

Australian Naval Institute



Australian Naval Review

Publication and Style Guide

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Part I: History and Purpose of the *Australian Naval Review*

History

The *Australian Naval Review (ANR)* is the biannual peer-reviewed journal and flagship publication of the Australian Naval Institute (ANI). It commenced publication in 2016.

From its inauguration in 1975 the ANI published a quarterly magazine-style journal titled the *Journal of the Australian Naval Institute*, retitled *Headmark* in 2006. Over a 40-year period the ANI published 154 issues of the journal, which included thousands of original articles from a wide variety of local and international authors. Copies of the journal were a common sight across the desks of senior naval officers, on wardroom coffee tables and in the hands of wide-eyed midshipmen.

In 2015 the ANI renewed its publication strategy to reflect the changing technology environment and the demands of our readership. *Headmark* was discontinued, the ANI website was refreshed and updated with a range of online content, and a weekly e-newsletter was commissioned which includes a range of articles and commentary relevant to the naval and maritime communities.

In 2016 the *ANR* was launched as a longer and more scholarly publication than its *Headmark* predecessor, allowing for more detailed and research-oriented content with a greater academic flavour. Initially published annually, the *ANR* transitioned to a biannual publication in 2019. Unlike its predecessors, the *ANR* is a peer-reviewed publication.

Since its launch, the *ANR* has grown into Australia's leading peer-reviewed journal exploring issues affecting the maritime strategic environment. It now stands as an internationally respected publication attracting contributions from across the world.

Purpose and Scope

The ANI, formed in 1975, is the leading forum for naval and maritime affairs in Australia. The main objectives of the ANI are:

- to encourage and promote the advancement of knowledge related to the Navy and the maritime profession
- to provide a forum for the exchange of ideas concerning subjects related to the Navy and the maritime profession.

In line with these objectives, the *ANR* provides a mechanism to publish original research and commentary on naval and maritime issues. Of particular interest are articles concerning naval and maritime strategy, operations, capabilities, administration and policy, as well as research and commentary related to the broader maritime and geopolitical environments. All papers with relevance to the maritime domain will be considered for publication.

Part II: Editorial Process and Timelines

Editorial Process

All papers submitted for publication in the *ANR* will be assessed by the editor to determine initial suitability. This initial assessment considers the relevance of the subject matter and the basic quality of research and presentation. The editor will confirm next steps with the author, but acceptance at this stage does not guarantee publication.

Once initially accepted by the editor, draft papers undergo a first-round copyediting process. This process aligns the draft with the *ANR* style and formatting requirements, checks grammar, spelling and referencing, and ensures the draft meets readability standards. All papers undergo first-round copyediting.

At this stage draft papers will also be submitted to the *ANR* peer review advisory committee, which provides comments for the author and a publishing recommendation to the editor. Details of peer review are below. All papers are subject to peer review, unless deemed exempt by the editor.

Once draft papers have passed through the first-round copyediting and peer review processes, the editor will make a decision with respect to next steps and inform the author. The editor may choose to accept the paper, accept with amendments, request that the author revise and resubmit, or reject the draft. The editor may seek advice from the editorial committee at any stage. The editor will return the copyedited draft to the author, along with peer review comments where relevant. The editor will normally ask the author to accept stylistic and formatting changes made to the draft during the copyediting and peer review processes, and to address any content-related issues identified during peer review. The author should raise any concerns with the editor at this stage.

Once the author has accepted the edits, made any desired changes and returned the draft to the editor, the editor will decide on next steps. If necessary, this may include a further review by the peer review advisory committee and/or second-round copyediting. The editor will confirm publication plans with the author at this stage, and schedule the article for publication.

The final draft papers will be typeset and submitted to the full editorial committee for review. The ANI president and business manager will provide final clearance for publication. The editor reserves the right to make minor changes to drafts, without consulting the author, during this stage. Once the journal is published, the ANI will provide a hard copy to all authors. Soft copies of individual articles are available on request.

The editorial process is summarised on the following page.

Australian Naval Review Editorial Process



Peer Review

To ensure the ongoing high quality and relevance of the *ANR*, papers submitted for publication will be subject to peer review by the peer review advisory committee. The peer review advisory committee will provide a publishing recommendation to the editor, and may be consulted for further advice and recommendations at any stage during the editorial process. The editor may decide to exempt a draft article from peer review, at his or her discretion.

