

JAS 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, media 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 five keywords will be requested during the online submission process. Titles and abstracts should be concise, accurate and informative to enable readers to find your article through search engines and databases.

JAS's style and referencing system is based closely on Chicago footnoting, with some occasional deviations (e.g. Australian date format). Please refer to the complete *Chicago Manual of Style* (17th edition, or online at <https://www.chicagomanualofstyle.org/home.html>) for issues that are not covered by the following instructions.

Format

Use a standard font—such as Times New Roman, Arial or Calibri—in 12-point size.

Use double line spacing and indent the first line of each paragraph (but not at the beginning of the article, or a new section, or following an image, table or indented quote). Insert a single line break between sections, but not between paragraphs or footnotes, and not following headings or block quotations.

Avoid extra space or blank lines between paragraphs. If you do want a break to appear in the printed version, indicate this explicitly with three asterisks set on a separate line.

Sub-headings can improve the flow and cohesion of your article. Use a maximum of two levels: first-level headings should appear in bold type, and second-level headings should appear in italics.

Images

You must supply photos or illustrations as separate electronic image files (in .JPG or .TIF format). To ensure that photos and illustrations are of print quality, files should be saved at a resolution of at least 300 dpi.

Figures, diagrams and maps should be labelled consecutively (Figure 1, Figure 2 and so on), and they must include a title, source and copyright information, if applicable. Illustrations or images under copyright require permission from the copyright owner before they can be reproduced.

Each illustration should appear as soon as possible after its first reference in the text. Indicate their preferred placement by typing 'Insert Figure X about here' in the body of your article. All text references to illustrations should use numbers (i.e. Figure 7).

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.

You should select a consistent style for table elements and apply it to all tables in a single article.

Number tables separately from any illustrations. Use succinct titles for tables.

Style

Use clear, direct, contemporary language that favours active voice wherever possible. For example, avoid constructions such as “In this article, it will be argued that...” and use “This article will argue that...” or “In this article, we will argue that...” instead.

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

Avoid dated terms such as “amongst”, “whilst” and “amidst”; use “among”, “while” and “amid”.

Use historical present tense when referring to scholarly works (for example, “Smith *argues* that...” rather than “Smith *argued* that...”).

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

Use abbreviations or acronyms only if the term appears 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).

Refer to your manuscript as an *article* rather than a paper or essay.

Spelling

JAS uses Australian English. Consult the *Macquarie Dictionary* (seventh edition, or online at <http://www.macquariedictionary.com.au>) for preferred spellings and any hyphenation conventions not covered by *Chicago*'s rules.

Punctuation

Commas

Use a comma after an introductory sentence element, unless it is very short. For example: “During World War II, the United States and the Soviet Union fought together as allies.”

Use a comma to separate independent clauses: “Media coverage in the early 20th century was relatively scarce, but newspapers were allocating more space to stories of bush fire by the 1940s.”

For stylistic consistency, *JAS* does *not* use the serial or Oxford comma by default, except between authors' names in footnotes (for example: Caroline McKinnon, Elliott Logan, and John Edmond). Use a serial or Oxford comma only when it will improve clarity.

Full Stops

Use one space, not two, after full stops between sentences.

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

Dashes

Hyphens

Use dashes or hyphens to form compounds, unless *Chicago* or *Macquarie* recommends a closed compound (for example, “settler-colonial experience” and “sister-in-law”).

The *Chicago Manual of Style* gives comprehensive advice about hyphenations.

Please note that some compound modifiers are hyphenated before a noun but not after: “an up-to-date manual” vs “the manual is up to date” or “a well-regarded author” versus “the author was well regarded”.

Do not include a hyphen in compounds comprising an -ly adverb followed by an adjective (e.g. “highly subjective experience” not “highly-subjective experience”).

En Dashes (En Rules)

Use unspaced en dashes to indicate page ranges in references (e.g. 4–16).

Use unspaced en dashes to connect numbers within a series (for example, 1990–2000). When introducing a range with the words *from* or *between*, however, you should use the word *and* rather than an en dash (for example, “John Howard was prime minister *between* 1996 *and* 2007”).

