

SOCIAL ALTERNATIVES

STYLE GUIDE Refereed Articles

Formatting and Referencing Checklist

Social Alternatives publishes academic articles in themed editions and also accepts general articles for publication. It also publishes commentaries, book reviews, review essays, short stories and poetry for which there are separate submission guidelines. The journal also accepts proposals for themed issues from guest editors.

These guidelines are for authors submitting academic articles for refereeing for the themed or general article sections, and are available on the *Social Alternatives* website <http://socialalternatives.com/contributions>.

Articles are subject to double blind peer review. General Articles should be emailed to the General Articles Editors. Authors are encouraged to consider papers previously published in *Social Alternatives*, and where appropriate, reference them in order to promote ongoing and fluid discussion.

Please note that manuscripts will not be sent to peer review unless they conform to this Style Guide.

For your convenience, this Style Guide has been set up as a checklist to assist you with the formatting and referencing requirements:

- Manuscript submission requirements
- Copyright permission
- Manuscript style
- In-text references style for print and internet sources
- Reference list style for print and internet sources

Manuscript submission requirements:

- A one-page title page containing the full name[s] of contributing author[s], the contact details and affiliation[s], and a short bio (300 words) for each author.
- A separate one-page document containing an abstract of approximately 150 to 200 words and 3-5 keywords. The abstract should be a summary, not an introduction.
- The article manuscript will:
 - include a reference list;
 - be 3,000 – 5,000 words in length;
 - be double-spaced;
 - be submitted as electronic attachments in Microsoft Word.

- Tables, graphs, pictures and diagrams are to be submitted on *separate pages* with clear labelling, and an indication in-text where they should appear:
 - tables, graphs, photos and diagrams need to follow publishing guidelines:
 - photographs must be 300 dpi good quality black and white images;
 - all graphs should be in Word format, and editable OR as a 300 dpi jpg good quality graphic;
 - all graphics require an editable caption that should be referred to in-text e.g. (see Table 1).

NOTE: Authors must ensure they have copyright approval to use any tables, diagrams or photos that are not their own before submission.

- To ensure italicisation is correct in the final published journal, please highlight in blue any in-text material (not the referencing list) that needs to remain in italics.*

Copyright permission:

- Copyright of submitted articles must belong to the contributing author[s] and the manuscript must not have appeared elsewhere or be in-press or under consideration for publication elsewhere.
- Before publication, authors are required to transfer copyright to *Social Alternatives*. A copyright form can be downloaded at <http://socialalternatives.com/contributions>.

The policy of Social Alternatives is to give authors permission to republish elsewhere one year after publication.

Manuscript style:

- All specific references to sources whether paraphrased or quoted **require page numbers** where that source has page numbers such as books and journals, whether in print or from the internet.

A 'specific' reference refers to a particular argument, theory or finding, or conclusion. While the citation of an entire text is normally unacceptable, in the case of an argument or theory referring to a complete work or works, page numbers may be omitted.
- In-text references identifying the author[s] should be removed and replaced with [name removed for the peer review process].
- All 'review' comments made through the production of manuscripts should be removed.
- Article titles, subtitles, and text subheadings are to be appropriate and succinct, with a maximum of two levels of subheadings:
 - the first level should be left justified in **Bold With the First Letter of Each Word Capitalised** except for articles and prepositions;
 - second level headings are best avoided, but if used, are to be in *italics* with the first letter of the subtitle capitalised.
- A single space is required between sentences.
- Use of quotation marks:
 - short quotations within the text should be indicated by **single** quotation marks;
 - double quotation marks should only be used for quotations within quotations or titles;
 - all short quotations should be an integral part of a sentence written by the submission author and not a sentence in its own right;
 - words or punctuation inserted into quotes but not present in the original (for instance for purposes of clarity or grammatical accuracy) should be enclosed in square brackets;
 - italicisation not present in the original should be noted in square brackets at the end of the quoted text, i.e. [italics added].
- Use Arabic numerals (12, 13 ...) for all numbers except if quoted or cited as page numbers (e.g. xxix).
- Numbers should be spelt out in the case of (check for exceptions further below):
 - numbers one to nine;
 - time periods of a century (twentieth century);

- hundreds, thousands and millions;
- when a number begins a sentence (although it may be better to rewrite the sentence to avoid such a circumstance).

Exceptions to spelling out the numeral in words include where:

- the number is a decimal point or fraction (e.g. 4.25);
- the numbers refers to page numbers;
- there are sets of numerals, some of which are higher than ten (e.g. 14, 9 and 6);
- a percentage starts a sentence (avoided where possible), in which case the number - even where lower than 10 - is expressed as a figure(s) followed by %.

Dates should be written in the following form: 9 January 2001. Decades should be written in the following form: 1990s (not 1990's).

For acronyms:

- the full title should be spelt out when first used, and followed by the acronym in brackets;
- avoid the use of full stops (e.g. NSW, NATO, ANZUS).

An ellipsis indicating words omitted such as in quotations (i.e. ...) should be preceded and followed by a single space.

En-dash (e.g. and ran – without looking!) should be preceded and followed by a space, and generally indicates either an abrupt change, an amplification or explanation, or sets apart parenthetical elements.

Spelling should comply with Australian usage e.g. colour, recognise (except in quotations and references);

NOTE: *Social Alternatives* uses the *Macquarie Dictionary* for spelling. It is also a useful guide for the correct use of hyphens.

Use capitals to distinguish the specific from the general: 'He is Professor of Economics at Oxford University', but 'She is a professor at a university'. 'Then Prime Minister Julia Gillard ... ', but 'The prime minister of Australia attended ... '.

