The French Australian Review **Submissions Guide**

Contents

All enquiries and submissions: french.australian.review@gmail.com

About the Journal

The French Australian Review is published by the Institute for the Study of French Australian Relations (ISFAR). The journal's Ethics Statement can be viewed on the ISFAR website, www.isfar.org.au/journal/ .

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

The French Australian Review is predominantly an English language journal, which occasionally publishes articles in French.

The Editors accept contributions on historical as well as contemporary subjects in a wide variety of fields relating to French-Australian connections—these may include the sciences, and technology as well as the humanities.

Refereed articles are subject to the 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(s) 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 bibliographical notes.

The editors make the final decision on publication, with due consideration of the legal obligations regarding defamation, copyrights and plagiarism and the recommendations of the reviewers. This decision is communicated to the author in a timely manner

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

Articles, with an abstract of up to 250 words and five keywords, 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. For articles in French, the abstract and keywords should be provided in English.

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; bibliography; appendices (as appropriate).

Word Limits

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 (see instructions below).

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

Please include a word count for your paper.

Style Guidelines

Please refer to these style guidelines when preparing your paper rather than any guidelines published elsewhere.

Formatting 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 1.5 spacing.

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. (200–250 words)

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/-our) spelling style consistently throughout your manuscript.

Numbers and dates

Numbers from one to one hundred are written in words. Use numerals for numbers over one hundred. Spell out certain round numerals, specifically whole numbers from one to one hundred, thousand or hundred thousand except in monetary amounts or percents: one percent, seventy-five percent, sixty-three percent. Follow the general rule for centuries: the twenty-first century.

Date format is Sunday, March 12, 2023.

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

Page numbers should be written in full eg 296–299, not 296–9.

If multiple notes are used in a footnote superscript number, please start a new line for each reference.

Capitals

A person's title should be capitalised. 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'. Note that long quotations should be indented without quotation marks, preceded and followed by a blank line. They should be in 10.5 font. We do not use *guillemets*. If your introduction to the

quotation is a complete sentence, use a colon before the quotation. If you introduce the quotation with such words as 'according to', 'claims', or 'notes', use a comma before the Chicago style block quote.

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

Although *The French Australian Review* is predominantly an English language journal it often features quotations in French in the English-language articles. In cases of extended quotations in French, 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.

For articles in French, the French punctuation rule of placing a space before punctuation marks should be followed (colons, semicolons, question marks, and exclamation marks; (see 11.32); and after an em dash used to introduce dialogue). Otherwise, English punctuation style should be used. As previously stated guillemets should not be used. For articles in French an abstract and keywords in English should be provided.

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 in red *[Image1 near here]*. Write captions also. Resolution should be as high as possible. Jpg or TIFF files are preferred.

It is 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 the citation included on the 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

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

Please note: we use footnotes (referred to as 'notes' in Chicago Style), not endnotes. Following is a brief description of Chicago Style referencing:

'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. 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.'

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 as in the examples below:

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

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

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).'

Bibliography

All sources from the text will be cited in alphabetical order in a Bibliography <u>at the end of the document,</u> **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 and 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 footnote, 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 SO PLEASE USE A DOI if possible.

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', in *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

3. D'Agata, John, ed. *The Making of the American Essay*. Minneapolis: Graywolf Press, 2016.

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 (including urls)

Please cite newspaper articles in footnotes (or in-text) and omit them from the bibliography. Only list a newspaper article in the bibliography if it's essential to your argument, and/or if you cite it frequently.

Add a URL or the name of a database if you consulted the article online.

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

Author First name Last name, 'Article Title,' *Newspaper Name*, Month Day, Year, URL. No page number is needed because the URL will take the reader directly to the page.

Thomas Gibbons-Neff and Mujib Mashal, 'U.S. Is Quietly Reducing Its Troop Force in Afghanistan', *New York Times*, **October 21, 2019**, https://nyti.ms/31xXNQb.

Shortened (subsequent) Footnotes

Thomas Gibbons-Neff and Mujib Mashal, 'US in Afghanistan'.

Bibliography entry

Author Last name, First name. 'Article Title'. *Newspaper Name*, Month Day, Year. URL.

Gibbons-Neff, Thomas and Mujib Mashal. 'U.S. Is Quietly Reducing Its Troop Force in Afghanistan'. *New York Times*, October 21, 2019. https://nyti.ms/31xXNQb.

For more examples, see 14.188–90 (magazines), 14.191–200(newspapers), and 14.208 (blogs) in *The Chicago Manual of Style*

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 the 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.

Footnotes

 'Privacy Policy', Privacy & Terms, Google, last modified April 17, 2017, https://www.google.com/policies/privacy/.

 'About Yale: Yale Facts', Yale University, accessed May 1, 2017, https://www.yale.edu/about-yale/yale-facts.

Katie Bouman, 'How to Take a Picture of a Black Hole', filmed November 2016 at TEDxBeaconStreet, Brookline, MA, video, 12:51, https://www.ted.com/talks/katie_bouman_what_does_a_black_hole_look_like.

Shortened notes

Google, 'Privacy Policy'.
'Yale Facts'.
Bouman, 'Black Hole'.

Bibliography entries (in alphabetical order)

Bouman, Katie. 'How to Take a Picture of a Black Hole'. Filmed November 2016 at TEDxBeaconStreet, Brookline, MA. Video, 12:51. https://www.ted.com/talks/katie_bouman_what_does_a_black_hole_look_like.

Google. 'Privacy Policy'. Privacy & Terms. Last modified April 17, 2017. https://www.google.com/policies/privacy/.

Yale University. 'About Yale: Yale Facts'. Accessed May 1, 2017. https://www.yale.edu/about-yale/yale-facts.

For more examples, 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

(There are many kinds of archival sources. Please check Chicago Manual of Style Online)

General Format:

Title or description of item, date (month day, year), collection number or identifier, box number, folder number, Collection Name, Name of Repository, Location of Repository. URL if applicable.

Footnote

Agenda Item 1, Citizenship Status, Native Welfare Council, September 29, 1952, MS 5271, Box 32, Papers of Sir Paul Hasluck, National Library of Australia (NLA), Canberra, add url if available.

Shortened note

Agenda Item 1, Citizenship Status.

Bibliography entry

Press release. Aborigines Sunday: Statement by the Minister for Territories, the Hon. Paul Hasluck, July 10, 1958. Box 33, MS 5274. Hasluck Papers, National Library of Australia (NLA), Canberra. Add url if available.

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/ OR TO CHECK CHICAGO FOOTNOTES & BIBLIOGRAPHY SEE CITATION QUICK GUIDE https://www.chicagomanualofstyle.org/tools_citationguide/citation-guide-1.html .

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).