

## Guidelines for Submissions to The French Australian Dictionary of Biography

Please refer to biographies published on ISFAR's FADB website at: <https://www.isfar.org.au/fadb/>

1. Copy should be submitted in electronic form using Microsoft Word in Century New Gothic, 10 pt. Use single-spacing between sentences and insert no indentations at the beginning of new paragraphs.

2. Heading should be in lower case bold in Century New Gothic, 15.5 pt (with, in brackets, the birth and death dates separated by an en dash and no spaces) e.g.:

**Crivelli, Charlotte (1863–1956)**

No other formatting is needed.

3. Do not use footnotes. Use author, date in-text referencing.

4. The length of the entry should be between 600 and 1500 words.

5. The first sentence of the article should attempt to summarise the individual's historical contribution.

6. The text of the article is followed by:

**Image:** The caption for the image clearly indicated, including all permissions for its use. Labelling should be minimal and must be consistent with stylistic conventions used in the text.

The image (ideally of the subject) should be submitted as a separate graphic file. JPEG format is preferred. Any photograph should have a resolution of at least 300dpi at the final printed size, so that it achieves the minimum requirements for professional good-quality printing. Always use 4 × 6 inches (or 10 × 15 centimetres) for the final printed size when calculating the resolution.

7. This is followed by:

**Author:** author's name, title and affiliation, date (month and year) of submission of the article (no full-stop, all headings at left hand side of page)

followed directly by

[Suggest a correction]

8. Followed by:

**References:**

Listed alphabetically using the author/date method. e.g.

Ageorges, Roger, 1994, *Île de Ré, Terres australes : les voyages du capitaine Baudin, marin et naturaliste*, Sainte-Marie-de-Ré, Groupement d'Études Rétaises (GER). The list of selected references should be short and should show only the main sources used by authors when writing their articles.

9. **Keywords:** are to be placed below the list of references

**10. PLEASE NOTE: We only correct errors if you send us primary source evidence that supports your claims.**