Australian Journal of Political Science

AUTHOR GUIDE

For general enquires, contact the *Australian Journal of Political Science* by email at: ausjps.editors@gmail.com and concerning the review section contact the Review Editor at: ausjps.reviews@gmail.com

The *Australian Journal of Political Science* (*AJPS*) publishes original articles of high quality characterised by conceptual clarity, methodological rigour, substantive interest and broad appeal. *AJPS* invites the submission of **research articles** (of up to 8000 words in length, inclusive of references) in the following subject areas: Australian politics, New Zealand politics, the government and politics of any country or region around the world, political philosophy, international relations, gender politics, political economy, political sociology, political development, public policy and public-sector management.

AJPS also publishes occasional **Symposia** of 3–5 articles on a particular theme.

The **review section** includes **review articles** that discuss the contribution of several recent books to a current discussion, debate or problem in any field of political science in the context of established scholarship. They critically assess these books, comparing their approaches, as part of a wider argument that contributes to the dialogue in question. Reviews of single works will only be considered in the case of highly significant contributions. In general, the Review Editor will commission review articles of between 1500 and 7000 words, but we welcome suggestions for essays on particular themes of interest to the *AJPS* readership. Authors interested in submitting a review article should contact the Review Editor prior to submission. Review articles are subject to the same rigorous peer review process as research articles. We also welcome suggestions for **review symposia**, as well as new approaches to review, that seek to foster scholarly exchange. Review articles must conform to the journal's style guidelines.

How to present and submit your manuscript

Preliminaries

Manuscripts that do not conform to the requirements below will be returned to authors.

All submissions should be made online via the Author Centre at: http://mc.manuscriptcentral.com/cajp. New users should first create an account. For assistance with this platform please consult: http://journalauthors.tandf.co.uk/submission/ScholarOne.asp/.

Original manuscripts

Authors should prepare and upload two manuscript versions. One should be a complete text including a title page with the name(s) of the author(s) and a few sentences of biographical detail. When uploading files, please define the non-anonymous version as *File not for review*.

In the second version, all information identifying the author(s) should be removed. Only the title should appear on the manuscript itself, followed by an **abstract of not more than 150** words and **3–6 keywords**.

For the initial submission, tables and figures should be included in the appropriate places in main text document. The authors of accepted articles will be asked to submit individual files for tables and figures for copyediting. See note below on instructions regarding purpose and formatting of tables and figures.

AJPS is produced using Microsoft Word. Do not submit in PDF format. Manuscripts must conform to the referencing style detailed below.

It is a condition for publication that authors assign copyright or licence the publication rights in their articles, including abstracts, to the Australian Political Studies Association. This enables us to ensure full copyright protection and to disseminate the article, and the *AJPS*, to the widest possible readership in print and electronic formats as appropriate. Authors retain many rights under the Taylor & Francis rights policies, found at: http://www.informaworld.com/authors_journals_copyright_position/. Authors are responsible for obtaining permission to reproduce copyright material from other sources.

Revised manuscripts

Authors should prepare and upload two versions of revised manuscripts. One should indicate changes made to the original manuscript using the Track Changes function in Word. As this version is often sent back to referees for an additional review, please ensure that your name does not appear in the comments or Track Changes notes. To remove your name from Track Changes, go to 'Document Properties and Personal Information' and select 'Remove All'.

The second version should be a clean copy of the revised manuscript without comments or Track Changes visible.

Authors should also provide a document detailing their revisions in response to the editors' and reviewers' comments. This document has to be anonymous and should be uploaded as an additional 'Main Document'.

Editorial style

General

For matters of style not otherwise covered in this guide, follow the latest edition of the *Style manual for authors, editors and printers* published by the Australian Government Publishing Service.

Headers

Article titles, subtitles and text subheadings must be clear, succinct and direct. Normally a maximum of two levels of subheadings should be used. The heading format should be sentence case.

Spelling

AJPS uses Australian English in accordance with the *Macquarie dictionary*. In cases of alternative spelling involving 's' or 'z' (such as in 'criticise', 'globalisation' or 'socialisation'), the journal spells terms with an 's'.

