



## Editorial Guidelines

### General points

Provide your paper in MS Word format. Provide illustrative matter as separate files.

Note that your paper will be copyedited.

The readership of SSGM publications is wide, including non-specialists, not necessarily academics. Therefore, avoid lengthy titles, overemphasis and overly technical jargon.

Use Australian English spelling, e.g. *ise* as in *criticise*, not *ize*; *our*, as in *colour*, not *or*. SSGM follows the latest edition of the *Macquarie Dictionary*, and the *Style Manual for Authors, Editors & Printers*, 6th ed.

Keep acronyms, abbreviations and initialisms to a minimum.

Do not use tabs. Use single spacing after full stops.

### Order of publication parts

- main text
- acknowledgements (if appropriate)
- author notes
- endnotes
- references.

### Numbers

Use a comma in numbers of five or more digits, e.g. 10,000.

Spell out numbers one to nine, unless in a series of numbers or in tables and graphs.

Use an unspaced en dash for spans of numbers, e.g. 3000–5000.

Generally spell out per cent (two words) rather than %. However, % is acceptable in tables, and in In Briefs to save space.

Spell out kilometres, kilograms etc.

### Quotations

Use single quotation marks. Use double quotation marks for a quote within a quote.

For quotations of more than three lines, set in a block indent.

All quotes should be referenced.

Put the full stop *outside* the closing quotation marks unless the entire sentence is a quotation.

Add a space around ellipses in quotes:

This statement is in response to the constitution ... with the mandate we have, as the customary heads of Fiji's Tribal Confederacies.

No full stop if an ellipsis is at the end of a sentence.

### Capitalisation

Capitals should be kept to a minimum. Capitalise only the current incumbent of an official position, thus:

Prime Minister Tony Abbott *but*  
former prime minister Kevin Rudd

The full names of institutions and organisations require capitals (e.g. the Department of Foreign Affairs and Trade), but subsequent shortened forms do not (the department).

Use initial capitals (title capitalisation) for headings and subheadings, but do not capitalise articles, prepositions, or conjunctions. The exception is to always capitalise the first word in a subtitle/ after the colon.

Peace on Election Day: The Calm before the Storm

Capitalise but do not italicise general mentions of a work in a series, for example:

In a future Discussion Paper I will elaborate on this paradox.

### Italics

Italicise foreign words and terms. Brackets can be used to enclose a note regarding translations. For example:

*vakaturaga* (the way of the chiefs)

However, do not italicise foreign proper nouns, for example:

Frente Revolucionária de Timor-Leste Independente

Do not italicise *ibid.* or *et al.*

Italicise the full title of a series:

*SSGM Discussion Paper 2015/2* is an exploration of ...

### Dates

1990s *not* 1990's      13 June, not June 13th or 13<sup>th</sup> of June

Elide dates as in the following examples:

1997–98, 2010–12      *but don't elide* 1999–2000

### Dashes

*En dash* – (*ctrl + hyphen OR ctrl + minus on PC keypad*)

Use an en dash to indicate a relationship between two elements. For example:

an Australia–Indonesia agreement      Asia–Pacific region  
farmers who work within a patron–client system

Also use an en dash in date ranges, page ranges, time spans and in figures. For example:

the 2011–12 plan      April–June      2–2.5 million

*Em dash* – (*ctrl + alt + minus symbol on PC keypad*)

Use a spaced em dash in a sentence to set off an amplifying or explanatory statement, to isolate parenthetic elements, or where there is a shift of flow in thought. For example:

Broken election promises, bribery, and lack of checks and balances — such are the obstacles to development.

### Glottal stop

Present this as an opening quotation mark. For example:

Foana'ota      University of Hawai'i Press

## Currency

Be clear and consistent when mentioning currency. For example:

AU\$250      US\$250      NZ\$250  
SB\$250 (Solomon Islands dollars)    FJ\$250 (Fijian dollars)  
K250 (Papua New Guinea kina)

## Illustrative matter

Provide high-quality/high-resolution images as *separate* .tif, .eps, .jpg, or .gif files. Make sure maps and graphs are legible when reduced to fit on A4.

You *must* obtain permission to reproduce any images, maps and other illustrative matter you wish to include in your paper.

Utilise the services of ANU CartoGIS <<http://asiapacific.anu.edu.au/cartogis/>>.

Provide *all* illustrative matter as separate attachments, not embedded in your Word doc. Indicate in the text where the figures would be ideally placed, and include there suitable captions with attributions/credits and permissions for use.

Make sure graphs appropriately illustrate a point you are making in your paper.

If using colour, consider how the gradations of colour in your illustration will appear if printed in black and white only.

## Tables

Please check that your tabular data is clear and correct. For example, if giving percentages, check the total equals 100%.

There is no recommended presentation style for tables; the appearance may be altered by typesetters.

It is best not to include tables and graphs in your In Brief due to space limitations.

## REFERENCING

You must fully reference your paper — this is standard academic practice. Use endnotes rather than footnotes.

For **In Briefs**, keep endnotes to a minimum, and include no more than six references.

## IN-TEXT CITATIONS

Use the (author–date) system of citation. Put the full stop *outside* the citation. Use a colon and no space before the page number thus:

Indeed, he opposed the chiefly system itself and called for the withdrawal of chiefs from politics (Rutz 1997:83).

This is also acceptable:

Rutz says the prime minister opposed the chiefly system (1997:83).

When citing multiple works, put them in alphabetical order, and use a semicolon between works.

There has been a growth of literature on the need to engage men in violence prevention measures (Cornwall 1997, 2000; Correia and Bannon 2006; Flood 2007).

