INTRODUCTION

The CPC Journal editorial team welcomes submissions that are in keeping with the Journal's Focus and scope submitted by email to cpc@rmit.edu.au.

For themed issues, please consult the relevant call for papers and email abstracts and papers to the named issue editors by or before the nominated dates.

Submissions to include

When submitting please provide separate Word documents, double-spaced, as follows:

- Cover sheet providing the title of your paper, author and contact author details and a short biography of up to 50 words for each author
- De-identified Abstract of not more than 100 words and at least four (4) Keywords
- De-identified Paper. We recommend 5000 to 6000 words, plus References and Endnotes. Longer papers may be considered in exceptional circumstances.
- De-identified Tables and Figures and Illustrations documents (if using any).

We ask that you provide these for your submission as Word documents and, as preparation for potential publication follow the key CPC Journal style guidelines that follow.
GENERAL

The CPC Journal Style Guide is based on APA style, with a few exceptions. The two key deviations from APA style concern spelling and the relationship between quotation marks and the full-stop (period).

The CPC Style Guide follows the UK English conventions of spelling, in accordance with the Cambridge Dictionary, and places the full-stop outside (rather than within) quotation marks.

These guidelines are also designed as a checklist: by systematically working through your paper in relation to each of the components below (for example, spelling, hyphens, quotations etc), ensuring that your manuscript has a consistent style.

Accepted papers that do not comply with the Style guide will be returned to the (lead) author to correct.

- **Abbreviations**
  - Abbreviated words are given in full the first time (e.g. studs (students). Like acronyms, they are spelt out again, if it has been several pages since it was introduced.
  - Do not use a full stop (period) when the abbreviation ends with the same letter as the full word (e.g. Doctor becomes Dr, but Professor becomes Prof.).
  - Common abbreviations include:
    - Ed.; Eds; 2nd ed.; et al. (and all); e.g. (for example); i.e. (that is); trans. (translation); n.d. (no date); p., pp. (page, pages); pt (part), no. (number).

- **Acronyms**
  - Spell out any acronym when first used, and spell them out again if it is several pages since their use.

- **Dashes**
  - Use **em dashes** for setting off an element added to amplify or to digress from the main clause (e.g. “Matthews—albeit reluctantly—reneges on his promise”).
  - Use **en dashes** for words of equal weight in a compound adjective (e.g. Los Angeles–Sydney)

- **Ellipses**
  - Use three spaced ellipsis points ( . . . ) to indicate that the paper’s author has omitted material from the original source.
  - Use four points to indicate any omission between two sentences.
  - Do not use ellipses points at the beginning or end of any quotation unless, to prevent misinterpretation, you need to emphasise that the quotation begins or ends in midsentence.
• **Endnotes or footnotes?**
  o Use numbered endnotes, including for acknowledgements.
  o Place endnotes between text and references.

• **Font**
  o Text *Times New Roman 11pt.*
  o Headings *Times New Roman 12pt bold.*

• **Hyphens**
  In compound words use a hyphen if the term could otherwise be misread in the context of the sentence. Refer to Cambridge Dictionary (UK English).

• **Images**
  o Provide proof of Copyright permission for each illustration/photograph that is not your own in the document with your images.
  o Copyright clearance of images is the responsibility of the (lead) author.
    The Journal will accept no responsibility in regard to any breach of Copyright laws.
  o Image resolution 300-800 pixels, provided as jpegs saved at print quality.

• **Keywords**
  To enhance searchability and signal context, please add at least four, and up to eight, keywords/phrases to your de-identified Abstract document before submitting for review.

• **Language**
  o As far as possible language should be inclusive and non-discriminatory.
  o Foreign words in common usage (e.g. laissez faire) need not be italicised.
  o Be aware of readers not from your country/region, giving an explanation for events, institutions and organisations, etc you may take for granted. This often includes acronyms e.g. DOD (US Department of Defense), EUA (EU emission allowance).

