

Style guide and submission requirements

The *Journal of Australian Studies (JAS)* is a fully refereed, multidisciplinary international journal. *JAS* publishes scholarly articles and reviews about Australian culture, society, politics, history, and literature. Contributors should be familiar with the aim and scope of the journal.

Articles should be between 6,000 and 8,000 words, including footnotes. An abstract, title, and at least three keywords will be requested during the online submission process. Titles and abstracts should be concise, accurate, and informative, enabling readers to find your article through search engines.

JAS's referencing style is based on Chicago style. Please refer to the complete *Chicago Manual of Style* (sixteenth edition, or online at <http://www.chicagomanualofstyle.org/home>) for issues that are not covered by the following instructions.

Format

Use a standard font—such as Times New Roman, Arial, or Calibri—in twelve-point size.

Use double spacing, and indent the first line of each paragraph. Insert a carriage return between sections, but not between paragraphs or footnotes, and not following headings or block quotations. Avoid extra space or blank lines between paragraphs. If such a break is intended to appear in the printed version, indicate this explicitly with three asterisks set on a separate line.

Headings can be used to improve the flow and cohesion of the article. Use a maximum of two levels of headings; first level headings should be in bold, and second level headings should be in italics.

Figures and illustrations

Photos or illustrations must be supplied as separate electronic image files (in .JPG or .TIF format) that are at least 300 dpi.

Figures, diagrams, and maps should be labelled consecutively (Figure 1, Figure 2, etc.) and placed in the text in their correct positions. They must include a title and source, and copyright information if applicable.

Each illustration should appear as close as possible after its first reference in the text. All text references to illustrations should use numbers. Illustrative material under copyright requires permission from the copyright owner before it can be reproduced.

Tables must be formatted in Microsoft Word using the table menu commands—not as manually spaced text—to create a proper table object. They should be labelled as tables, not as figures.

A consistent style for table elements should be selected and followed for all tables in a single work. Tables should be numbered separately from any illustrations and table titles should be succinct.

Style

Use clear, active language. Avoid clichés and jargon, particularly if terms are not well known outside of your discipline.

Use historical present tense when referring to scholarly works (for example, “Smith argues that”, not “Smith argued that”).

Minimise the use of scare quotes. If introducing a coined expression, or highlighting that a term is problematic or not your own, only use double quotation marks when it first appears in your article.

Only use abbreviations or acronyms if the term is used five or more times in your article, and spell the term in full in the first instance, unless it is universally known (such as DNA or GPS).

Spelling

JAS uses Australian English. Consult *The Macquarie Dictionary* (sixth edition, or online at <http://www.macquariedictionary.com.au>).

Punctuation

One space, not two, should be used between sentences.

Use unspaced em dashes to set off an amplifying or explanatory element (for example, “settlers found—whether by chance or design—vulnerabilities in the earlier structure”), to set off an introductory noun, or to indicate a sudden break in speech or thought.

Use en dashes to connect numbers within a series (for example, “1990–2000”).

Use a full stop followed by a space after initials that represent part of a name (for example, “P. D. James”), but not after signifying qualifications, honours or appointments (for example, “Dr”, “FRSA”, “MP”).

Quotations

Quoted material that is less than **one hundred words (at least six to eight lines)** should be enclosed within double quotation marks. Single quotation marks can be used to denote a quote within a quote. Use curly or smart quotation marks (“), not straight marks (").

Quotations of at least one hundred words should be typed as a separate indented paragraph (a block quotation), and should appear without quotation marks. To denote a quote within a block quotation, use double quotation marks.

Within the quotation, preserve the style and punctuation of the original, even if it does not align with these guidelines, or with contemporary practice. Obvious typographic errors may be corrected silently but indicate originality using *sic* within square brackets (i.e. [*sic*]) when the passage quoted is from an older work or a manuscript source where idiosyncrasies of spelling are generally preserved.

The initial letter may be changed to a capital or a lowercase letter, the latter enabling the quotation to be incorporated within the semantic structure of the surrounding text.

Ellipsis points [...] should be used for truncated quotations. However, they are not normally used before the first word of a quotation if the beginning of the original sentence has been omitted, or after the last word of a quotation if the end of the original sentence has been omitted.

If interpolating a work or phrase, indicate the inserted material with square brackets.

