



extempore Pty Ltd
 PO Box 3079 Cotham LP0
 Kew Victoria 3101 Australia
 Mobile 04407 664 202
 info@extempore.com.au
www.extempore.com.au
 ACN 128 982 552

Stylesheet for contributors

Style element	Usage in extempore
abbreviations	<p>No full stop after an abbreviation (Vic, no, vol) nor after a contraction (Dr, Mr, Mrs, Qld, eds).</p> <p>Abbreviations consisting of more than one capital letter or of capital letters only are written without full stops, e.g. NSW, ALP, UNICEF.</p> <p>University, when shortened to Uni in an interview should be written with an initial capital.</p>
artist names	<p>First references to an artist should use his/her full name, and you should mention what instrument he/she plays (either upon first introduction or not long afterwards).</p>
asides	<p>Asides are placed in square brackets. For example</p> <p style="text-align: center;">Sandy: Exactly! [laughs]</p>
band names	<p>For band names, record labels or venues use mixed case, with no quotes, bold, or italics, for example</p> <p style="text-align: center;">Tim Stevens Trio Kinnara Records Bennetts Lane</p> <p>An exception is The catholics, which has a lower case c, to disassociate it from the religion.</p>
bold	<p>Bold type to be used sparingly in text, mainly used in headings.</p>
books, journals magazines	<p>Use <i>italics</i> for titles of albums, books, journals, newspapers, magazines, films, TV and radio shows.</p>

Style element	Usage in extempore
case	<p>Do not use UPPER CASE unless you have a very good reason... use <i>italics</i> instead, e.g. use italics instead of bold or underlined text when you want to lend emphasis.</p> <p>Lower case letter immediately after colon. (see colon below for example)</p>
CDs and albums	<p>Use <i>italics</i> for titles of albums, books, journals, newspapers, magazines, films, TV and radio shows.</p> <p>When you mention an album by way of comparison, please provide the label and release date as in the following example, or in the surrounding text:</p> <p style="text-align: center;"><i>The Drunken Boat</i> (Jazzhead, 2007)</p>
colon	<p>Lower case letter immediately after colon. For example,</p> <p style="text-align: center;">One thing Mad Dog knew: he was alive.</p>
contractions	<p>No full stop after an abbreviation (Vic, no, vol) nor after a contraction (Dr, Mr, Mrs, Qld, eds).</p>
dashes	<p>Please handle dashes in text as follows:</p> <p>The long em-dash provides for an inserted clause and has no space on either side of it. For example, ‘‘</p>
dates	<p>When a date is given in full it should be written as follows: Monday 19 December 1972.</p> <p>Where appropriate, abbreviate years using a preceding apostrophe: '54; '90s.</p>
direct speech	<p>See quotation marks</p>
directions	<p>Compass directions in lower case as adjective, but first capital as noun: West, western, South, southern etc. Also, South-east(ern), North-west(ern)</p>

Style element	Usage in extempore
emphasis	Underlining of words for emphasis is not used; instead use <i>italics</i> .
foreign words	<p>Italicise the first mention of a foreign word such as <i>gamelan</i>. After the first mention, do not italicise.</p> <p>At the end of this style sheet is a list of foreign words which are so do not need to be italicised at all because they are familiar enough to have been incorporated into general usage</p>
headings	All headings should be in minimal caps
interviews	<p>Interviews carry the interviewer's and interviewee's first names at each change of speaker (rather than the normal custom of supplying their full names at first mention and thereafter just their initials).</p> <p>Peter Wockner: How musical was your family?</p> <p>Aaron Flower: My parents weren't musicians but they were music lovers, and my mum got me and my two brothers learning classical guitar at quite a young age; around the age of seven, I think. Other than that, I have a cousin who is a classical singer, and I think it was my great-great-grandfather who was a church organist and composer in Sydney's St Andrew's church.</p> <p>Peter: Was music playing constantly on the stereo at home when you were growing up?</p> <p>Aaron: Yes it was. My mother was playing a lot of classical music, but my dad was into rock from the '60s. Bands like Deep Purple, Jimi Hendrix, Cream, all that sort of stuff.</p>
italics	<p>Use <i>italics</i> for titles of albums, books, journals, newspapers, magazines, films, TV and radio shows.</p> <p>Italicise the first mention of a foreign word such as <i>gamelan</i>. After the first mention, do not italicise.</p> <p>Underlining of words for emphasis is not used; instead use <i>italics</i>.</p>