Hyphens

Some phrases contain hyphens when used adjectivally but not otherwise; for example, 'Middle-class values may be held by individuals not conventionally regarded as members of the middle class'. *Macquarie* is particularly useful as an up-to-date guide to current hyphenation of particular words. The tendency in recent years has been to use fewer hyphens, and many words which formerly consisted of two components have now become one (e.g., longstanding, policymaking, postmodernism, seashore, sociopolitical, socioeconomic, taskforce).

Quotations

Short quotations within the text should be indicated by quotation marks. Use *single* quotation marks ('), except for quotations within quotations ("). Long quotations or extract material (over 40 words) should be indented about 1.27 cm along the left and right margin. Words, punctuation or italicisation not present in the original should be enclosed in square brackets or noted in the relevant citation as (*emphasis* or *italics added*). Page numbers must be provided for quotations unless the original source is not paginated.

Capitalisation

AJPS uses uppercase for formal organisations, institutions and certain titles (e.g., 'President Obama', 'the Prime Minister, Mr Abbott'). The following list of examples gives an indication of the journal's approach to capitalisation:

socialism, socialist the Socialist Party of Albania the state (as an institution) the states and territories of Australia the State of Queensland the Premier of Tasmania Second World War Western Europe Australian Constitution (specific) constitution (general) the Cultural Revolution the Howard government the Commonwealth government Muslim Australians	White Paper Southeast Asia the Labor Party, Labor the Catholic church, Catholics War on Terror Western political thought the Victorian Parliament the US Congress parliamentary practice House of Representatives, Senate High Court the Crown Warsaw Pact

Full stops

- *For titles. AJPS* does not use full stops for titles such as Ms, Mrs, Mr, Dr, Prof or Rev.
- *For abbreviations.* Where an abbreviation ends with a letter which is not the final letter of the word being abbreviated, use a full stop. For example, editor → ed.; but editors → eds without a full stop. Thus Vic., but Qld without a full stop.
- *Latin abbreviations.* Only abbreviate when within parentheses (except 'etc.'). Use full punctuation: e.g.,/i.e.,/etc.,/etc.
- *For acronyms*. Avoid the use of full stops (e.g., NSW, NATO, ANZUS). The full title should be spelt out when first used.

Numbers

Spell out the numbers one to nine and spell out even hundreds, thousands and millions, *except* for:

– numbers with a decimal point or fraction (e.g., 4.25, 41/4)
– page numbers (e.g., 200, 5–8)
– sets or lists of numerals, some of which are higher than 10 (e.g., 14, 9 and 6).

Large numbers (over four digits) should be written with a comma rather than a space (e.g., 5000, 50,000, 500,000).

Always write out a number or year if it begins a sentence, though it may be better to rewrite the sentence in this circumstance.

Dates should be written in the 'day month year' format (e.g., 9 January 2001).

Time spans should be written in the following form: – 1990s (not 1990's)
– 1994–95 (not 1994–1995 or 1994–5)
– 1999–2000

Centuries should be written as ordinals (without superscripts), but spell out at the beginning of a sentence (16th century; 21st century)

Avoid Roman numerals wherever possible. Use Arabic numerals (11, 12, 13...) for other numbers.

Elide page ranges to two digits, except for numbers under 10 and the teens (1–9, 10–19): 60–68; 107–09; 112–19, 143–44, 1056–59 (*not* 1056–1059 or 1056–9). This rule should not be applied to measurements.

Percentages are expressed as figures followed by 'per cent' even if the number is less than 10.

Tense

Some general rules for the use of tense:
- *Historical or chronological pieces*: Use the past tense ('Aristotle argued...')
- *An author as subject*: Use the past tense ('Ravenhill showed....').
- *An author's work as subject*: Use the present tense ('Chen's survey shows....').
- *Your procedures*: Use the past tense ('I surveyed...').
- *Your findings*: Use the present tense ('The findings indicate...').

Active voice

Active voice ('The party leadership decided that...') is preferable to passive voice ('It was decided that...') because it requires and conveys to the reader a more specific and precise message.

Gender-neutral language

Avoid inappropriate gender-specific language, including gender-specific terms for groups of people, or the characterisation of groups as male or female. Recast sentences rather than using male pronouns where the male is not intended.

