

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 text 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.

Numbers and dates

From one to one hundred are written in words.

For a span or range of dates, use en dash, not hyphen, e.g. 1841–1845.

Capitals

Please capitalise people's titles: if reference is made to the title in a generic way, i.e. as a position not a person, then no caps is correct. When reference is being made to the individual who holds the position and, rather than naming him, he is referred to as 'Consul', the title should be capitalised.

For example: He was a minister of the Crown. The Minister arrived late.

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*. A colon usually precedes a block quotation.

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

Images should be included in a separate file for submission. 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.**

Copyright

Copyright allows you to protect your original material, and stop others from using your work without your permission. Copyright for your article belongs to you and *The French Australian Review*. When re-presenting your article please use citation as seen on first page of your article as published in *The French Australian Review*.

Article Reprints

Please contact french.australian.review@gmail.com should you require further copies of your article.

Reference Guide

Please use the following reference guide when preparing your paper:

The French Australian Review reference style

Overview of CMS 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 Manual of Style Online’s **Notes and Bibliography (NB) system** (see https://www.chicagomanualofstyle.org/tools_citationguide/citation-guide-1.html (with footnotes, not endnotes).

Please follow the Chicago of Manual of Style Online (CMSO) 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.

LaSalle, Peter. ‘Conundrum: A Story about Reading’. *New England Review* 38, no. 1 (2017): 95–109. Project MUSE.

• For further details see https://www.chicagomanualofstyle.org/tools_citationguide/citation-guide-1.html (scroll down to ‘Journal article’)

No dates of access to electronic sources are required. ‘Chicago does not require access dates in its published citations of electronic sources unless no date of publication or revision can be determined from the source (see also 14.13).’

Use superscripts within the text to refer to citations in the footnotes.

Bibliography

All sources from the text will be cited in alphabetical order in a Bibliography at the end of the document, with the exception of newspaper articles, provided full details are available in the footnotes.

The heading Bibliography is lower case and centred.

Following are some examples from the Chicago Manual of Style Online (CMSO) for FOOTNOTES, SHORTENED FOOTNOTES & BIBLIOGRAPHY ENTRIES

1. BOOK.

Footnotes

1. Zadie Smith, *Swing Time* (New York: Penguin Press, 2016), 315–16.
2. Brian Grazer and Charles Fishman, *A Curious Mind: The Secret to a Bigger Life* (New York: Simon & Schuster, 2015), 12.

Shortened (subsequent) footnotes

3. Smith, *Swing Time*, 320.
4. Grazer and Fishman, *Curious Mind*, 37.

Bibliography entries (in alphabetical order)

Grazer, Brian, and Charles Fishman. *A Curious Mind: The Secret to a Bigger Life*. New York: Simon & Schuster, 2015.

Smith, Zadie. *Swing Time*. New York: Penguin Press, 2016.

For many more examples, covering virtually every type of book, see 14.100–163 in *The Chicago Manual of Style*:

https://www.chicagomanualofstyle.org/tools_citationguide/citation-guide-1.html

2. JOURNAL ARTICLE

In a note, cite specific page numbers. In the bibliography, include the page range for the whole article. For articles consulted online, include a URL or the name of the database. Many journal articles list a DOI (Digital Object Identifier). A DOI forms a permanent URL that

begins <https://doi.org/>. This URL is preferable to the URL that appears in your browser's address bar.

Please note that for urls the full stop is placed **after** the quotation mark which follows the title of the article.

Footnotes.

Romain Fathi, 'Connecting Spirits: The Commemorative Patterns of an Australian School Group in Northern France', *Journal of Australian Studies* 38, no. 3 (2014): 348.

Susan Satterfield, 'Livy and the *Pax Deum*', *Classical Philology* 111, no. 2 (April 2016): 170.

Shao-Hsun Keng, Chun-Hung Lin, and Peter F. Orazem, 'Expanding College Access in Taiwan, 1978–2014: Effects on Graduate Quality and Income Inequality', *Journal of Human Capital* 11, no. 1 (Spring 2017): 9–10, <https://doi.org/10.1086/690235>.

Peter LaSalle, 'Conundrum: A Story about Reading', *New England Review* 38, no. 1 (2017): 95, Project MUSE.

