STYLE GUIDE

Successful authors will be provided with a word template at the time of acceptance. Please note that as a publicly funded open access journal we do not provide copy editing services. Any errors that appear in the final copy will be the responsibility of the author.

Spelling

Please use Australian English

Citations in text

(Brown 1997, p. 8)

In this, Brown rephrases... (1988)...

In this, Brown rephrases... (2014, p. 10)...

Reference style

1. List alphabetically by author using Harvard – Author-Date style
2. For authors with two or more entries, list chronologically (the earliest first).
3. For authored works with more than one article use a. b. to differentiate between works – for example Brennan (2014a) and Brennan 2014b)

Journals
Books

Book sections

Webpage

Newspaper

Theses

More than one author
1. Use et al. in text
2. List full authors in reference list

Quotations
1. Indent quotations of fifty or more words, or, for shorter quotations, for emphasis.
2. Do not use quotation marks for indented quotations.
3. For speech/quotes inside indented quotations, use single quote marks.
4. Use single quote marks for quotations in text.
5. Quotes within quotes use double quotes.
6. Punctuation for quotes – see below.
Tables and figures

1. Use captions numbers and labels to identify your document – left justified, bold
2. Table captions go at the top of the table
3. Figure captions at the bottom of the figure
4. Excel charts will need to be converted to high quality picture files (jpeg)
5. Notes to tables and figures should be alphabetical – e.g. a, b
6. Place notes immediately following table or figure
7. Cite sources after notes

Numbers

1. Sequences: 78–9, 14–19, 142–3, 199–210
2. 1980s not 1980’s
3. 1980–1990 in tables/figures
4. 5 p.m.
5. 25 per cent (in text) unless in a series of figures: 25%

Language

As far as is possible, language should be inclusive and non discriminatory

Abbreviations

1. No full stop where the abbrev. ends with the same letter as the full word:
   2. ed.
   3. eds
   4. et al.
   5. edn not edition
   6. 2nd edn not 2nd edn

Acronyms

Spell out in full for the first use, then brackets – Australian Bureau of Statistics (ABS).