The peer review advisory committee will be made up of qualified and experienced experts. This will generally mean experienced senior academics working professionally (or having previously worked professionally) in a relevant field, or experienced senior naval officers with a strong record of writing in a relevant field. The peer review advisory committee will be independent of the ANI.

Articles will normally be independently reviewed by two peer reviewers. Where this is not possible, articles may be reviewed by a single peer reviewer at the discretion of the editor. In exceptional circumstances, including on the recommendation of the peer review advisory committee, the editor may seek the advice of another expert who is not a member of the peer review advisory committee.

The peer review process will be double blind. Draft articles submitted for peer review will be anonymised such that the author's identity will be undisclosed to the peer reviewers. Likewise, the identities of the peer reviewers will not be disclosed to the authors. The names of the peer reviewers will only be disclosed to the editorial committee, the ANI Secretariat, and members of the ANI Council as required.

Appeals

Where an author wishes to dispute an editorial decision, they should raise the matter with the editor as soon as possible. Where an author remains unsatisfied with the editor's decision, including decisions taken on the basis of a peer review recommendation, the author may appeal the decision to the ANI president, through the editor.

In these cases, the editor will engage with the ANI president on behalf of the author. The editor and/or the ANI president may seek advice from the editorial committee, the peer review advisory committee, or any other relevant person. The editor will advise the author of the outcome of their appeal.

Editorial Timelines

The *ANR* is published biannually in June and December. Article submission deadlines are generally in early March (for the June issue) and late August (for the December issue).

Exact submission deadlines for each issue will be available from the editor approximately one year prior to expected publication.

Submission Instructions

Draft articles are to be submitted to the editor via email at anr@navalinstitute.com.au.

The editor will confirm receipt of draft articles, generally within three business days. If receipt has not been confirmed in this time, please contact the editor by phone. The ANI Secretariat can also provide advice if required. Contact details are included at the end of this guide.

Part III: Formatting and Style Requirements

Word Length

Articles submitted for publication should generally be between 2000 and 5000 words (excluding references). The editor may, by exception, accept shorter articles of around 1200 words, and longer articles of around 8000 words. Authors seeking to submit articles of these lengths should discuss this with the editor prior to submission.

Formatting and Presentation

File Format and Layout

Drafts should be submitted in Microsoft Word (.doc or .docx) format, with 2.5 cm margins on all sides.

Body Text

Body text should be formatted as follows:

- 1.15 spacing
- full justification
- 12pt Calibri font
- additional paragraph mark (¶) between paragraphs to create a blank line

Headings

Headings should be formatted as follows:

- article title: 18pt Calibri font, bold, centre justification
- author name: 16pt Calibri font, underlined, centre justification. Serving military officers, or other officials writing in their official capacity, may include rank and postnominals
- 1st-level heading: 16pt Calibri font, bold, left justification
- 2nd-level heading: 14pt Calibri font, italicised, left justification
- 3rd-level heading: 12pt Calibri font, underlined, left justification

Captions

Captions should be provided with figures and images, and with tables at author discretion. Captions should be formatted as follows:

- 11pt Calibri font, centre justification

- titled 'Figure 1', 'Table 1', etc.
- attribution italicised

Notes

Footnotes should be in 10pt Calibri font. Website links are not underlined.

Notes from the author, such as disclaimers, should appear under the author name, in 12pt Calibri font, italicised, centre justification.

Examples of these formatting requirements are in the table below.