• **Line Spacing**
  o Body of the paper Double-space
  o References Single-space.
  o Enter one double line space at paragraph breaks, two before a subheading.

• **Margins**
  Ensure all paragraphs and headings are full out to the left margin, i.e. no indentation of a new paragraph.
• **Numbers**
  - Use numerals to express numbers 10 and above (unless used in comparison with a number greater than ten (e.g. from 5 to 21)
  - Use words to express numbers below 10
  - Use numerals for centuries (e.g. 20th century)
  - Wherever possible, reword a sentence to avoid beginning with a number.
  - When a number begins a sentence, title, or text heading use words, not numerals.

• **Order**
  - The following order should be adopted for your paper
    - Text – Acknowledgements – References - Endnotes.
  - The Abstract and author details are provided in separate documents (see Submissions to include, page 1).

• **Quotations**
  - Put the full-stop (period) outside the final quotation mark.
  - Double quotations and single quotations inside those.
  - In a block quote in the text (more than 40 words), do not use quotations for the entire quote, but use double quotations for a quote within the block text.

    For example,
    Greenwood refers to five examples of this phenomenon:
    *In her article, “Me, myself and I”, Thatcher (1993) provides an example of this phenomenon in the maxim “Three is a crowd”, a belief that has currency in particular situations .... (p. 543).*

• **Spaces**
  Use a single space after a full-stop (period) or end of sentence; and a single space after other punctuation.

• **Spelling**
  Use UK English rather than US English, for example: -our (not -or) colour/labour (not color/labor), - re (not -er)centre (not center); - ce (not -se) licence as a noun (not license); - ise (not -ize) organise (not organize), – ll - (not -l-) cancelled (not canceled).
  *Exception: references to titles of organisations, for example, a reference to an American research centre would be spelt ‘Center’ because it is referring to an established entity (e.g. the Center for International Political Analysis).*

• **Verb tenses**
  Be consistent.
  The past tense (Smith showed) or present perfect tense (researchers have shown) is appropriate for a literature review or description of procedure if the discussion is of past events. Past tense effectively describes results (e.g. anxiety decreased significantly). The present tense (e.g. the results indicate) is appropriate to discuss implications of the results and to present the conclusions.
IN-TEXT CITATIONS

• Order for author, date, page number
  o Place the author and date BEFORE the information (‘strong’ author) and the page number in round brackets at the end of the quote or paraphrase.
  For example,
  Jones (2008) claims that “students who become addicted to daydreaming perform differently” (p. 56).
  o Where the author is ‘weak’ it will END with both.
  For example
  Several studies of student behaviour claim that students who become addicted to daydreaming perform poorly (Jones, 2008, p. 56)
• Citing multiple pages is indicated by pp. and a single dash between the start and end pages, e.g. pp. 76-83.

• And/&
  Use and between authors when they are part of the sentence (e.g. Wyn and Churchill argued that…), but an ampersand (&) in the bracketed citation (e.g. Wyn & Churchill, 2006).

• Edited books
  Check whether specific references are to authors in the book or to the editors and make sure both any citation and the reference show this.

• Titles: lower-case or capital letters?
  In text, as for the reference list, i.e. capitalise only the first word in a title and capitalise the first word after a colon or a dash in a title.

• Authors
  o In the case of two authors, cite names every time the reference occurs in the text (Wyn and Churchill)
  o In the case of three or more authors, cite all authors’ names the first time the reference occurs, (e.g. “Tony Kat, Earnest Kim, Yee Yip and Bruce Angus (2006) argue that …” and after that only the surname of the first author followed by et al., and the year if it is the first citation of the reference within a paragraph, e.g. “Kat et al. (2007) found …”)
  o In the case of two sets of references with, the same first author and year use the name of an additional author to avoid confusion, e.g. “Kat, Kim et al. (2006) claim …”, and “Kat, Triage et al. (2006) say …”.
  o In the case of entities as authors, spell out the names of any such corporations, associations, government agencies the first time they appear (followed by abbreviation/acronym, if you are going to refer only to the shorter version in future). If the abbreviation is familiar and used frequently enough for a reader to
remember what it stands for (e.g. WHO), use it. If the name is short or not referred to often, do not use an abbreviation or acronym.