Non-English words and phrases

Non-English words and phrases used in English but not yet fully naturalised are italicised. This does not apply to common terms such as per capita, vis-à-vis, laissez faire, ad hoc, ex gratia, harakiri, bête noire, schadenfraude or vox populi. As a rule of thumb, any non-English word or phrase not listed in the *Macquarie Dictionary* should be italicised (e.g., *belle époque)*.

English translations of non-English words and phrases

Italicise non-English terms that are not fully naturalised and for clarification provide an English translation in plain text (no italics or quote marks). In the main text, place the translation in round parentheses following the original term. In the references, place the translation in square parentheses following the original title.

Latin abbreviations

Spell out in the main text but use abbreviations with full punctuation when within parentheses: e.g.,/i.e.,/etc.,/etc. In the main text, use 'for example,' and 'that is,' *but* use 'etc.' (do not replace with 'et cetera' or 'and so forth').

Tables and Figures

Use tables and figures **sparingly** and strategically. All tables and figures need to have a clear purpose and should not simply repeat information given in the text. Consider the **readability** of tables and figures for printing. Coloured figures are possible for online publications but need to be transferred to black and white for printing.

Make sure that tables and figures are self-explanatory. Check carefully that quantities and axes are correct and labelled. Captions should be a clear summary of the table/figure. Use notes under the table/figure for sources and necessary explanations.

Use Arabic numerals to number your tables and figures and indicate the approximate position of tables and figures in the manuscript in square brackets. For example: *[Table 1 about here]*.

When creating and formatting tables, use the Word 'table' function. Avoid the use of tables within tables and do not create tables using tabs and spaces. If using Excel or other software to create tables, remove the underlying link between the software (in Word, use Info in File tab, Check for Issues, Inspect Document). Include the upper and lower border of the table and use further horizontal borders strategically. Use vertical borders only when absolutely necessary. An example:

Table 1. House of Representatives primary vote, swing and seats won, 2010

Party	2010	2007	% Change	Seats won	Change
Coalition[1]	43.6	42.1	+1.5	73	+8
Australian Labor Party	38.0	43.4	-5.4	72	-11
Australian Greens	11.8	7.8	+4.0	1	+1
Family First	2.3	2.0	+0.3	0	0
Other[2]	4.3	4.7	-0.4	4	+2

[1] Coalition comprises the Liberal Party, National Party, the Northern Territory's Country Liberal Party and Queensland's merged Liberal National Party.

[2] The Independents' seat share increased by two, and not one, since 2007, because Rob Oakeshott won the seat of Lyne at a by-election from the Nationals on 6 September 2008.
Source: Australian Electoral Commission (2010a).

In general, figures should be prepared for same-size use at a maximum size of 120 mm wide by 180 mm deep (or landscape orientation to the same dimensions). Oversize figures should be prepared to the same proportions (i.e.,

12:18), taking into consideration that any lettering should be somewhat oversized so as to remain legible when reduced.

Replicability of empirical analysis

All empirical analyses, both qualitative and quantitative, need to be documented in sufficient detail to be principally replicable. Case selection strategies, data collection and data analysis methods need to be clearly outlined in the manuscript. Further information about the data collection or analysis may be presented in an appendix (see below). Quantitative analyses may also be made replicable by storing the data set and analytical code on the journal's Harvard Dataverse: https://dataverse.harvard.edu/dataverse/ausjps.

Appendices

The use of appendices is strongly encouraged. The material provided in the appendices will not be considered part of the word count. Appendices will be sent to reviewers alongside the main manuscript and, in case of acceptance, published along the online version of the article.

In case of quantitative analyses, appendices may include, for instance, variable descriptions, descriptive statistics or robustness checks. For qualitative analyses, the appendix may contain further information about interviewees or text collections, qualitative text analysis information etc.

The content of the appendix should have a clear function in the article and, thus, be referenced in the manuscript text or in footnotes. Avoid appendices with tables and figures only. The appendix is a part of the manuscript and its content should be explained as well.

