

AUSTRALIAN NAVAL REVIEW (ANR) PUBLICATION GUIDE

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PART I: STYLE GUIDE FOR ANR JOURNAL PAPERS

If possible, please follow these style guidelines in your article. If in doubt, follow the *Australian Style Manual for Authors, Editors and Printers*. The most recent edition is the 6th edition, published by John Wiley.

Acronyms

Try to limit the use of acronyms to the following ADF, US, UK, GDP, UN, APEC, ASEAN, EU, IMF, OECD and NATO (none of which require explanation).

Spell out the names of countries (e.g. European Union, United States) especially if they are used in a list or sentence containing the names of other countries (e.g. France, Germany) but retain the abbreviated form if it is used as an adjective (e.g. US policy).

Abbreviations

Try to minimise the use of abbreviations. For example, write ‘kilometres’ if used once or twice, otherwise abbreviate to 17 km.

Language

To ensure your work is accessible to *ANR*’s wide-ranging readership, please define key technical terms. A technical term is a word that is not in a general-use dictionary.

Manuscript Submission and Format

Submit manuscripts via email to Sue Hart, Business Manager, Australian Naval Institute.
Email: admin@navalinstitute.com.au

Please submit all documents as a Microsoft Word document. Font: Times New Roman 12-point type. The document should have 1.5 line spacing throughout; place page numbers in the bottom-right corner. For further detail, please refer to Part II: Presenting your article.

Names

Everybody mentioned in the text is to be given both first and second names (or initials if that is their preferred/normal style) and a descriptor at first appearance, e.g.:

- ... the scientist Jo Blogs ... Prime Minister Malcolm Turnbull
- Other examples include environmentalist, biologist, pilot, teacher, Minister for Education.

Ship names are to be italicised, no punctuation to be used within the name.

- HMAS *Canberra*

Operations and exercise names are to be presented as shown below.

- Operation ‘Slipper’; Exercise ‘Red Flag’

Numbers and Dates

In general, spell out numbers one to ten; use digits for 11 onwards, except:

- When used with units or for a numbered item (e.g. 2 metres; 10 per cent)
- nineteenth century, twentieth century, twenty-first century

Style numbers and dates as shown below. Use an en rule [–] and not hyphen [-]:

- 100, 200, 1000, 1500, 5000, 10 000
- 3 per cent, 10 per cent, 25 per cent
- p. 7, pp. 10–19, 19–21
- 16 mm, 35 m
- 2 June 1980, 1970s (please note apostrophes are not required in the reference of decades)
- 1964–67; 1897–1901
- 1st, 2nd, 3rd, 4th (no superscript) or spell out such as first, second etc.

Publication of accepted articles

Accepted papers are copy-edited by the ANR in-house editor. Authors will review edits in page proofs prior to publication.

Quotations

Quotations are to be embedded within the paragraph using ‘single marks’, with double quotation marks reserved for a quote within a quote.

All long quotes (over 30 words) should be displayed as an indented paragraph, with equal spacing on either side, without the use of quotation marks at the beginning or end, such as:

Text text text text text text text. Text text text text text text text. Text text text text text text text. Text text text text text text, text text text text text text text text:

Block quote block quote block quote block quote block quote block quote
block quote block quote block quote block ... block quote block quote
block quote block quote block quote.

Text text text text text text text. Text text text text text text text. Text text text text text text text. Text text text text text text text text text text text text text text text.

Omitted material is to be highlighted within the quote with the use of an **ellipsis** thus: ...
Use a single space each side of the ellipsis.

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References

Book and periodical titles are to be italicised in the body of the text, as recommended by the *Style Manual for Authors, editors and printers*.

Endnotes, not footnotes, are preferred for all journal articles. To ensure consistency between articles authors are requested to use a ‘**documentary-note system**’. The following examples provide a guide for use:

A book

1. G Merry, *Food poisoning prevention*, 2nd edn, Macmillan Education Australia, Melbourne, 1997.

An article or journal

2. PM Marchelier & RG Hughes, ‘New problems with foodborne diseases’, *Medical Journal of Australia*, vol. 275, 1997, pp. 771–5.

Newspaper

3. K Towers, ‘Doctor not at fault: coroner’, *Australian*, 18 January 2000, p. 3.

Personal communications

4. K Mathieson, interview with the author, 28 April 2008.
5. F Longman, facsimile, 13 December 1980.

Website

6. Australian Naval Institute, ‘Going just short of war’, *Australian Naval Institute* [website], 28 April 2016, <<http://navalinstitute.com.au/going-just-short-of-war/>>.

Spacing

Insert an additional paragraph mark ¶ after the paragraph to create a blank line between paragraphs.

Spellings

In accordance with the *Style Manual*, the ANR recommends authors use *The Macquarie dictionary*.

The *-ise* suffix is recommended for Australian publications, e.g. recognise vs recognize.

PART I: INFORMATION FOR CONTRIBUTORS

Word Length (including endnotes)

- Journal articles: 4000–5000 words
- Book reviews: 500–800 words
- Opinion pieces: 1000–2000 words

Format/Style Guide

For quick reference, the most important presentation and submission preferences are outlined below:

- Microsoft Word (.doc or .docx)
- 1.5 line spacing
- 2.5 cm margins on all sides
- 12-point Times New Roman font
- Word processed endnotes, in the ‘documentary-note’ style
- Australian spelling (e.g., -ise not -ize)
- Ensure additional paragraph mark between paragraphs to create a blank line

Author Biography

The biography should be approximately 100 words. It should include:

- Full name and title
- Brief summary of current or previous service history (if applicable)
- Details of educational qualifications
- Institution represented (if applicable)

PART II: OVERVIEW OF PRODUCTION AND PUBLICATION PROCESS

1. The ANR Editorial Board will read and select manuscripts for inclusion in the Australian Naval Review. Successful authors will be contacted by the ANI Editorial Board.
2. Manuscript is sent to the copy editor.

Copy editing will typically take 1–2 weeks. During this time the copy editor will get in touch with you if he or she has any questions about your manuscript.

3. Copy edited manuscript is returned to author for final checking.

The copy editor will then send the edited manuscript to the author to check the changes, and to make any further changes that the author feels have been missed. If the copy edited manuscript has been sent via email, please ensure the ‘Track Changes’ tool in Word is selected to make any additional changes. Changes made to the documents at this point are not to be substantial – this is however, your last chance to make amendments to the text.

4. The text is designed and typeset.
5. The article is uploaded to the website under the webpage, *Australian Naval Review*. The journal is published annually.

PART II: USEFUL CONTACTS

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