For works with more than two authors, give only the first, followed by 'et al.'. All authors would be given in the References list (in this example, Sharp, Cox, Spark, Lusby and Rooney).

Women's experiences of employment in the public service have often been negative (Sharp et al. 2015).

Use *ibid.* (not in italics) with discretion — that is, within a paragraph or two from the initial citation, otherwise give the author and date again.

## REFERENCE LIST

For publications without a publication date, use 'n.d.'.

Do **not** use quotation marks or italics for chapter titles or journal articles titles.

No space between author initials. For example, R.J. May

### Page numbers

Do not include 'pp.'. Use an unspaced en dash for page spans. Elide page numbers thus:

25–26, 105–8, 595–600, 112–14, 350–57, 1467–69

### Books

North, D., J. Wallis and B. Weingast 2009. *Violence and Social Orders: A Conceptual Framework*. New York: Cambridge University Press.

### Chapter in an edited book

Eves, R. 2011. Religion, Politics and the Election in the Southern Highlands. In R.J. May, R. Anere, N. Haley and K. Wheen (eds). *Election 2007: The Shift to Limited Preferential Voting in Papua New Guinea*. Boroko and Canberra: National Research Institute and SSGM, ANU, 285–305.

### Book in a series

Italicise the book title, not the series title. For example:

Lakhani, S. and A.M. Willman 2014. *Gates, Hired Guns and Mistrust — Business Unusual: The Cost of Crime and Violence to Businesses in PNG*. Research and Dialogue Series no. 4. Washington DC: World Bank Group.

### Note on ANU E Press

In January 2014, ANU E Press became ANU Press. Therefore, cite material published by it differently according to the publication date.

### Journal articles

Use initial capitals for titles of journal articles, but do not use quotation marks or italics. Italicise the title of the journal.

Include the volume then issue number in brackets. Note no space before page numbers.

Janssen, V. 2012. Indirect Tracking of Drop Bears Using GNSS Technology. *Australian Geographer* 43(4):445–52.

### Newspapers

*In-text example*

Solomon Islands could require external assistance for another 10 or 15 years (Dorling 30/8/2011).

*The reference list entry would then be:*

Dorling, P. 30/8/2011. Diplomatic Cables Claim Australia Has Failed to Stabilise 'Fragile' Solomons. *Sydney Morning Herald*.

If there is no byline given, then the in-text reference would be (*SMH* 30/6/2011). The reference list entry would be:

*SMH* (Sydney Morning Herald) 30/8/2011. Diplomatic Cables Claim Australia Has Failed to Stabilise 'Fragile' Solomons.

### Radio program example

Radio Australia 21/1/2015. [Warning about New Pyramid Investment Schemes Operating in PNG](#). J. Garrett interviewing P. Barker on *Pacific Beat* program.

### **Blog example**

Kingsbury, D. 11/2/2015. East Timor's Domestic and Foreign Policy after the Resignation of Gusmao. Deakin Speaking: A Deakin University Weblog.

### **Conference, seminar and other papers**

#### *Published conference paper example*

Akus, W., E. Osoyo and S. Ivahupa 1996. An Overview of Taro (*Colocasia esculenta*) Research and Development in Papua New Guinea. In G.V.H. Jackson and M.E. Wagih (eds). *The Second Taro Symposium: Proceedings of an International Meeting Held at the Faculty of Agriculture, Cenderawasih University, Manokwari, Indonesia, 23–24 November 1994*. Manokwari: Cenderawasih University, 114–20.

#### *Unpublished conference paper or workshop presentation example*

Harvey, P. 1982. An Overview of Nutrition Related Agricultural Research in Papua New Guinea. Paper presented at National Nutrition Workshop, Port Moresby, 19–21 January.

### **Internet resources and hyperlinking policy**

Do not give the URL or the viewed/accessed date. Embed the URL as a hyperlink in the title of a work sourced from the internet.

Authors may add information through the use of hyperlinks embedded in-text. Highlight two to three keywords and embed the link there. **Do not then repeat the link in the reference list.**

Hyperlinking is not a way to include many more references than you can fit in your In Brief, and since they will appear in the print versions, please consider not overusing as you will have blue underlined text throughout your paper.

**To cite an online source in the reference list** (e.g. a Discussion Paper or another In Brief), **embedded the hyperlink in the title** of the source rather than giving the URL separately.

### **Web page example**

DFAT (Australian Government Department of Foreign Affairs) 2015. [Overview of Australia's Aid Program to Solomon Islands](#).

### **Online SSGM paper example**

Provide a link to SSGM papers if cited. Note the series title is italicised, not the paper title:

Fry, G. 2015. [Recapturing the Spirit of 1971: Towards a New Regional Political Settlement in the Pacific](#). *SSGM Discussion Paper* 2015/3. Canberra: ANU.

### **Meeting paper example**

Pacific Islands Forum Secretariat 2000. [Record of Meeting Decisions](#). Forum Economic Ministers Meeting, Alofi, Niue, 25–26/7/2000.

### **Unpublished research papers and theses**

Do not italicise or use quotation marks:

Cox, J. and J. Morrison 2004. Solomon Islands Provincial Governance Information Paper. Unpublished consultant report prepared for AusAID.

Acciaioli, G. 1989. Searching for Good Fortune: The Making of a Bugis Shore Community at Lake Lindu, Central Sulawesi. PhD thesis, Department of Anthropology, ANU.

### **Personal communication**

Do not include in the reference list, but include in an endnote the person's name and the date of the communication thus:

10. Lawrence Stephens 27/3/2006. General Secretary of the Catholic Bishops Conference, personal communication.