Documentation

Citations and footnotes

i) Reference style

   AJPS follows a version of the Chicago system. The basic citation in the author–date system consists of the last name of an author and the year of publication of the work, followed (where appropriate) by page numbers. No comma separates the author and year. Pages, chapters and so forth follow the date, preceded by a comma. For page numbers, do not use 'p.', 'pp.' or 'page'. Avoid terms such as 'ibid.' and 'op. cit.' Most citations should indicate the relevant pages.

ii) Citations

To cite an entire book or article for a specific point is normally unacceptable. Page numbers must be provided for quotations unless the original source is not paginated. Footnotes can be used to expand on points in the text, or to provide information on citations of interviews and personal communications, but do so sparingly. The material in a lengthy, discursive footnote may be better placed in the body of the text, or left out altogether. Notes should be numbered consecutively and placed at the bottom of the page. The corresponding note number in the text should be written or typed as a superscript number (eg. [1]) and all notes should be numbered consecutively. In cases of a full stop or comma, the note number should follow the punctuation mark. The abbreviation 'cf.' may only be used in parentheses.

iii)   Gendered citation patterns

Recent research has revealed the existence of significant gender differences in citation patterns (Maliniak, Powers and Walter 2013). Authors are requested to check their references to ensure that, were relevant, they cite the works of both female and male scholars, as well as scholars from outside the Global North and from other underrepresented groups.

Examples of citations

a) If author's name is in the text, follow with year in parentheses: Considine (1999) has argued that ...

b) If author's name is not in the text, insert last name and year: Some have claimed (Brighouse and Fleurbaey 2010) that ...

c) Where appropriate, pagination follows year, separated by a colon: According to Fenna (2007, 305) ...

d) If there are three or more authors, specify the first-named author followed by 'et al.': According to survey evidence (Davis et al. 1993, 131)... In such cases, names for all authors must be provided in the reference list.

e) If there is more than one reference to same author and year, insert 'a', 'b' and so on, in the text and references (listed in alphabetical order by title):
As previously suggested (Orr 2007a, 163–65; 2007b) ...

f) For institutional authorship, it is acceptable to supply a minimal form of identification for which the later reference list will provide a complete citation with the full name in square brackets:
(ABS [Australian Bureau of Statistics] 2003, 12)

g) Place a series of references in alphabetical order and separate with semicolons: ... as many have noted (Bean 1991; Bean and Papadakis 1998; Bell 2004).

h) For authorless articles or studies, use name of magazine or of sponsoring organisation, **not** the title of the article:
... has been stated definitively (Australian Financial Review 2009).

i) For articles in press but not yet published:
... as suggested by some commentators (Macnamara, forthcoming) ... as Macnamara (forthcoming) states...

j) For Internet references:
As far as possible, adapt the referencing system used for hard copy books and articles. If there is an author and publication date, use them as in clauses (a) to (e) above. If there is no clear publication date, use the date that the Web page was last updated. If there is no clear author, use an institutional title along the lines of clause (h) above. The full citation to the Web address belongs in the reference list (see below), not in the text reference itself.

k) Cite legislation by title and year, and place in italics. URL with date consulted may be provided in the reference list, as shown:

The Rudd Labor government introduced the Fair Work Act 2009.
Fair Work Act 2009 (Commonwealth).
    http://www.austlii.edu.au/au/legis/cth/num_act/fwa2009114/

l) International declarations and charters should be cited by title, promulgating body and year of promulgation. URL with date consulted may be provided in the reference list, as shown:

The notion of universality underpinning the Universal Declaration of Human Rights (United Nations General Assembly 1948) is the subject of critical debate.

United Nations General Assembly. 1948. Universal Declaration of Human Rights. http://www.un.org/en/documents/udhr/

m)   Use of abbreviation 'cf.':
Martin (2012a; cf. McCaffrie and Marsh 2013) shows that ...

n) It is generally not necessary to reproduce titles of books, chapters, journal articles and other publications in the text of an article; when possible, use short- hand references such as 'Jones (2013)' or 'Brown (2012)'. When it is necessary, the following guidelines apply. Book titles should be italic and sentence case; book chapters should be Roman, sentence case and within quote marks. Journal titles should be italic and in initial case; journal articles should be Roman, sentence case and within quote marks:

Book title
In *How to map arguments in political science*, Parsons (2007) delineates the main arguments available to students...

Book chapter
Chapter 6, 'The first light of change', covers this period in depth...

Journal title
As a journal of record, the *Journal of Political Science History* has a role to play in...