Use unspaced en dashes to indicate sports scores, directions or relationships (for example, “the Sydney–Melbourne flight”, “a student–teacher collaboration”) and to form complex compounds (for example, “World War II–era lace”).

Em Dashes (Em Rules)

Use unspaced em dashes to set off an amplifying or explanatory word, phrase or clause instead of a comma or bracket pair, for example, “Settlers found—whether by chance or design—vulnerabilities in the earlier structure.”

Also use unspaced em dashes in place of a colon to introduce a word, phrase or clause, for emphasis, or to indicate an aside or sudden break in thought: “All records were subsequently destroyed—a significant loss to the archive.’

Quotations

Use curly or smart quotation marks (“), not straight marks (").

If you directly quote material from another source of fewer than 100 words (at least six to eight lines), you should enclose it within double quotation marks. Use single quotation marks to indicate a quote within a quote.

Quotations of at least 100 words should be formatted as a separate indented paragraph (a block quotation) and should appear *without* quotation marks. To indicate a quote within a block quotation, use double quotation marks.

Within a quotation, preserve the style and punctuation of the original text, even if it does not align

with these guidelines or with contemporary practice. You may silently correct obvious typographic errors, but you should indicate originality using the word *sic* within square brackets (i.e. [*sic*]) when the text quoted is from an older work or a manuscript source where idiosyncrasies of spelling are generally preserved.

You may naturalise (change the initial letter of a direct quote to either a capital or lowercase letter) to suit the syntax and meaning of the surrounding text.

Use a spaced ellipsis (...) to indicate where you have omitted words from a direct quotation. You do not need to use ellipses 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, nor do you need to put square brackets around the ellipsis.

If interpolating a work or phrase, indicate the inserted material with square brackets: “He [Prime Minister Scott Morrison] ruled out calling a snap election.”

End punctuation should fall outside of the closing quotation marks, unless it is included in the original quote (for example, an exclamation or question mark) or the quotation is a complete sentence in itself.

Numbered notes (i.e. superscript numbers indicating a footnote) should be placed outside of quotation marks, and after the closing punctuation. For example:

According to Stanley Fish, “the purpose of a good education is to show you that there are three sides to a two-sided story”.²⁷

Capitalisation

In Body Text

Use *minimal capitalisation* for the main text of articles—that is, use capitals for proper nouns, but otherwise use them only sparingly. See the guidelines below for specific usages.

Minimal (Sentence-Style) Capitalisation

Use capital letters for proper nouns and lowercase letters for common nouns according to the following principles:

Out of respect, *JAS* consistently capitalises the following terms: Indigenous and Aboriginal (when referring to peoples), Black (when referring respectfully to racial identities), First Nations, First Peoples, Elder, Traditional Owners/Custodians, Dreaming and Country (when referring to an area of land, sea and sky that is associated with a distinct group of people or First Nations community).

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

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

Some names of historical periods typically appear in capitals, either by tradition or to avoid

ambiguity—for example, “the Middle Ages” (but “the medieval era”), “the Common Era”, “the Reformation” and so on.

Maximal (Headline-Style) Capitalisation

In both body text and in footnote references, capitalise the first and last words in the titles and subtitles of cited works, as well as all other major words (nouns, pronouns, verbs, adjectives and adverbs). Use lowercase letters for articles (“the”, “a” and “an”), coordinating conjunctions (such as “and”, “or” and “but”) and prepositions (such as “in”, “by” and “through”). Please note that the first letter of a word following a colon (i.e. a subtitle) also appears in capital letters, even if it is an article, conjunction or preposition:

Am I Black Enough for You?

Borges’s Short Stories: A Reader’s Guide

Dear World: Contemporary Uses of the Diary

Australian Books and Authors in the American Marketplace 1840s–1940s

Use maximal capitals for all headings and subheadings.

Dates and Numbers

JAS uses Australian date format (15 January 2014). You should always spell out the full date.

Write the names of centuries as either the 15th century or the 1400s, but refer to decades in numbers only (i.e. “the 1960s”). Note that an apostrophe is *not* included after the numerals and before the “s” in centuries or decades.

When expressing timespans, express each year fully (e.g. 1910–1985).

