

***The French Australian Review* Submissions Guide**

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About the Journal

The French Australian Review is the only academic journal exclusively dedicated to French-Australian relations and links. It appears twice a year, during Australian winter and summer. The length of standard issues is normally up to 100 pages.

The Editors accept contributions on historical as well as contemporary subjects in a wide variety of fields relating to French-Australian connections.

Refereed articles are subject to the customary double-blind, peer-review process. *The French Australian Review* is committed to peer-review integrity and upholding the highest standards of review. Once your paper has been assessed for suitability by the editor, it will then be double blind peer reviewed by independent, anonymous expert referees.

The Editors and/or the Editorial Committee assess reviews, documents, and notes, including biographical notes.

Reviews are commissioned by the Book Review Editor who welcomes suggestions (Email: french.australian.review@gmail.com).

Articles should include the author's name, institutional affiliation (if appropriate) or place of residence (e.g. The University of New South Wales or simply Adelaide), placed at the end of the article.

Preparing Your Paper

Structure

Your paper should be compiled in the following order: title page; abstract; keywords; main text introduction, materials and methods, results, discussion; acknowledgments; declaration of interest statement; references; appendices (as appropriate).

Word Limits

Please include a word count for your paper.

The preferred word count for refereed articles is between 4,500 and 7,000 words, including footnotes. Manuscripts that greatly exceed this will be critically reviewed with respect to length. Please make your footnotes as clear and concise as possible.

The word count for Notes and other Documents is a maximum of 3,200 words.

Style Guidelines

Please refer to these style guidelines when preparing your paper, rather than any published articles or a sample copy.

How to format your manuscript

Font

Copy should be submitted in Word using Times New Roman font, size 11 for text, size 10.5 for block quotes and size 10 for footnotes in double spacing. Images should be saved separately from the text.

Margins

Margins should be at least 2.5cm (1 inch).

Title

Use bold for your article title, with an initial capital letter for any proper nouns.

Abstract

Indicate the abstract paragraph with a heading or by reducing the font size.

Abstracts are really important. It may be short, but your abstract is your opportunity to ‘pitch’ your article to the journal editors, and later, its readers. It should focus on what your research is about, what methods have been used, and your key findings.

Keywords

Keywords help readers find your article, so are vital for discoverability. Aim for five or six.

Headings

Headings should be placed at left hand side of page in bold with caps for first word and proper nouns only.

Spelling and punctuation

Please use British (-ise) spelling style consistently throughout your manuscript.

Quotations

Please use single quotation marks, except where ‘a quotation is “within” a quotation’. Please note that long quotations should be indented without quotation marks and preceded and followed by a blank line. They should be in 10.5 font. We do not use *guillemets*.

The spelling and/or punctuation of sourced quotations should be respected and not corrected or standardised.

Any omissions in quotations should be indicated by three dots between square brackets.

The opening capital letter of quotations that are syntactically integrated into the text should be in lower case. In block quotations the change to lower case is optional.

Quotations in French

The French Australian Review is an English language journal, which often features quotations in French. In cases of extended quotations, their translation into English should be included. Authors have the choice of including the translation in the main body of the text with the original French in footnotes, or quoting the original French in the main body of the text, with the corresponding translation in footnotes.

Images and Permissions

Show clearly in the article text where the images should appear, for example, by writing *[Image1 near here]*. Resolution should be as high as possible. Jpeg is preferred.

It's very important that you have been given permission to use any images you are reproducing from another source before you submit. **It is your responsibility to obtain permission.**

Reference Guide

Please use the following reference guide when preparing your paper:

***The French Australian Review* reference style**

‘The notes and bibliography system is preferred by many working in the humanities—including literature, history, and the arts. In this system, sources are cited in numbered footnotes or endnotes. Each note corresponds to a raised (superscript) number in the text. Sources are also usually listed in a separate bibliography. The notes and bibliography system can accommodate a wide variety of sources, including unusual ones that don’t fit neatly into the author-date system.’

The French Australian Review uses the Chicago Style Manual’s **Notes and Bibliography (NB) system** (see https://www.chicagomanualofstyle.org/tools_citationguide/citation-guide-1.html) (with footnotes, not endnotes).

Use superscripts within the text to refer to citations in the footnotes. You will also cite all sources from the text in a Bibliography at the end of the document.

Footnotes and Bibliography

Please follow the Chicago Manual of Style for referencing styles with the following exceptions or additions:

In **journal articles** include issue number where one is given, use single quotation marks around titles and follow guidelines on quotations given above.

- Elizabeth A. Povinelli, 'Notes on Gridlock: Genealogy, Intimacy, Sexuality', *Public Culture* 14, 1 (2002): 215–38.
- For further details see https://www.chicagomanualofstyle.org/tools_citationguide/citation-guide-1.html (scroll down to 'Journal Article')
- María de la Luz Inclán, 'From the ¡Ya Basta! to the Caracoles: Zapatista Mobilization under Transitional Conditions', *American Journal of Sociology* (2008).

Include page numbers in newspaper articles.

A **thesis** (MA or PhD) should be referred to as such, not as 'diss.'

- Terrence W. Beed, 'The Growth of Suburban Retailing in Sydney: A Preliminary Study of Some Factors Affecting the Form and Function of Suburban Shopping Centres' (PhD thesis, University of Sydney, 1964).

Archival sources should show document/item name, date, name of series or collection, file number, name and location of archive. If subsequent references will be made to the same series or archive, provide a useful short form of the title. When referring to a new item from the same series, collection or archive, give the item and number in full and an abbreviated description of its location.

- Agenda Item 1, Citizenship Status, Native Welfare Council, 29 September 1952, Papers of Sir Paul Hasluck, MS 5271, Box 32, National Library of Australia (NLA), Canberra.
- Agenda Item 1, Citizenship Status.
- Press release, Aborigines Sunday: Statement by the Minister for Territories, the Hon. Paul Hasluck, 10 July 1958, Hasluck Papers, NLA, box 33, MS 5274.

Ibid. may be used for subsequent references where the reference is the same as that immediately preceding. If only the page number is changed, use 'Ibid., 72'. Use a capital 'I' for 'ibid' only when it is the first word in the footnote, but always follow it with a full stop.

Do not use 'idem', 'op cit' or 'loc cit'.

- For further details see Chicago Manual of Style.

Copyright

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