Punctuation should fall outside of quotation marks, unless it is included in the original quote (for example, an exclamation or question mark) or the quotation is a complete sentence. Numbered notes should be placed outside of quotation marks, and after the closing punctuation.

Use of Capitals

Use minimal capitalisation for the main text of articles; that is, use capitals for proper nouns, but otherwise only use sparingly. For footnote references, use maximal capitalisation.

Minimal (sentence-style) capitalisation

No capital initial is required for official ranks or titles, unless they are combined with the name of the holder. For example, “the prime minister” would not require capitals, but “Prime Minister Curtin” would. A title used in apposition with a personal name (for example, John Curtin, the prime minister) does not require capitalisation.

Capitals are not required for generic titles of institutions or organisations (for example, “the society”, “the commission”), but they are required when a full and specific title is used (for example, “the Australian Society for French Studies”, “the Royal Commission into Institutional Responses to Child Sexual Abuse”).

Some names of historical periods are capitalised, either by tradition or to avoid ambiguity. For example, the Middle Ages (but the medieval era), the Common Era, the Reformation.

Maximal (headline-style) capitalisation

Capitalise the first and last words in titles and subtitles, as well as all other major words (nouns, pronouns, verbs, adjectives, and adverbs). Use lowercase for articles (such as “the”, “a”, and “an”) and conjunctions (such as “and”, “or”, and “but”).

Dates and numbers

JAS uses Australian date format (15 January 2014). The full date should always be spelt out.

The names of centuries should be spelt in full (the “fifteenth century”), but decades should be described in numbers (“the 1960s”).

Numbers under 100 should be spelt in full. Numerals should be used for numbers equal to or greater than 100. For whole numbers used in conjunction with millions, billions, and so on, follow the aforementioned guidelines (for example, “nine million” or “120 million”). Words and numerals should not be mixed within a single sentence (for example, use “99 to 101”, not “ninety-nine to 101”).

Insert a comma in numbers of more than three digits (1,066), except when they represent dates or mathematical workings.

Percentages should be expressed in the following format: “ten per cent”, except when used very frequently within the article, in which case use of the percentage symbol is acceptable.

Numbers referring to pages, chapters, parts, volumes, and other divisions of a book are set as numerals.

Documentation

Use numbered footnotes for references and explanatory notes. Explanatory notes should be brief; more substantive matter should be incorporated into the body of the article.

References must be complete and accurate to allow reviewers, editors, and readers to locate your source material. When citing a work the following format is used:

Author name (first name before surname), *full title of work*, edition (if not the first edition), place of publication, publisher, date, page numbers.

When mentioned in the text, titles and subtitles of books should appear in italics and maximal capitalisation. Titles of journal articles or chapters in edited books should be enclosed by double quotation marks, with the title of the journal or book in italics.

Use maximal capitalisation for the major words in book, journal and article/chapter titles.

For subsequent references to a work already cited, use the author's surname, a short title, and the page number, for example, Reekie, *Measuring Immorality*, 109, or Walwicz, "Look at Me, Ma," 273.

Reference examples

Please refer to the *Chicago Manual of Style* for any documentation concerns not addressed by the following examples.

Books

Gail Reekie, *Measuring Immorality: Social Inquiry and the Problems of Illegitimacy* (Cambridge: Cambridge University Press, 1998), 64–67.

Steven D. Levitt and Stephen J. Dubner, *Freakonomics: A Rogue Economist Explores the Hidden Side of Everything* (New York: William Morrow, 2005), 20–21.

Electronic books

Bruno David, Bryce Barker, and Ian J. McNiven, *Social Archaeology of Australian Indigenous Societies* (Canberra: Aboriginal Studies Press, 2006),
<http://search.informit.com.au/documentSummary;dn=340537164328884;res=IELHSS>.

JAS does not require access dates in its published citations of electronic sources unless no date of publication or revision can be determined from the source.

Edited books

Graeme Turner, ed., *The Film Cultures Reader* (London: Routledge, 2002), 4.

Sue-Ellen Jacobs, Wesley Thomas, and Sabine Lang, eds., *Two-Spirit People: Native American Gender Identity, Sexuality, and Spirituality* (Urbana: University of Illinois Press, 1997), 32.

Chapters in edited books

Ania Walwicz, "Look at Me, Ma—I'm Going to be a Marginal Writer," in *The Space Between: Australian Women Writing Fictocriticism*, ed. Heather Kerr and Amanda Nettlebeck (Nedlands: University of Western Australian Press, 1998), 274.