Spell out the cardinal numbers one to nine (and the ordinal numbers first to ninth) as words. Use numerals for numbers equal to or greater than 10.

Do not mix words and numerals within a single sentence (for example, use “the film lasted for 1 hour and 27 minutes” rather than “one hour and 27 minutes”).

Spell out numbers when they appear at the beginning of a sentence.

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

Express percentages using the two words “per cent” (for example, “10 per cent of participants”), unless you are using percentages frequently within the article, in which case, using the percentage symbol (%) is acceptable.

Use numerals when referring to pages, chapters, parts, volumes and other divisions of a book (for example, “Chapter 12”).

When giving spans of page numbers and other ranges, use the following conventions:

Repeat all digits (e.g. 3–7, 64–68, 91–115, 191–215) unless the hundreds place does not change (e.g. 127–32). Repeat all if the first number ends in 00 (e.g. 100–124), but repeat only one digit if both numbers end in 01–09 (e.g. 202–6).

Sensitive, Inclusive and Respectful Language

JAS respects all people and encourages contributors to be mindful when writing with, for and about marginalised individuals and communities. We acknowledge the power of language and seek to use words and conventions that include, respect and affirm all others as much as possible.

Contributors are expected to take individual responsibility for managing socially and/or culturally sensitive material in their manuscripts. We encourage contributors to consult with stakeholders and seek advice from relevant communities when making decisions about potentially sensitive material, including secret/sacred and private material.

As a general rule, *JAS* encourages contributors to consult with members of a given community, particularly a marginalised community, to confirm preferred terminology. For example, many individuals and groups now prefer identify-first language (e.g. “disabled person”) over person-first language (“a person with disability”). However, language within and around marginalised identities continues to evolve, and individuals and entities rightfully choose their own conventions. *JAS* suggests that contributors assess any relevant language on a case-by-case basis, being sensitive to these ongoing changes and individual preferences.

Aboriginal and Torres Strait Islander Peoples

JAS acknowledges the Traditional Owners of the lands and waterways now referred to as Australia and pays its respects to Elders, past and present.

In general usage, *JAS* prefers “Aboriginal and Torres Strait Islander people” or “First Nations people” to refer to individual groups and “Aboriginal and Torres Strait Islander peoples” or “First Nations peoples” to refer to a number of groups. If necessary, you can use the words “Indigenous” or “Aboriginal” (with a capital first letter) to refer to broad groups or all Aboriginal and Torres Strait Islander peoples, but these words should not be used on their own as a noun—only as an adjective or qualifier (e.g. “an Indigenous person” or “an Aboriginal Elder”).

Do *not* use the word “Aborigine” or the acronym “ATSI”.

When referring to particular people or groups, try to use their specific name. For example, “Born and raised on Dharug country, Evelyn Araluen is a descendant of the Bundjalung Nation.”

Many Aboriginal nations, languages and other words may have multiple spellings. It can be useful to consult with a member or representative of a specific group to ascertain preferred spellings and styles.

AIATSIS maintains the [Austlang languages database](#), a database of languages and dialects across Australia. As well as locations, alternative spellings and linguistic information, it also lists published dictionaries and wordlists.

Please signpost offensive usages in directly quoted material by inserting [*sic*], where needed. We also encourage you to include a brief explanation about problematic terms as a footnote if necessary.

Refer to the [Australian Government Style Manual](#) for comprehensive advice about using culturally appropriate and respectful language when writing with, for and about First Nations Australians.

Where relevant, *JAS* also recommends that contributors also familiarise themselves with the Protocols for Using First Nations Cultural and Intellectual Property in the Arts, published by the Australia Council for the Arts, available at <https://australiacouncil.gov.au/advocacy-and-research/first-nations->

[arts-and-culture/](#). Professor Anita M. Heiss's *Dhuuluu-Yala: To Talk Straight* (Aboriginal Studies Press) includes advice about publishing Indigenous literature and engaging with readers and reviewers. Terri Janke's *True Tracks: Respecting Indigenous Knowledge and Culture* (NewSouth Publishing) likewise includes comprehensive advice about respecting intellectual property, consulting around traditional storytelling, engaging sensitivity readers, and a range of other topics relevant to respectful academic research, writing and publishing.