***Australian Naval Review* Formatting Requirements**

| Example | Format |
|---|--|
| Article Heading | <ul style="list-style-type: none"> • Font size: 18 • Bold • Centre justified |
| <u>Author Name</u> | <ul style="list-style-type: none"> • Font size: 16 • Underlined • Centre justified |
| <i>Note from the author about disclaimer or own views.</i> | <ul style="list-style-type: none"> • Font size: 12 • Italicised • Centre justified |
| Heading One | <ul style="list-style-type: none"> • Font size: 16 • Bold • Left justified |
| <i>Heading Two</i> | <ul style="list-style-type: none"> • Font size: 14 • Italicised • Left justified |
| <u>Heading Three</u> | <ul style="list-style-type: none"> • Font size: 12 • Underlined • Left justified |
| This is the body text of an article written for the <i>Australian Naval Review</i> . The ANR is published by the Australian Naval Institute. | <ul style="list-style-type: none"> • Font size: 12 • Full justification • Line spacing: 1.15 |
| Table 1: Caption for Table 1 Image 1: Caption for Image 1 Figure 1: Caption for Figure 1 <i>Attribution</i> | <ul style="list-style-type: none"> • Font size: 11 • Centre justified • Attribution name italicised |
| B Page, 'An article I wrote', <i>Australian Naval Review</i> , no. 2, 2024, pp. 2-5, www.anr.com.au/my-article . | <ul style="list-style-type: none"> • Font size: 10 • Website links are not underlined |

Author Biography

Each article should be accompanied with a short author biography of around 100 to 200 words. It should include at least:

- Preferred name
 - Serving officers and those writing in an official capacity should also include rank and postnominals in the title of their biography. For other authors, these details may be described within the body of their biography
- Current position or role
- Organisation represented, if applicable
- A brief summary of service history, if applicable
- A summary of educational qualifications

Authors should also include a recent portrait photograph (headshot), preferably high resolution and in .jpg, .png or similar common format. This should be submitted as a separate file, but may be submitted after the submission date for papers. The editor can advise the required submission timing for each issue.

Style Conventions

Acronyms

The following acronyms are considered common and do not require further description:

- ADF: Australian Defence Force
- EU: European Union
- NATO: North Atlantic Treaty Organisation
- RAN: Royal Australian Navy
- RAAF: Royal Australian Air Force
- UK: United Kingdom
- UN: United Nations
- US/USA: United States/of America (at author discretion)

Other terms which would normally be abbreviated as acronyms should be spelled out in full in the first usage, followed by the acronym in brackets. Subsequently the acronym can be used alone.

EXAMPLE: The *Australian Naval Review (ANR)* is the biannual publication of the Australian Naval Institute (ANI). Through the *ANR*, the ANI contributes to the informed debate on naval and maritime matters.

The following acronyms, which are not considered common but are nonetheless frequently used, should be spelled out in this way as follows:

- People's Liberation Army Air Force (PLAAF)

- People's Liberation Army Navy (PLAN)
- People's Liberation Army Rocket Force (PLARF)
- People's Liberation Army Strategic Support Force (PLASSF)
- Sea Line of Communication (SLOC)
- Sea Lines of Communication (SLOCs)

Abbreviations

Authors should limit the use of abbreviations, unless the word is used frequently and the unabbreviated form would add unnecessary length or unduly affect readability (for example, write 'kilometres' as opposed to 'km').

Ranks and Postnominals

The full, unabbreviated form of rank should be used in every instance in articles and biographies.

Postnominals should be used in the first reference to a person within an article, with a comma after the surname, a comma separating each postnominal (where appropriate), and a comma at the end of the last postnominal if the sentence continues.

The postnominal 'RAN' is to be used when referring to current RAN officers. 'RANR' is no longer an accepted form for current reserve officers, and 'RAN' should be used in its place. The inclusion of '(Retired)' is customary for former serving officers.

Language and Spelling

Technical terms should be limited and, where necessary, defined. A technical term is understood as one not found in a common dictionary.

The ANR is copyedited with reference to the *Macquarie Dictionary*, and authors should use this dictionary if in doubt.

The '-ise' suffix (vice '-ize') should be used, except for proper nouns.

Names

Use both first and last names when referring to people and a descriptor or title in the first reference.

EXAMPLE: The physicist Albert Einstein discovered ...
Prime Minister Anthony Albanese met with ...

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

EXAMPLE: HMAS *Canberra*
HMA Ships *Canberra*, *Sirius* and *Farncomb*

Subsequent references to ships do not require the 'HMAS' or 'HMA Ships' prefix.

Ship classes are not italicised. When used as an adjective, a hyphen is used when referring to a ship class; when used as a noun, hyphens are not used.

EXAMPLE: The Adelaide-class ship HMAS *Darwin* is almost identical to ships of the US Oliver Hazard Perry class.