- **Author/s introduced by first name**
  Although the APA Guide implicitly suggests dispensing with the author’s first name when introduced in-text, we prefer to use the first name for the mention, e.g. “Geoffrey Lane and Ian Richards suggest …” and then later “Lane and Richards say…”..

- **Citation/reference consistency**
  Citations in-text to correspond accurately with references in the References list.

- **Year and page number formatting**
  Comma after year ‘1999, p. 87’ and space after ‘p.’.
REFERENCES

Note the following for your References list

- **Citation and References list alignment**
  Only works cited in your paper (including in Tables and Figures) should appear in your References.

- **Indent after first line.**

- **Quotation marks are not used for article titles in journals.**

- **Reference order**
  List references in the correct order alphabetically, by main author surname/family name. Use a. and b. etc for authors with more than one work from the same year cited.

- **Titles: lower-case or capital letters?**
  - Capitalise only the first letters of titles of journal articles, authored books, book sections or chapters in edited books.
  - Capitalise only the first letters of the first word, the first word after a colon or em dash, and proper nouns.
  - Capital first letters in titles of the journal that the article is published in.

- **Full-stop (period) at the end of each reference** in Reference list, except no full-stop after url (for references from the web).

- **Comma after first author**
  Even if there are only two authors, comma after first author: Argent, N., and Rolley, G.

- **Initial before or after family name?**
  For author published in edited book, author surname is written before first name initial (e.g. Gerritson, B.), but editors have their initial before family/surname name (e.g. F. Lawrence (Ed.)).

- **Volume and number in italics**, for example, *Journal of Affect*, 3:2, 35-61.

- **Page numbers for journals**, given without preceding ‘p.’ or ‘pp’.
  For example, *Journal of Psychology*, 1, 1-17.

- **Page numbers for books and newspaper articles include ‘p’ and ‘pp’**.

- **Where does the page-number information go?**
  At end of reference for journal articles and authored books, but in reference to chapters in books, before publication details.

- **Two places of publication, use ‘&’** London & Paris: Routledge.

- **Web page references retrieval dates**
  Web addresses are referenced without using the date of retrieval, unless the source material may change over time (e.g. Wikis), in which case write month out in full.
  For example, Retrieved 29 October 2016 from https://en.wikipedia.org/wiki/RMIT_School_of_Media_and_Communication#Journals_and_publications

- **Reports** are treated in the same way that you would a book.

- **DOI (Digital object identifiers)**
  If DOI are located on electronic or print articles, include them at the end of the reference. For example, ‘London: Routledge. doi:10.2013/niw.9088709089’
References examples

Books


Book sections (chapter in an edited book)


Journals


Newspaper


Newspaper (article from the internet)


Theses


Webpage

Tables and figures

- Provide tables and figures in a separate word document,
- Use consecutive numbers and titles/captions to identify each Table/Figure
- A Table title goes at the top of each Table
- A Figure caption goes at the bottom of each figure
- Notes to any Table or Figure should be listed as a., b., etc and be placed immediately below the Table or Figure.
- If not your own material, cite Sources after Notes
- Such sources should also appear in your References list
- Convert any Excel chart into a high quality picture file (jpeg)

For more information

The following resources will assist you in formatting for the Communication, Politics and Culture journal:

- *Publication Manual of the American Psychological Association, Sixth Edition*
- The online APA Style resource: www.apastyle.org

For any questions in regard to this Style guide and check list and to submit your work

- Email the editorial team at cpc@rmit.edu.au