Journal article

In their article, 'The voting rights of incarcerated Australian citizens', Hill and Koch (2011), argued...

o) *English translations of non-English terms and titles:*

Main text
Place the translation in **round** parentheses following the original term. Do not apply the same formatting as the original term; the translation should be in plain text only (no italics or quote marks).

Words and phrases

The most frequent explanation offered for women's low representation in the Pacific has been *kastom* (culture) that privileges men in public spaces...

Titles

Another type of grassroots video, with a more articulated and personal message, is titled 'No B day – appelloalla rete' (Appeal to the network)...

References

Place the translation in **square** parentheses following the original title. Do not apply the same formatting as the original term; the translation should be in plain text only (no italics or quote marks).

Giovenzana, Miriam. 2011. *Il vento è cambiato. Giuliano Pisapia: Un anno da ricordare* [The wind has changed. Giuliano Pisapia: A year to remember]. Roma: Terre di Mezzo.

References

All references are listed alphabetically by author surname, and contain the surname, first name, followed by the year of publication, and then other details.

Capitalisation is used for journal names, proper nouns and following a colon. When there are several works by the same author, place them in chronological order.

The list of references contains details of all works cited in the text and notes of your article, including *newspaper, other media such as radio and television, web sources and parliamentary debates.* Works not cited in the text should be omitted from the bibliography.

Headline-style capitalisation is used. In headline style, the first and last words of title and subtitle and all other major words (nouns, pronouns, verbs, adjectives, adverbs) are capitalized. For non-English titles, use sentence-style capitalisation.

Books

a) *Book with single author*:
Parsons, Craig. 2007. *How to Map Arguments in Political Science*. Oxford: Oxford University Press.

b) *Book with two or more authors*:
Obinger, Herbert, Stephan Leibfried and Francis G. Castles. 2005. *Federalism and the Welfare State: New World and European Experiences*. Cambridge: Cambridge University Press.

c) *Edited collections*:
Balzacq, Thierry. ed. 2010. *Securitization Theory: How Security Problems Emerge and Dissolve*. London: Routledge.

d) *Chapters in collections*: Page ranges are not required for chapter references. Schmidt, Vivien A. 2011. "Reconciling ideas and institutions through discursive institutionalism." In *Ideas and Politics in Social Science Research*, edited by Daniel Béland and Robert Henry Cox, 47-64. New York: Oxford University Press.

e) *Reprint editions:*
Marx, Karl and Friedrich Engels, (1848) 1964. *The Communist Manifesto.* Reprint, New York: Monthly Review Press.

f) *Books in press:*
Macnamara, John. forthcoming. *Beyond Voice: Audience Making and the Work and Architecture of Listening*. London: Sage.

g) *Organisation as author:*
University of Chicago Press. 2012. The Chicago Manual of Style. 16th ed. Chicago: University of Chicago Press.

h) *Multivolume work:*

Green, Mary. 2015. *Collected Correspondence.* Vol.2 of *The Collected Correspondence of Mary Green.* Abingdon: Routledge, 2000-.

i) *Translated work:*
Machiavelli, Niccoló. 1999. *The Prince.* Translated by George Bull. London: Penguin.

j) *Online*
If you used an online version, cite the online version, including the URL or DOI:
Smith, John. 2012. *Book Title: The Subtitle.* Abingdon: Routledge. doi:xxxxxxxxxx
Smith, John. 2012. *Book Title: The Subtitle.* Abingdon: Routledge. http://xxxxxx/.

Journal Articles
a) *One author:*
   Tanenhaus, Sam. 2012. "How the Republicans Got That Way." New York Review of Books 59(9): 17–19.

   Mitra, Subrata K. 2013. "The Ambivalent Moderation of Hindu Nationalism in India." *Australian Journal of Political Science* 48(3): 269–85.

a) *Two or more authors:*
   Martinez i Coma, Ferran, and Minh Trinh. 2017. 'How Electoral Integrity Affects Voter Turnout in Democracies.' *Australian Journal of Political Science* 52(1): 53-70.

c) Online-first articles:

   For articles available online prior to assignment to a particular journal issue, use year of online publication, include 'Advance online publication' and provide the DOI ('digital object identifier'). Do not use the specific online version type (eg. FirstView).