A small letter is to be used after a colon in sentences.

A full stop is placed after:

- the end of a quotation mark e.g. 'the last hurrah'.
- the end of an in-text reference e.g. (Smith 2009a, 78).

In-text references style for print and internet sources:

***Social Alternatives* uses the Harvard referencing system.**

- All specific in-text references to sources with pagination require page numbers to be included. See the first point under Manuscript Style above for further guidance).
 - *Footnotes are not encouraged*, but where unavoidable should only be used rarely and be in the form of endnotes limited to observations that are supplementary to the article.
- Every entry in the final list of references *must* appear as an in-text reference somewhere in the paper and vice versa.
- All references to books, articles and other sources must be identified appropriately within the text by the name of the author[s], year of publication, and page number (within parenthesis where appropriate).
 - The general rule for in text referencing is (Author Year: page number) e.g. (Smith 2010: 42).
 - If the author's name is within the text itself, the year and pagination (if appropriate) follows e.g. 'As Beck (1992: 34) famously argues ... '.
 - If the author's name is not within the text but their idea is cited, the author's name, year and pagination (if appropriate) follows the statement e.g. 'Risk society notions are prolific in modern society' (Beck 1992: 34).
 - Where two authors are involved, both are cited using 'and'. Where three or more authors are involved, the first named author is cited first followed by the abbreviation et al. e.g. 'Gurran et al. (2006: 56) suggest that ... '.
 - In the case of institutional authors, the organisation name is cited as the author e.g. 'CSIRO (2006) suggests that ... '.
- Multiple citations:
 - Citations should materially contribute to the article content.
 - Where multiple citations are required, use semi-colons to separate them e.g. 'Climate change is ... (CSIRO 2006; Adger et al. 2009: 43; Smith 2010: 56)'.
 - Where there are multiple citations by the same author, list each date of the publications in chronological order, separated by a comma, after the author's name (Smith 1988, 1990, 1996).
- When there is more than one reference to an author in the same publication year, the year of publication is distinguished using lettering e.g. (Smith 2008a), (Smith 2008b) or (Smith 2008c, 2008d) in the in-text referencing, and the same format following through in the reference list.
- Media references are usually cited without author, 'It has been widely reported (e.g. *Sydney Morning Herald* 3 July 1999: 9) that ... '. However, for review articles with a by-line, the author should be cited.
- Internet sources:

- Internet and World Wide Web in-text references should follow the Harvard author/date (and pages where relevant) system.
- For government departments, political parties and large organisations, where no author is available it is sufficient to use the acronym (the acronym still must be spelt out in full in the text the first time it is mentioned).
- Where there is no clear publication date, use the date that the Web page was last updated.

Reference list style for print and internet sources:

- All items appearing in-text, including from internet sources, should be referenced alphabetically by surname of author or organisation and year of publication;
- All monograph and journal titles, in both hard copy and electronic/internet formats, are to:
 - be in italics;
 - have capital letter at the start of each substantive word in the title.
 Exceptions to the capital letters include: words following a colon where only the first word will have a capital letter; where a quote requires a small letter(s).
- All article and chapter titles are to:
 - have a capital letter at the start of the title, and the remainder in small letters;
 - be bracketed by single quotation marks; except for quotes within the title which may require double quotation marks.
- Electronic documents which do not clearly conform to the monograph/journal - article distinction:
 - where there is only one title, it will be formatted as a monograph or journal title (see above).
 - where there is clearly a document within a document, use the monograph/journal - article formatting (see above).
- Publication titles are followed by a comma:
 - for serial articles such as journal articles, the volume, issue and page number of the article follow (see example formats below);
 - for monographs or anthologies such as books, the publisher and place of publication details follow separated by a comma (see example formats below).
- For electronic sources:
 - the URL is included in the reference list but NOT in in-text reference.
 - in addition to the date of the source, if possible the date the source was accessed should be included, following the URL, in the following format: (accessed 12/5/2013).
 - where no date is supplied, use n.d. in in-text referencing and the reference list.

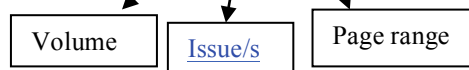
Reference list examples

DFAT [Department of Foreign Affairs and Trade] 1999 *Annual Report 1998-99*, AGPS, Canberra.

Douglas, M. 1992 *Risk and Blame: Essays in cultural theory*, Routledge, London.

Giddens, A. 2010 *The Politics of Climate Change*, Polity Press, London.

Honneth, A. 2001 'Recognition or redistribution? Changing perspectives on the moral order of society', *Theory Culture and Society*, 18, 2-3: 43-55.



Howard, J. 1999 'Address to National Press Club 8 December 1999', *PM's Media Centre: Speeches by Hon John Howard*, Canberra: Department of Prime Minister and Cabinet <http://www.pm.gov.au/media/pressrel/1999/pressclubr0812.htm> (accessed 12/02/2014).

Lash, S. and Featherstone, M. 2001 'Recognition and difference: politics, identity, multiculturalism', *Theory Culture and Society*, 18, 2-3: 1-19.

Original
publication date

Marx, K. and Engels, F. [1848] 1964 *The Communist Manifesto*, [Reprint] Monthly Review Press, New York.

Wolf, J. Lorenzoni, I. Few, R. Abrahamson, V. and Rosalind, R. 2009 'Conceptual and practical barriers to Adaptation: vulnerability and responses to heat wave in the UK', in W.N. Adger, I. Lorenzoni and K. O'Brien (eds) *Adapting to Climate Change: Thresholds, values, governance*, Cambridge, New York.