please cite these references. The * at Section 11.1 Authenticity, provides a note regarding the use of references by Apperly et. al., Ramsay and Richards. This footnote is standard to all assessment documentation and should not be removed.

For types and styles of gardens and designed landscapes, please use Ramsay, J. *Parks, Gardens and Special Trees: A Classification and Assessment Method for the Register of the National Estate*, Australian Government Publishing Service, Canberra, 1991, with additional reference to Richards, O. *Theoretical Framework for Designed Landscapes in WA, unpublished report, 1997*. Richards' work should be referred to principally for types of gardens specific to Western Australia, and for additional information on the application of styles in Western Australia.

When referencing plant material the common name (if there is one) is to appear first, with the first word capitalised and subsequent words (if there are any) to be in lower case. The botanical name is to follow in brackets in italics with the first word capitalised and the subsequent words in lower case, for example, White cedar (*Melia azedarach*).

The Key References section is not a general bibliography and should contain only **key** references.

All items requiring further research need to be identified. Explanations should be provided in the footnotes and in the Further Research section.

Checklist

Before submitting your documentation, please make sure you have checked the following:

- The chronology within the text is correct: dates are in sequence and there is a logical flow to the descriptions.
- Page breaks and pagination have been checked.
- Consistency of name spelling and titles.
- Consistency of descriptor throughout documentation eg house, villa, cottage.
- Use the word 'timber' in lieu of 'wooden'; 'corrugated iron or zincalume', not 'tin'.
- Avoid colloquial expressions, for example, use 'transportable building' not 'donga'.
- The words 'settlers' and 'pioneers' with reference to white Australians are not used alone as descriptors. Write 'first farming family in the district', 'first European settler to live in the area', 'colonist' or similar. The documentation should acknowledge Aboriginal occupation whenever possible. Likewise, the word 'early' should be defined by specifying a time period.
- That footnotes have been completed.
- That the tense of the document is consistent and appropriate: past, present or future.
- That a spell check has been completed.

Useful References for Aboriginal and Migrant Heritage

Tindale, Norman "Aboriginal Tribes of Australia" Australian National University, Canberra, 1990.

Atkinson, Anne, "Asian immigrants to Western Australia, 1829-1901" compiled by Anne Atkinson, Nedlands, W.A : University of Western Australia Press, 1988.