Exercises and operations are to be referred to as follows:

EXAMPLE: Exercise HAMEL
Operation SLIPPER

Book, newspaper, article and periodical titles are to be italicised in the body of the text.

EXAMPLE: The *Australian Naval Review* is the biannual publication of the Australian Naval Institute.

Numbers and Dates

In general, spell out numbers one to nine and use digits for 10 onwards, except:

- When used for numbered items
- When referring to centuries (for example, 'nineteenth century')
- When used with units of measure (for example, 3 kilometres) or percentages (for example, 3 per cent)

Style numbers and dates as shown below. Use an en dash (–) rather than a hyphen (-) or an em dash (—) when stating ranges.

- 100, 200, 1000, 5000, 10 000, 55 000
- 3 per cent, 12 per cent
- p. 7; pp. 10–14; pp. 160–161; pp. 12–22, 43–44
- 16 nautical miles; 45 metres
- 1 March 1901; 1970s (apostrophes are not required when referencing decades)
- 1995–1999; 2010–2012
- 1st, 2nd, 23rd (no superscript) or spell out: first, second, twenty-third (either is appropriate as long as consistency is maintained through the article). First, second, 23rd is also acceptable.

Quotes

Short quotations (less than 30 words) are to be embedded within the paragraph using single quotation marks. Double quotation marks are to be used for a quote within a quote.

EXAMPLE: In his speech to the graduating class, Commodore Joe Bloggs, RAN, said ‘A mentor once told me “leadership is not a position or a title. It is an action and example” and I echo those sentiments to you today’.

Long quotations (30 words or more) are to be placed as an indented paragraph, without the use of quotation marks (use double quotation marks for quotes within a quote), with equal spacing on either side.

EXAMPLE:

This is an example of how you use block quotes when writing an article for the *Australian Naval Review*. In a lecture delivered by Commodore Joe Bloggs to the graduating class of 2020, he spoke of the weight of command:

This is an example of a block quote. A block quote is any quote that is 30 words or more in length. When a block quote contains a quote, “insert the quote like this using double quotation marks”. This block quote finishes now.

This is the end of the example of how you use block quotes.

Omitted material is to be highlighted within the quote by the use of an ellipsis (...), with a single space on each side of the ellipsis.

EXAMPLE: In his speech to the graduating class, Commodore Joe Bloggs, RAN, said ‘a mentor once told me “leadership is not ... a title. It is an action and example” and I echo those sentiments to you today’.

References

The **Oxford system** (documentary-note system) is to be used for referencing sources. References are to be placed in footnotes, and denoted in the body of text using numerals in superscript. The following are common examples of referencing:

Book

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

Article or Journal

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

Newspaper

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

Personal Communications

K Mathieson, interview with the author, 28 April 2008.

F Longman, facsimile, 13 December 1980.

S Tan, email to the author, 2 March 2019.

Website

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

Do not indent references in the footnotes.

Footnote references do not need to be duplicated in a bibliography or reading list. Only include a reading list if there are references that are not included in the footnotes.

Further Information

To ensure efficient editing of articles, authors should comply with this guide as closely as possible, although drafts will not be rejected due to lack of compliance with style conventions.

If in doubt, or if additional advice is required, please contact the editor. Contact details are included below. Prospective authors may also consult the *Australian Style Manual: For Authors, Editors and Printers, 6th Edition*, published by John Wiley & Sons Inc.

Part IV: Contact Information

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|---------------------------------|---|
| <i>ANR</i> Editor: | Mr Sam Fairall-Lee Email: anr@navalinstitute.com.au Mobile: +61 409 838 236 |
| <i>ANI</i> Secretariat: | Ms Sue Hart ANI Business Manager Email: admin@navalinstitute.com.au Phone: + 61 2 6290 1505 |
| <i>ANI</i> President: | Commodore Peter Leavy, AM, CSM, RAN (Retired) via the editor or ANI Secretariat |
| <i>ANR</i> Copy Editor: | Dr Wendy Elliott Apricot Zebra via the editor |
| <i>ANR</i> Editorial Committee: | Mr Sam Fairall-Lee (chair) Commodore Peter Leavy, AM, CSM, RAN (Retired) Lieutenant Ben Page, RAN Sub Lieutenant Sabrina Ting, RAN via the editor |