Translated books

François Furet, *The Passing of an Illusion*, trans. Deborah Furet (Chicago: University of Chicago Press, 1999).

Articles

Journal articles

Prudence Ahrens, "Darkness to Light: Images of the Converted in Reverend George Brown's

Photographs,” *Continuum* 19, no. 2 (2005): 279–84.

Kun Jong Lee, “‘Quo vadis, Terra Australis?’: Don’o Kim’s *The Chinaman*,” *Journal of Australian Studies* 39, no. 4 (2015): 461–76.

Newspaper articles

Include as much information as is available, such as author, title, page number, and URL if the article was accessed online. Note that the initial “the” is omitted from newspaper titles.

Christopher Kremmer, “Generation V,” *Sydney Morning Herald*, 30 April 2005, 6.

Rachel Olding, “High Five: Top Restaurants Cook Up a Storm,” *Sydney Morning Herald*, 5 September 2011. <http://www.smh.com.au/entertainment/restaurants-and-bars/high-five-top-restaurants-cook-up-a-storm-20110905-1jttt.html>.

Other sources

Unpublished works

Titles of unpublished works appear in quotation marks—not in italics.

Masayo Tada, “Representations of Australia in a Japanese National Newspaper: 1970s–1990s” (MA thesis, University of Queensland, 1998), 53.

Conference papers

Chris Brennan-Horley, “Work and Play: The Vagaries Surrounding Contemporary Cultural Production in Sydney’s Dance Music Culture.” Paper presented at the Institute of Australian Geographers Conference, University of Melbourne, 4 July 2007.

Stacy D’Erasmus, “The Craft and Career of Writing” (lecture, Northwestern University, Evanston, IL, 26 April 2000).

Official publications

New South Wales Parliamentary Papers, (NSWPP), Report on Technical Education, vol. 1, second session, 1938–40, 1937, 25.

Websites

Websites should be referred to in footnotes by a specific title (if any), by the name of the sponsor or author, or by a descriptive phrase. Titles of websites are generally set in italics without quotation marks, and capitalised. Title sections or pages within a website should be placed in quotation marks. The precise URL must be provided.

For original content from online sources other than the types of formally published documents discussed elsewhere, include as much of the following as can be determined: the title or description of the page, the author of the content (if known), the owner of the site, and a URL. Include a publication or revision date; if no such date can be determined, include an access date.

“The Australia-India Council,” Australian Government Department of Foreign Affairs and Trade, <http://www.dfat.gov.au/aic/> (accessed 15 July 2014).

Heather Goodall, "Review of The Pearl Frontier: Indonesian Labor and Indigenous Encounters in Australia's Northern Trading Network," *Recorder*, no. 284, November 2015, 1–3.
<http://labourhistorymelbourne.org/2015/11/26/heather-goodall-on-the-pearl-frontier-by-julia-martinez-and-adrian-vickers/>.

Works of art

Julie Gough, *The Chase*, 2008, sculpture, 1.82m, Canberra, National Gallery of Australia.

Audiovisual material

Documentation of a recording usually includes some or all of the following: name of composer, writer, performer, or other person primarily responsible for the content; the title, in italics or quotation marks, as applicable; the name of the recording company or publisher; any identifying number of the recording; and the copyright date or date of production or performance.

Paul Kelly, "The Sweetest Thing," *Stolen Apples*, EMI, 7 July 2007.

Andrew Knight and Andrea Denholm, "I Name Thee Bay of Pearls," *SeaChange*, season 3, episode 8, directed by Stuart McDonald (Melbourne: ABC, 5 November 2000).

Warwick Thornton, *Samson and Delilah*, directed by Warwick Thornton (Alice Springs: Madman Entertainment, 2009).

Book Reviews

Book reviews should be between 600 and 800 words, and should not contain footnotes or endnotes. Page references within the review should be in brackets, for example (27).

Bibliographic details should be in the following format:

***Book Title*, by Author/Editor Name(s), Publisher, Place, Year, pages, price (in \$AUD) paperback/hardback, ISBN.**

For example:

The Asianisation of Australia? Some Facts About the Myths, by Jayasuria Laksiri and Kee Pookong, Melbourne University Press, Melbourne, 1999, xxi + 114 pp., \$16.95 (paperback), ISBN 0522848540.