



OHA SA/NT *Word of Mouth* Article & Audio Style Guide

Articles and Reports

1. Font: Times New Roman
2. Font size: 12
3. Single spacing between sentences
4. Date style: 25 September 2009
5. No indented paragraphs (except see No. 15). Double space between paragraphs
6. Single quote marks the norm, with double within single
7. Numbers up to 20 to be written in full. Numbers commencing a sentence to be written in full.
8. Names of any publications to be in italics
9. Titles of book chapters, articles, films, radio programs, etc to be within single quotes
10. Keep capitalisation of first letters of words to a minimum – eg the prime minister;
Prime Minister Jo Smith
11. Names with initials – A.J. McDougall
12. No stops between abbreviated initials – SA, UniSA
13. Words with ‘isation’, ‘ised’ to be ‘s’ not ‘z’ – realisation
14. Punctuation in sentences with quotes:
‘The sky is blue.’
She said, ‘The sky is blue.’
She said, ‘The sky is blue,’ and added ‘but there are clouds’.
15. Direct quotes from Oral Histories to be indented and in italics, no quotation marks.
16. References to be done as Endnotes
17. A short biography of the author of the article to be included at the end of the article
18. **Photographs** (high resolution photos of size at least 1.5MB) to have captions including: *Photograph xxxx (name of photographer)*
 - Please ensure you have permission to use photographs, and write same in an email to Editor
 - Photos need to be high resolution and at least 1.5MB in size.
 - Photos should be in .JPEG, .PNG or .GIF format.

Audio extracts

Permission

Please ensure that you have permission to broadcast and publish the oral history recording. Include details at the end of your article about the repository of the recording. For example: *Quotes from oral history interviews with Harry Portlock and Lillian Gage courtesy of the State Library of South Australia (OH 829-[5](#) and [16](#)).*

Note that a hyperlink to the catalogue record may be included, as in the above example.

Audio recording parameters

The oral history interviews from which the excerpts are taken need to have been recorded to the standards recommended at the 'Introduction to Oral History' workshops and in *The Oral History Handbook* by Beth Robertson. That is:

1. stereo recording with one microphone for the interviewee and one for the interviewer. Microphones should be high quality. Built in microphones on a smartphone or tablet are not adequate.
2. original recording frequency should be 48kHz and a bit depth of 24-bit to ensure the audio accurately captures the richness of the voices and emotion.
3. the original recording should be an uncompressed audio file type such as a .WAV, or .FLAC file to ensure the richness of the recording is retained and not lost through compression at the recording stage.

Preparing your audio files

Creating the audio excerpts

We recommend you use Audacity software (a free program that is available for all computer platforms) to edit the oral history recording. If you are uncertain about how to create audio excerpts from your oral history recordings, we recommend you attend an Advanced Oral History Workshop on 'Creating Audio and Visual Presentations with your Oral History Interviews'.

Audio files for articles and reports

Please create short audio excerpts to go with your article. We recommend that the excerpts are between 20 and 60 seconds in duration. Please save the excerpt in MP3 format, since it is preferable to upload smaller files and this ensures that individuals with poor internet connections are more likely to be able to listen easily. Please include the transcription of your excerpt within the body of the article.

Audio files for Last Words articles

Please create audio excerpts up to 3 minutes in length, up to a maximum of five files. A transcription of the excerpts should be included for publication in the article.

Naming the files

Please name the audio files in the order in which they are to be linked within the article, according to the following system:

[excerpt number]_[interviewee surname].mp3

For example:

01_McDougall.mp3

02_McDougall.mp3

03_McDougall. mp3

Sending audio files

Please send the audio files to **editor@oralhistoryaustraliasant.org.au** within a zipped folder using a service such as DropBox. Usually the total size of files is too large to send reliably by e-mail.

Linking to the audio

Authors should highlight the section of text that needs to have the hyperlink to the audio file. There are two choices of styles for including audio excerpts and linking:

1. the transcript of the excerpt is itself a link (shown in blue) to the audio file e.g.

Every aspect of the voyage was fascinating,

To me it was a new world...everything to me was something unreal you know, and just seeing New York as you came in with all these high buildings- we had nothing like that in Australia and it was just an eye opener.

2. the introduction to the transcript provides the link (shown in blue) to the audio file e.g.

...holds a near-complete archive documenting the long history of the firm, beginning with its foundation in the 1860s. [Glen Collinwood, senior associate and architectural technician, explains:](#)

We're a company ... with well over one hundred and fifty years of history, we go back to some of the ... the early times of architecture in South Australia. There's always been this – almost pride, in being able to find the original work. It's there, somewhere. And [our archivist] David [Holliday] actually knows where that is. ... He could find pretty much anything.