



Australian
National
University

Department of
Pacific Affairs

Editorial guidelines

Department of Pacific Affairs

Last updated: 19 July 2021

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General points

Please provide your paper in MS Word format.

Note that your paper will be copyedited.

The readership of DPA publications is wide, including non-specialists, not necessarily academics. Therefore, avoid lengthy titles, overemphasis and overly technical jargon.

Use Australian English spelling, e.g. *ise* as in *criticise*, not *ize*; *our*, as in *colour*, not *or*. DPA follows the latest edition of the *Macquarie Dictionary*, and the Australian Government's [Style Manual for Authors, Editors & Printers](#), 6th ed.

Keep acronyms, abbreviations and initialisms to a minimum. Do not use tabs. Use single spacing after full stops.

Word limit

In Briefs should be 1300 words including references, endnotes, biographical note, and acknowledgments (if applicable). If you include subheadings, tables or images, the word limit will reduce as these elements take up considerable space.

Discussion Papers should be in the range of 8000–12,000 words.

Working Papers have a flexible word limit, but as a guide should be in the range of 6000–10,000 words.

Order of publication parts

- main text
- acknowledgements (if appropriate)
- author notes
- endnotes
- references.

Illustrations

Provide high-quality/high-resolution images as *separate* .tif, .eps, .jpg, or .gif files. Make sure maps and graphs are legible when reduced to fit on A4.

You *must* obtain permission to reproduce any images, maps and other illustrative matter you wish to include in your paper.

Utilise the services of ANU CartoGIS <http://asiapacific.anu.edu.au/cartogis/>.

Provide *all* illustrative matter as separate attachments, not embedded in your Word doc. Indicate in the text where the figures would be ideally placed, and include suitable captions with attributions/credits and permissions for use.

Make sure graphs appropriately illustrate a point you are making in your paper. Avoid repeating in the text details in graphs.

If using colour, consider how the gradations of colour in your illustration will appear if printed in black and white only.

Numbers

Use a comma in numbers of five or more digits, e.g. 10,000.

Spell out numbers one to nine, unless in a series of numbers or in tables and graphs.

Use an unspaced en dash for spans of numbers, e.g. 3000–5000.

Generally spell out per cent (two words) rather than %. However, % is acceptable in tables, and in In Briefs to save space.

Spell out kilometres, kilograms etc.

Quotations

Use single quotation marks. Use double quotation marks for a quote within a quote. For quotations of more than three lines, set in a block indent. All quotes should be referenced. Put the full stop *outside* the closing quotation marks unless the entire sentence is a quotation.

Add a space around ellipses in quotes:

This statement is in response to the constitution ... with the mandate we have, as the customary heads of Fiji's Tribal Confederacies.

No full stop if an ellipsis is at the end of a sentence.

Capitalisation

Fully capitalise the title of the publication, excluding prepositions and articles. for example:

Sustaining Peace In Solomon Islands through a New Constitution.

Capitals throughout the text should be kept to a minimum. Capitalise only the current incumbent of an official position, thus:

Prime Minister Scott Morrison *but*

former prime minister Julia Gillard

The full names of institutions and organisations require capitals (e.g. the Department of Foreign Affairs and Trade), but subsequent shortened forms do not (the department).

Use sentence case for headings and subheadings, but always capitalise the first word in a subtitle/after the colon.

Peace on election day: The calm before the storm

Capitalise but do not italicise general mentions of a work in a series, for example:

In a future Discussion Paper I will elaborate on this paradox.

Italics

Generally do not italicise a word or phrase if it appears in the *Macquarie Dictionary* or *Oxford English Dictionary*. Italicise foreign words and terms. Then include a translation in brackets. For example:

vakaturaga (the way of the chiefs)

However, do not italicise foreign proper nouns, for example:

Front de libération nationale kanak et socialiste

Do not italicise *ibid.* or *et al.*

Italicise the full title of a series:

DPA Discussion Paper 2021/1 is an exploration of ...

Dates

1990s *not* 1990's

13 June, not June 13th or 13th of June

Elide dates as in the following examples:

1997–98, 2010–12 *but don't elide* 1999–2000

Dashes

En dash – (ctrl + hyphen OR ctrl + minus on PC keypad)

Use an en dash to indicate a relationship between two elements. For example:

an Australia–Indonesia agreement; Asia–Pacific region;

farmers who work within a patron–client system

Also use an en dash in date ranges, page ranges, time spans and in figures. For example:

the 2011–12 plan; April–June; 2–2.5 million

Em dash — (ctrl + alt + minus symbol on PC keypad)

Use a spaced em dash in a sentence to set off an amplifying or explanatory statement, to isolate parenthetical elements, or where there is a shift of flow in thought. For example:

Broken election promises, bribery, and lack of checks and balances — such are the obstacles to development.

