Australian Naval Review

Style and Publication Guide

Contents

The *Australian Naval Review* is the biannual publication of the Australian Naval Institute. After the retirement of the quarterly *Headmark*, the ANI transitioned to an annual peer-reviewed journal in 2016. Since 2019, the *ANR* has been published biannually.

Thank you for your interest in contributing to the *ANR*. This Style and Publication Guide has been developed to, as much as possible, ensure consistency throughout each issue of the *ANR*.

Part I – Style Guide and Manuscript Presentation

1. Style Guide

To ensure efficient editing of articles for inclusion in the *Australian Naval Review*, please follow this style guide as closely as possible. If there is any doubt, please seek clarification from the *ANR* Editor or the ANI Office (see below for contact details), or utilise the *Australian Style Manual: For Authors, Editors and Printers, 6th Edition*, published by John Wiley & Sons Inc.

Acronyms & Country Names

Try to limit the use of acronyms to the following (none of which require explanation):

- ADF: Australian Defence Force
- ARA: Australian Regular Army
- 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 (*author discretion of preference*)

For long titles that would normally be abbreviated as acronyms (except those mentioned above), spell out the full title in the first use followed by the acronym in brackets, and use the acronym in subsequent uses.

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

Country names should always be spelt in full, unless being used as an adjective (for example, US foreign policy).

Abbreviations

Try to limit the use of abbreviations, unless where the word is used frequently (such as in a table) and the un-abbreviated form would add unnecessary length (for example, write *kilometres* as opposed to *km*).

Ranks and Post Nominals

The full form of ranks (not the abbreviated form) should be used in every instance in articles and biographies.

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Post nominals should be used only in the first reference to a person within an article, with a common after the surname, a comma separating each post nominal (where appropriate), and a comma at the end of the last post nominal.

The post nominal *RAN* is to be used when referring to RAN officers. *RANR* is no longer an accepted form, and *RAN* should be used in its place.

Language and Spelling

To ensure your work is accessible to the *ANR*'s wide ranging audience, please define or limit the use of technical terms. A technical term is understood as one not found in a common dictionary.

The ANI recommends the use of *The Macquarie Dictionary* for articles.

The *–ise* suffix (vice *–ize)* is recommended (except for articles by authors whose native language uses the *–ize* suffix, where it is acceptable).

Names

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

> **EXAMPLE:**   The scientist Joe Bloggs discovered….
> Prime Minister Joe Bloggs 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.

Exercises and operations are to be referred to like so:

> **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.

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Numbers and Dates

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

- When used as a numbered item
- When referring to centuries (for example, *nineteenth century*)

Style numbers and dates as shown below. Use an en rule (–) not a hyphen (-).

- 100, 200, 1000, 5000, 10 000, 55 000
- 3 per cent, 12 per cent
- p. 7; pp. 10–14; pp. 12–22, 43–44
- 16 nautical miles; 45 metres (as per *Abbreviations* above)
- 1 March 1901; 1970s (apostrophes are not required in the reference of 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)

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'.

Captions

Each image and figured used within your article should have a caption, which includes source attribution. If the source is unable to be identified, then *'Source Unknown'* is acceptable.

Tables do not require captions; however, they can be used at author discretion.

References

The **Oxford System** (documentary-note system) is to be used for referencing sources used in your article. 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
A Editor, interview with the author, 28 April 2008.
F Longman, facsimile, 13 December 1980.

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. Only include a bibliography if you have references that are not included in footnotes.

2. **Manuscript Presentation**

Word Length

The *ANR* will accept articles of any length, but there is a preference for the following:

> Journal Article: 4000–5000 words (excluding referencing)
> Feature Article: 1200–1500 words (excluding referencing)

Formatting

> Microsoft Word file (.doc or .docx)
> 1.15 spacing
> 2.5cm margins on all sides
> Full Justification
> 12pt Calibri font
> Additional paragraph mark (¶) between paragraphs to create a blank line

Author Biography

Each article should be accompanied with a short (100-150 words) author biography. It should include:

- Full name and title (including post nominals and rank if applicable)
- High resolution portrait photograph (please send as a separate image attachment)
- Brief summary of service history (if applicable)
- Details of educational qualifications
- Institution represented (if applicable)

Part II – Editorial Process and Contacts

3. Article Submission Editorial Process

Article Submission

Manuscripts are to be submitted to the *ANR* Editor via email (ANR@navalinstitute.com.au).

Please submit all manuscripts as a Microsoft Word document (.doc or .docx) attached to the email. Please do not submit manuscripts via links to file sharing websites (such as Dropbox or Google Drive).

Manuscripts will be accepted throughout the year. The *ANR* is published biannually, so if you wish for your article to considered for a specific issue, the following timelines generally apply:

For publication in the June issue, manuscripts are generally due in mid-April
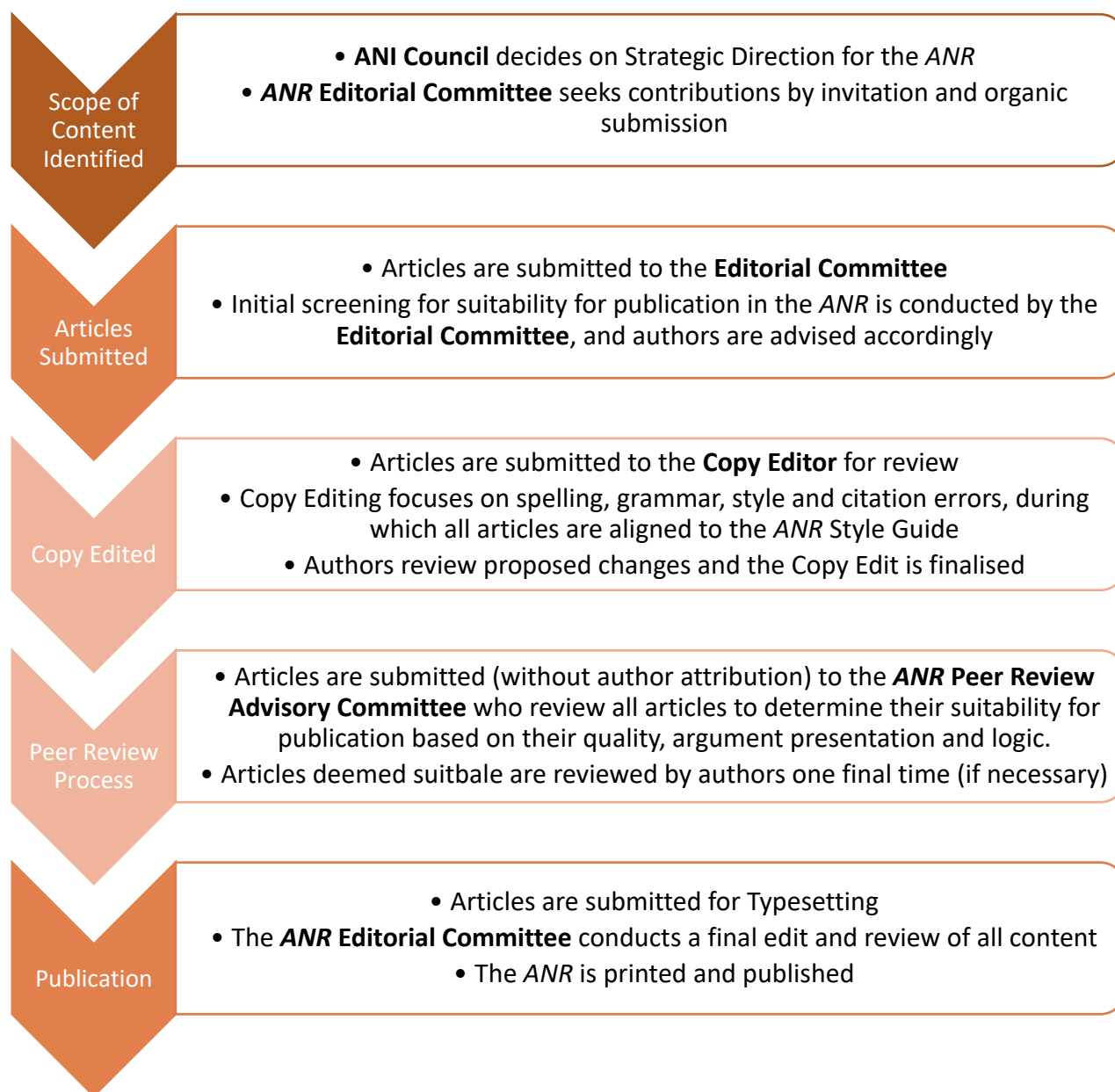For publication in the December issue, manuscripts are generally due in mid-October

Exact dates will be available from the ANI in January of each year.

Overview of Selection and Editorial Process

The *ANR* Editing and Publishing Cycle is contained over the page.

Australian Naval Review – Editing and Publishing Cycle

Scope of Content Identified
- **ANI Council** decides on Strategic Direction for the *ANR*
- *ANR* **Editorial Committee** seeks contributions by invitation and organic submission

Articles Submitted
- Articles are submitted to the **Editorial Committee**
- Initial screening for suitability for publication in the *ANR* is conducted by the **Editorial Committee**, and authors are advised accordingly

Copy Edited
- Articles are submitted to the **Copy Editor** for review
- Copy Editing focuses on spelling, grammar, style and citation errors, during which all articles are aligned to the *ANR* Style Guide
- Authors review proposed changes and the Copy Edit is finalised

Peer Review Process
- Articles are submitted (without author attribution) to the *ANR* **Peer Review Advisory Committee** who review all articles to determine their suitability for publication based on their quality, argument presentation and logic.
- Articles deemed suitbale are reviewed by authors one final time (if necessary)

Publication
- Articles are submitted for Typesetting
- The *ANR* **Editorial Committee** conducts a final edit and review of all content
- The *ANR* is printed and published

- Both the **Copy Editor** and the **Peer Review Advisory Committee** are independent of the ANI.
- If deemed necessary, the Peer Review Advisory Committee can recommend a second blind review of an article is undertaken by an external member to determine suitability for publication.
- The ANI Council remains accountable for the *ANR*, and therefore reserves sole discretion over its content.

4. ANI Contacts

ANI President   Vice Admiral Peter Jones, AO, DSC, RAN (Retired)

ANR Editorial Committee

Editor   Lieutenant Ben Page, RAN
Member   Midshipman Maxwell Baldock, RAN
Member   Commodore Peter Leavy, CSM, RAN
Member   Commander David Shirvington, RAN

Australian Naval Review Peer Review Advisory Committee

Membership of the ANR Advisory Committee for 2022 will be advised on the ANI Website.

Contact Details

ANI Office
Ms Sue Hart   02 6290 1505   admin@navalinstitute.com.au

ANR Editor
Lieutenant Ben Page   0450 454 031   ANR@navalinstitute.com.au

Copy Editor
Apricot Zebra Editorial Services   through: ANR@navalinstitute.com.au