Style element	Usage in extempore
learned / learnt	<p>'Learnt' is only to be used for the (passive) past participle and 'learned' as past tense (active).</p> <p>For example, I learned an enormous amount from him. All that has been learnt in the past suggests that...</p>
musical instrument	<p>First references to an artist should use his/her full name, and you should mention what instrument he/she plays (either upon first introduction or not long afterwards).</p>
numbers	<p>Within the text, numbers under 10 are spelled out in full (five, nine) unless in a chart or diagram. Use figures for 10 and above.</p> <p>No comma in numbers of more than three and less than five figures (2010, 5000) but a comma is used in numbers of five digits or above, e.g. 10,000, 43,260, 129,450.</p>
OK / okay	<p>Okay should always be spelled out. It is not okay to use OK.</p>
practise / practice	<p>To practise is the verb, practice is the noun.</p>

Style element	Usage in extempore
quotations	<p data-bbox="488 315 959 349">Comma before a short quotation:</p> <p data-bbox="584 398 1445 432" style="padding-left: 40px;">In answering the question, ‘What is swing?’ Rexroth states...</p> <p data-bbox="488 488 1062 521">Colon before a slightly longer quotation:</p> <p data-bbox="584 571 1374 649" style="padding-left: 40px;">Rexroth states: ‘It is an organic, flexible, fluctuating... treatment of the rhythms of a fairly simple dance form.’</p> <p data-bbox="488 701 1461 779">Indented block of text for even longer quotation, with one line space above and below. For example,</p> <p data-bbox="584 828 1422 907" style="padding-left: 40px;">He used an equally authoritarian tone when discussing the poetry-read-to-jazz movement in 1958:</p> <p data-bbox="679 958 1469 1283" style="padding-left: 80px;">If we can keep the standards up, and keep it away from those who don’t know what they are doing, who have no conception of the rather severe demands the form makes on the integrity and competence of both musicians and poets, I feel that we shall have given, for a long time to come, new meanings to both jazz and poetry.</p>
quotation marks	<p data-bbox="488 1341 1362 1420">Use single quotation marks around direct speech, and double quotation marks for a quote within a quote, e.g.</p> <p data-bbox="584 1424 1302 1458" style="padding-left: 40px;">‘It’s not seen to be “real life” to be a jazz musician.’</p> <p data-bbox="488 1509 1469 1588">Place punctuation inside quotation marks in full sentences or clauses containing a finite verb. For example,</p> <p data-bbox="584 1592 1326 1626" style="padding-left: 40px;">She said, ‘Jazz, as a word, is redolent with meaning.’</p> <p data-bbox="488 1682 1469 1760">However, when you are quoting only part of a sentence or clause the closing quotation mark goes inside the punctuation, e.g.</p> <p data-bbox="584 1765 1430 1798" style="padding-left: 40px;">She considers that the word jazz is ‘redolent with meaning’.</p>
radio and television shows	<p data-bbox="488 1861 1337 1939">Use <i>italics</i> for titles of albums, books, journals, newspapers, magazines, films, TV and radio shows.</p>

Style element	Usage in extempore
record labels	For band names, record labels or venues use mixed case, with no quotes, bold, or italics.
seasons	The seasons in lower case: spring, summer, autumn, winter
song titles	Song titles go in 'single quotes', as do the titles of chapters, articles, essays and lectures. For example, 'Spirit Song', 'Drowning Joyfully', 'Sorry My English'.
spaces	One space follows full stops, colons and semicolons.
spelling	Australian spelling is used, as in the following examples: centre, organisation, rationalisation, realise, institutionalise, liberalise, behaviour, favour, labour (except Australian Labor Party).
states	Australian states and territories are abbreviated as follows: New South Wales – NSW Northern Territory – NT Queensland – Qld South Australia – SA Tasmania - Tas Victoria – Vic Western Australia – WA
television and radio shows	Use <i>italics</i> for titles of albums, books, journals, newspapers, magazines, films, TV and radio shows.
times	Times are written as 6:15 pm, 8 am, 9:30 pm, 12 noon/pm. The international clock is only used in charts or diagrams. Percent – to be written out as one word rather than the symbol % (except when in a table or graph).
venues	For band names, record labels or venues use mixed case, with no quotes, bold, or italics.

Foreign words that do not need to be italicised

ashram (not this also does not need to have an initial capital)