Glottal stop

Present this as an opening quotation mark. For example:

Epeli Hau'ofa; University of Hawai'i Press

Currency

Be clear and consistent when mentioning currency. For example:

AU\$250 US\$250 NZ\$250

SB\$250 (Solomon Islands dollars) FJ\$250 (Fijian dollars) K250 (Papua New Guinea kina)

For other currency codes, see <<http://www.xe.com/currency/>>.

Tables

Please check that your tabular data is clear and correct. For example, if giving percentages, check the total equals 100%. There is no recommended presentation style for tables; the appearance may be altered by typesetters. It is best not to include tables and graphs in your In Brief due to space limitations.

Referencing

You must fully reference your paper – this is standard academic practice. Plagiarism will not be accepted. Use endnotes rather than footnotes. For In Briefs, keep endnotes to a minimum, and include no more than six references.

In-Text Citations

Use the (author–date) system of citation. Put the full stop *outside* the citation. Use a colon and no space before the page number thus:

Indeed, he opposed the chiefly system itself and called for the withdrawal of chiefs from politics (Rutz 1997:83).

This is also acceptable:

Rutz says the prime minister opposed the chiefly system (1997:83).

When citing multiple works, put them in alphabetical order, and use a semicolon between works.

There has been a growth of literature on the need to engage men in violence prevention measures (Cornwall 1997, 2000; Correia and Bannon 2006; Flood 2007).

For works with more than two authors, give only the first, followed by ‘et al.’. All authors would be given in the references list (in this example, Sharp, Cox, Spark, Lusby and Rooney).

Women’s experiences of employment in the public service have often been negative (Sharp et al. 2015).

Use *ibid.* (not in italics) with discretion – that is, within a paragraph or two from the initial citation, otherwise give the author and date again.

Reference List

For publications without a publication date, use ‘n.d.’.

Do **not** use quotation marks or italics for chapter titles or journal articles titles.

No space between author initials. For example, *R.J. May*

Page numbers

Do not include ‘pp.’. Use an unspaced en dash for page spans. Elide page numbers thus:

Books

Zhang, D. 2020. *A Cautious New Approach: China’s Growing Trilateral Aid Cooperation*. Acton: ANU Press.

Chapter in an edited book

Eves, R. 2011. Religion, Politics and the Election in the Southern Highlands. In R.J. May, R. Anere, N. Haley and K. Wheen (eds). *Election 2007: The Shift to Limited Preferential Voting in Papua New Guinea*. Boroko and Canberra: National Research Institute and DPA, ANU, 285–305.

Book in a series

Italicise the book title, not the series title. For example:

Lakhani, S. and A.M. Willman 2014. *Gates, Hired Guns and Mistrust — Business Unusual: The Cost of Crime and Violence to Businesses in PNG*. Research and Dialogue Series no. 4. Washington DC: World Bank Group.

Note on ANU E Press

In January 2014, ANU E Press became ANU Press. Therefore, cite material published by it differently according to the publication date.

Journal articles

Use initial capitals for titles of journal articles, but do not use quotation marks or italics. Italicise the title of the journal. Include the volume then issue number in brackets. Note no space before page numbers.

Janssen, V. 2012. Indirect Tracking of Drop Bears Using GNSS Technology. *Australian Geographer* 43(4):445–52.

Newspapers

In-text example

Solomon Islands could require external assistance for another 10 or 15 years (Dorling 30/8/2011).

The reference list entry would then be:

Dorling, P. 30/8/2011. Diplomatic Cables Claim Australia Has Failed to Stabilise ‘Fragile’ Solomons. *Sydney Morning Herald*.

If there is no byline given, then the in-text reference would be (SMH 30/6/2011). The reference list entry would be:

SMH (*Sydney Morning Herald*) 30/8/2011. Diplomatic Cables Claim Australia Has Failed to Stabilise ‘Fragile’ Solomons.

Radio program example

Radio National 6/7/21. [Bougainville Independence Talks Underway](#). D. Carrick interviewing A.J. Regan on the Law Report program.

Blog example

Bailey, R. 23/10/2020. [The Growing Problem of Absconding SWP Workers](#). Devpolicy Blog.

Conference, seminar and other papers

Published conference paper example

Akus, W., E. Osoyo and S. Ivahupa 1996. An Overview of Taro (*Colocasia esculenta*) Research and Development in Papua New Guinea. In G.V.H. Jackson and M.E. Wagih (eds). *The Second Taro Symposium: Proceedings of an International Meeting Held at the Faculty of Agriculture, Cenderawasih University, Manokwari, Indonesia, 23–24 November 1994*. Manokwari: Cenderawasih University, 114–20.

Unpublished conference paper or workshop presentation example

Harvey, P. 1982. An Overview of Nutrition Related Agricultural Research in Papua New Guinea. Paper presented at National Nutrition Workshop, Port Moresby, 19–21 January.

Internet resources and hyperlinking policy

Do not give the URL or the viewed/accessed date. Embed the URL as a hyperlink in the title of a work sourced from the internet. Authors may add information through the use of hyperlinks embedded in-text. Highlight two to three keywords and embed the link there. Do not then repeat the link in the reference list.