Shortened (subsequent) footnotes

Satterfield, 'Livy', 172–73.

Keng, Lin, and Orazem, 'Expanding College Access', 23.

LaSalle, 'Conundrum', 101.

Bibliography entries (in alphabetical order)

Keng, Shao-Hsun, Chun-Hung Lin, and Peter F. Orazem. 'Expanding College Access in Taiwan, 1978–2014: Effects on Graduate Quality and Income Inequality'. *Journal of Human Capital* 11, no. 1 (Spring 2017): 1–34. <https://doi.org/10.1086/690235>.

LaSalle, Peter. 'Conundrum: A Story about Reading'. *New England Review* 38, no. 1 (2017): 95–109. Project MUSE.

Satterfield, Susan. 'Livy and the *Pax Deum*'. *Classical Philology* 111, no. 2 (April 2016): 165–76.

3 CHAPTER OR OTHER PART OF AN EDITED BOOK

Please note that the comma is placed **after** the quotation mark following the title of the chapter of a book.

Footnotes

1. Henry David Thoreau, 'Walking', *The Making of the American Essay*, ed. John D'Agata (Minneapolis: Graywolf Press, 2016), 177–78.

Shortened (subsequent) footnotes

2. Thoreau, 'Walking', 182.

Bibliography entry

Thoreau, Henry David. 'Walking'. In *The Making of the American Essay*, edited by John D'Agata, 167–95. Minneapolis: Graywolf Press, 2016.

In some cases, you may want to cite the collection as a whole instead.

Footnotes

1. John D'Agata, ed., *The Making of the American Essay* (Minneapolis: Graywolf Press, 2016), 177–78.

Shortened (subsequent) footnotes

2. D'Agata, *American Essay*, 182.

Bibliography entry

Carter, Philip. 'James Boswell's Manliness'. In *English Masculinities, 1660–1800*, edited by Tim Hitchcock and Michelle Cohen, 111–130. London: Longman, 1999.

For more examples, see 14.103–5 and 14.106–12 in *The Chicago Manual of Style (CMS)*.

4. TRANSLATED BOOK

Footnotes

1. Jhumpa Lahiri, *In Other Words*, trans. Ann Goldstein (New York: Alfred A. Knopf, 2016), 146.

Shortened footnotes

2. Lahiri, *In Other Words*, 184.

Bibliography entry

Lahiri, Jhumpa. *In Other Words*. Translated by Ann Goldstein. New York: Alfred A. Knopf, 2016.

5. E-BOOK

For books consulted online, include a URL or the name of the database. For other types of e-books, name the format. If no fixed page numbers are available, cite a section title or a chapter or other number in the notes, if any (or simply omit).

Footnotes

1. Herman Melville, *Moby-Dick; or, The Whale* (New York: Harper & Brothers, 1851), 627, <http://mel.hofstra.edu/moby-dick-the-whale-proofs.html>.

2. Philip B. Kurland and Ralph Lerner, eds., *The Founders' Constitution* (Chicago: University of Chicago Press, 1987), chap. 10, doc. 19, <http://press-pubs.uchicago.edu/founders/>.

3. Brooke Borel, *The Chicago Guide to Fact-Checking* (Chicago: University of Chicago Press, 2016), 92, ProQuest Ebrary.

4. Jane Austen, *Pride and Prejudice* (New York: Penguin Classics, 2007), chap. 3, Kindle.

Shortened footnotes

5. Melville, *Moby-Dick*, 722–23.

6. Kurland and Lerner, *Founders' Constitution*, chap. 4, doc. 29.

7. Borel, *Fact-Checking*, 104–5.

8. Austen, *Pride and Prejudice*, chap. 14.

Bibliography entries (in alphabetical order)

Austen, Jane. *Pride and Prejudice*. New York: Penguin Classics, 2007. Kindle.

Borel, Brooke. *The Chicago Guide to Fact-Checking*. Chicago: University of Chicago Press, 2016. ProQuest Ebrary.

Kurland, Philip B., and Ralph Lerner, eds. *The Founders' Constitution*. Chicago: University of Chicago Press, 1987. <http://press-pubs.uchicago.edu/founders/>.

Melville, Herman. *Moby-Dick; or, The Whale*. New York: Harper & Brothers, 1851. <http://mel.hofstra.edu/moby-dick-the-whale-proofs.html>.