Gender-Neutral and -Inclusive Language

We encourage contributors to use gender-neutral language wherever possible, including plural pronouns or singular “they/them” rather than “she/he”, “his/her”, and so on.

Use gender-neutral job titles, identifiers and other nouns wherever possible, such as “principal” instead of “headmistress” or “headmaster”, or “humankind” instead of “mankind”.

Further advice is available via the [Australian Government Style Manual](#).

Contributors should use respectful, inclusive language when writing with, for and about LGBTQI+ people.

We use the initialism “LGBTQI+” by default to help create a safe, supportive and inclusive publication and community for lesbian, gay, bisexual, transgender, gender diverse, intersex and queer (or other) authors, research subjects and research participants.

JAS recognises that being LGBTQI+ is not a preference or lifestyle choice; we accept and respect how individuals define their own gender and sexuality.

When preparing your manuscript to submit to *JAS*, please always keep in mind that:

- Not everyone is heterosexual/straight or cis-gendered.
- Not all people are either women or men.
- It is important to use correct pronouns to affirm an individual's gender.

As per the [Rainbow Tick Standards](#): “Cultural safety for LGBTIQ people is not about adopting a static set of behaviours or language that will apply to all LGBTIQ people. What is experienced as culturally safe is often specific to the person and context and may be influenced by other life experiences and needs.”

Where relevant, therefore, *JAS* encourages contributors to consult with a member or representative of a specific group to ascertain preferred terminology. You may also find [GLAAD's media reference guide](#) helpful.

Documentation

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

References must be accurate and complete to allow reviewers, editors and readers to easily locate your source material.

When citing works by three authors, use a comma between each name.

When citing works by at least four (4+) authors, give only the first author's name followed by "et al.". "Et al." appears in roman, rather than italic, font.

As per the capitalisation guidelines, you should use maximal capitalisation for the major words in the title of book, journal, article and so on.

Titles and subtitles of whole works (books, films, albums, TV series, etc.) should appear in italics and maximal capitalisation.

Titles of journal articles, chapters in edited books, poems, songs and other parts of whole works should appear between double quotation marks and in maximal capitalisation.

Please note: *JAS* does *not* use "ibid" for subsequent references to a work already cited. For subsequent references, use the author's surname, a shortened title, and the page number where applicable:

First Reference:

- Joke Hermes, *Reading Women's Magazines: An Analysis of Everyday Media Use* (Cambridge: Polity Press, 1995), 35.
- Jane Stadler and Peta Mitchell, "Never-Never Land: Affective Landscapes, the Touristic Gaze and Heterotopic Space in *Australia*," *Studies in Australasian Cinema* 4, no. 2 (2010): 173–87.

Subsequent Reference:

- Hermes, *Reading Women's Magazines*, 35.
- Stadler and Mitchell, "Never-Never Land," 173–87.
- Stadler and Mitchell, "Never-Never Land".

Reference Examples

Please refer to the *Chicago Manual of Style* for any documentation formats not addressed by the following examples of common reference material.

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, ACT: Aboriginal Studies Press, 2006),
<http://search.informit.com.au/documentSummary;dn=340537164328884;res=IELHS>.

**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, WA: 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).

Self-Published Books

Dorothy Carmichael, *Timor Valley: A Journey through the Valley from Coonabarabran to the Warrumbungle National Park* (self-pub., 1991), 56.

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.

Michele Wilson et al., “Framing the Women’s AFL: Contested Spaces and Emerging Narratives of Hope and Opportunity for Women in Sport,” *Sport in Society* 21, no. 11 (2018): 1704–20.

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-toprestaurants-cook-up-a-storm-20110905-1jttt.html>.

Other Sources

Unpublished Works

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

Theses

Masayo Tada, “Representations of Australia in a Japanese National Newspaper: 1970s–1990s” (MA

thesis, The 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).

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 1920s Page 2 – Overview,” New Zealand History, updated 1 May 2020, <https://nzhistory.govt.nz/culture/the-1920s/overview>.

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

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 appear inside round brackets—(27), for example—rather than in footnotes.

Bibliographic details should follow this 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