Hyperlinking is not a way to include many more references than you can fit in your In Brief, and since they will appear in the print versions, please consider not overusing as you will have blue underlined text throughout your paper.

To cite an online source in the reference list (e.g. a Discussion Paper or another In Brief), embed the hyperlink in the title of the source rather than giving the URL separately.

Web page example

DFAT (Australian Government Department of Foreign Affairs) 2021. [Australia's Development Partnership with Solomon Islands](#).

Online DPA paper example

Provide a link to DPA papers if cited. Note the series title is italicised, not the paper title:

May, R.J. 2021. [Fifty Years after the 'Act of Free Choice': The West Papua Issue in a Regional Context](#). *DPA Discussion Paper 2021/1*. Canberra: ANU.

Meeting paper example

Pacific Islands Forum Secretariat 2019. [Private Sector Dialogue with Pacific Islands Forum Leaders, Funafuti, Tuvalu](#), 14/8/2019.

Unpublished research papers and theses

Do not italicise or use quotation marks:

Cox, J. and J. Morrison 2004. Solomon Islands Provincial Governance Information Paper. Unpublished consultant report prepared for AusAID.

Cronin, C. 2019. Speaking Suffering: A Post-Colonial Analysis of Why the Solomon Islands Truth and Reconciliation Commission Failed to 'Touch the Heart of the People'. PhD thesis, Department of Pacific Affairs, ANU.

Personal communication

Do not include in the reference list, but include in an endnote the person's name and the date of the communication thus:

1. Sir Andrew Trawen 1/8/2016. Papua New Guinea Electoral Commissioner 1992-2015, personal communication.

Annexe 1: Editor's word list of common errors

A

acknowledgement

B

big-man/big-men

C

capacity-building

chief (however, capitalise the full title, e.g., Chief Ila Geno)

church, e.g. church vs state

consonants double or single: e.g. focused not focussed; benefited not benefitted; fulfilled not fulfilled

Constitution (caps in the full formal name of the legal document otherwise lowercase)

cooperate

coordinate

D

decision-making (n., adj.)

E

East (cap. in a geopolitical sense; east in a directional sense)

e.g. (but avoid in running text)

et al. (not italic)

F

federal

field trip

fieldwork

follow-up (n., adj.)

G

geopolitical

global North/global South

Government of Vanuatu

H

Hawai'i (e.g. University of Hawai'i Press) note '

I

ibid.

i.e. (but avoid in running text)

in-depth

indigenous as adjective and in some cases noun, but Indigenous (capital I) for Australian Indigenous peoples, Torres Strait Islanders and other peoples in the Pacific

independence, independence movement (note lower case i)

J

judgement (may be judgment if used in legal sense)

K

kina (not capitals)

L

landholder/landholding

landowner/landowning

lead-up (n.)

leasehold/leaseholder

M

marketplace

member of parliament, but Joe Bloggs MP

multidisciplinary

multiethnic

multilateral

N

nation-building

nation-state

neoliberal

non-government organisation (NGO; spell out first use)

O

ongoing

P

Pacific islands/Pacific islander (note lower case i)

Pacific island countries (note lower case i); acronym=PICs

Pacific island contingent (not caps)

Papua New Guinea, abbreviate to PNG if used extensively in document or space is tight in an In Brief; otherwise spell out

parliament (lower case when not formal title; see Style manual p. 125)

per cent

peacebuilding

peacemaker

peri-urban

policymaker/policymaking

postcolonial

R

reconversion

remove field codes Ctrl+Shift+F9

right-holder/rights-holder

S

Seventh-day Adventist

small island states (SIS)

sociocultural

socio-economic

sociopolitical

Solomon Islands (no preceding 'the')

South-East Asia (but increasingly Southeast Asia, including organisations such as ASEAN)

South Pacific

state (lowercase for geographic entity when unambiguous)

sub- words set solid (e.g. subclause, subgroup)

T

takeover

The Australian National University (note The, cap T)

time frame

time line

Timor-Leste NOT East Timor

Tok Pisin

Torres Strait Islander (note cap I)

U

under-utilise

US (no full stops)

UN (spell out for the first mention unless space is very tight)

UNESCO (no need to spell out)

V

valuer general

vice-president

W

wantok

West (cap. in a geopolitical sense; west in a directional sense)

About the Department of Pacific Affairs

Established in 1996 and funded in partnership by ANU and the Department of Foreign Affairs and Trade (DFAT), DPA (formerly SSGM, the State, Society and Governance in Melanesia Program) is the leading international centre for applied multidisciplinary research on issues of governance, state and society in the Pacific. Situated within the Coral Bell of Asia Pacific Affairs, DPA seeks to set the international standard for scholarship on the region. DPA undertakes a comprehensive suite of research, education and outreach activities, exemplifying the ANU's strategic vision of uniting scholarly excellence with contributions that make an impact on public policymaking in an area of high national importance.

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