6. NEWSPAPERS/MAGAZINE ARTICLES

Articles from newspapers or news sites, magazines, blogs, and the like are cited similarly. If you consulted the article online, include a URL or the name of the database. **No dates of access to electronic sources are required.** ‘Chicago does not require access dates in its

published citations of electronic sources unless no date of publication or revision can be determined from the source (see also 14.13).'

Newspapers are more commonly cited in footnotes or parenthetical references than in bibliographies. A list of works cited need not list newspaper items if these have been documented in the text.

Please include page numbers in newspaper articles.

Do not use the article with name of newspaper (except for non-English newspapers) eg *Age* (Melbourne)
Times (London)
Le Monde

Footnotes

Rebecca Mead, 'The Prophet of Dystopia', *New Yorker*, April 17, 2017, 43.

Farhad Manjoo, 'Snap Makes a Bet on the Cultural Supremacy of the Camera', *New York Times*, March 8, 2017, <https://www.nytimes.com/2017/03/08/technology/snap-makes-a-bet-on-the-cultural-supremacy-of-the-camera.html>.

Rob Pegoraro, 'Apple's iPhone Is Sleek, Smart and Simple', *Washington Post*, July 5, 2007, LexisNexis Academic.

Tanya Pai, 'The Squishy, Sugary History of Peeps,' *Vox*, April 11, 2017, <http://www.vox.com/culture/2017/4/11/15209084/peeps-easter>

Shortened (subsequent) footnotes

Mead, 'Dystopia', 47.

Manjoo, 'Snap'.

Pegoraro, 'Apple's iPhone'.

Pai, 'History of Peeps'.

Bibliography entries (in alphabetical order)

Manjoo, Farhad. ‘Snap Makes a Bet on the Cultural Supremacy of the Camera’. *New York Times*, March 8, 2017. <https://www.nytimes.com/2017/03/08/technology/snap-makes-a-bet-on-the-cultural-supremacy-of-the-camera.html>.

Mead, Rebecca. ‘The Prophet of Dystopia’ *New Yorker*, April 17, 2017.

Pai, Tanya. ‘The Squishy, Sugary History of Peep’. *Vox*, April 11, 2017.
<http://www.vox.com/culture/2017/4/11/15209084/peeps-easter>.

Pegoraro, Rob. ‘Apple’s iPhone Is Sleek, Smart and Simple’. *Washington Post*, July 5, 2007.
LexisNexis Academic

7. WEBSITE CONTENT

It is often sufficient simply to describe web pages and other website content in the text (‘As of May 1, 2017, Yale’s home page listed . . .’).

Citations of websites can be limited to footnotes only (no need to include them in Bibliography). The format for footnotes is:

Author (if known), title of specific page, title or description of the site as a whole, owner or sponsor of site if known, publication date or, if none, date the article was accessed, URL

For more details of formatting please see

https://www.chicagomanualofstyle.org/tools_citationguide/citation-guide-1.html

Scroll down to Website Content.

For more on websites, blogs & social media, see 14.205–10 in *The Chicago Manual of Style*.

For multimedia, including live performances, see 14.261–68.

8. THESIS OR DISSERTATION

Footnote

1. Cynthia Lillian Rutz, ‘*King Lear* and Its Folktale Analogues’ (PhD diss., University of Chicago, 2013), 99–100.

Shortened note

2. Rutz, ‘*King Lear*’, 158.

Bibliography entry

Rutz, Cynthia Lillian. ‘*King Lear* and Its Folktale Analogues’. PhD diss., University of Chicago, 2013.

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).

9. ARCHIVAL SOURCES

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.

PLEASE NOTE

In the 17th Edition of the Chicago Manual of Style Online, the use of ‘Ibid’ is now discouraged in favour of using **shortened citations**

Do not use ‘idem’, ‘op cit’ or ‘loc cit’.

For further details see Chicago Manual of Style <https://www.chicagomanualofstyle.org/>

All Queries

Please contact french.australian.review@gmail.com

NOTE: Flexibility and consistency. As long as a consistent style is maintained within any one work, logical and defensible variations on the style illustrated here are acceptable if agreed to by author and publisher. (CMOS 17, 14.4)