   Dowding, Keith. 2013. "Beneath the Surface: Replies to Three critics." *Parliamentary Affairs.* Advance online publication. doi:10.1093/pa/gss093.

   For articles in press but not yet published; add DOI if available:

   Macnamara, Jim. forthcoming. "Beyond Voice: Audience Making and the Work and Architecture of Listening." *Continuum: Journal of Media and Cultural Studies.* doi:10.1080/10304312.2013.736950

Conference Papers

a) *Conference papers*:
   Thurbon, Elizabeth. 2011. "Same but Different: Reviving the Developmental

State Model by Revisiting its Ideational Foundations." Australian Political Science Association Conference, Canberra, September 26-28.

b) *Conference proceedings:*

Individual contributions to conference proceedings are treated like chapters in multi-author books. If published in a journal, treat as an article.

Thesis

Smith, John. 2008. "My Amazingly Original Thesis." PhD diss., University of Chicago.

Internet

a) *Website*

In text only: ("As of July 19, 2012, the BBC listed on its website…")

b) *Document*

Reference depending on the type of document. Access dates are not required unless no date of publication or revision can be found.

Where the date of publication is given access dates are not required but should be retained by the author.

Gillard, Julia. 2011. "We remember them with our silence. Speech at the ANZAC Day service, 25 April." Media Centre. Canberra: Department of Prime Minister and Cabinet. http://www.pm.gov.au/press-office/we-remember-them- our-silence-speech-anzac-day-service-seoul

Or

Gillard, Julia. 2011. "We remember them with our silence. Speech at the ANZAC Day service, 25 April." Media Centre. Canberra: Department of Prime Minister and Cabinet. Accessed April 13, 2015. http://www.pm.gov.au/press-office/we-remember-them- our-silence-speech-anzac-day-service-seoul

Green, Antony. 2011. "The political impact of optional preference voting." *Antony Green's Election Blog* October 19. http://blogs.abc.net.au/antonygreen/2011/10/the-political-impact-of-optional- preferential-voting.html

Welch, David. 2011. "Taxpayers could pay for defence scandals." *The Age* April 18. <http://www.theage.com.au/national/taxpayers-could-pay-for-defence-scandals-20110417-1djrx.html

Newspaper or magazine

Author. 2012. "Article Title." *Sydney Morning Herald,* April 9.
Provide page numbers where available. For electronic sources, provide URL.

Penny, Laurie. 2012. "The last days of Occupy." *New Statesman* January 30: 26–7.

Scott, Edwina. 2010. Bandt officially declared an MP. *The Age* September 10. http://news.theage.com.au/breaking-news-national/bandt-officially-declared-an-mp-20100910-15484.html

Government and legal publications

a) *Government publications*:

DFAT [Department of Foreign Affairs and Trade]. 1999. *Annual report 1998–99*. Canberra: Australian Government Publishing Service.

b) *Minutes of Meetings*

Wiluna Shire Council. 1989, 1990. *Minutes of meetings*.

c) *Parliamentary debates*:

Debates in the Australian parliament are recorded in *Hansard*, and may be referred to in the text of your article in the following manner: "Senator Joyce supported the motion (*Hansard* 2009), but others begged to differ." Provide full details of the specific debate in the reference list in the following way:

Commonwealth Parliament of Australia [*Hansard*]. 2009. *Senate Parliamentary Debates, official Hansard*, July 1, column 4521.

d) *Court cases:*

Nationwide News Pty Ltd v Wills. 1992. 177 CLR 1.

e) *Media releases:*

Smith, Anthony. 2007. *BHP enters a new era*. Media release, 1 March. Melbourne: BHP Limited.

Gillard, Julia. and Bob Carr. 2012. *Australia secures a seat on the United Nations Security Council.* Joint media release, October 19, http://foreignminister.gov.au/releases/2012/bc_mr_121019.html

f) *Data sets:*

Bean, Clive, Ian McAllister, Juliet Pietsch, and Rachel K. Gibson. 2014. Australian Election Study, 2013. [Computer file]. Canberra: Australian Data Archive, Australian National University.

This document is an adaptation by the *AJPS* editorial team of the guide originally published for the Australian Political Studies Association (APSA) as Part II of Lovell and Moore. 2002. *Essay Writing and Style Guide for Politics and the Social Sciences.* Canberra: APSA.

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