

# *The French Australian Review* Submissions Guide

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**All enquiries and submissions:** [isfar.journal@gmail.com](mailto:isfar.journal@gmail.com)

## About the Journal

*The French Australian Review* is published by the Institute for the Study of French Australian Relations (ISFAR). Two issues are published each year, during the Australian winter and summer seasons. The length of standard issues is normally around 100 pages.

*The French Australian Review* is the only academic journal exclusively dedicated to French-Australian relations and links. It accepts 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 arts and the humanities.

The journal also publishes reviews, documents and notes, including bibliographical notes, all of which are assessed by the editorial team and/or the Editorial Committee. Book reviews are commissioned by the Book Review Editor, who welcomes suggestions (email as above).

*The French Australian Review* is committed to peer-review integrity and upholding the highest standards of review. Once a research paper has been assessed for suitability by the editor(s) it will then be double-blind peer-reviewed by independent expert referees. The editors make the final decision on publication based on the recommendations of the reviewers, and with due consideration given to the legal obligations regarding defamation, copyrights and plagiarism. This decision is communicated to the author in a timely manner. The journal's Ethics Statement can be viewed on the ISFAR website, [www.isfar.org.au/journal/](http://www.isfar.org.au/journal/).

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## Preparing Your Paper

### Conditions

Research-based articles must

- be original work and not duplicate other previously published work (including by the author/authors of the submitted manuscript);
- be submitted only to *The French Australian Review* and not be under consideration for publication elsewhere;
- contain nothing that is abusive, defamatory, fraudulent or illegal.

### Language

*The French Australian Review* is predominantly an English language journal, which occasionally publishes articles in French. British English is used (*authorise*, *centre*, *traveller*, *colour*). For articles, citations and references in French, the French convention of placing a hard space (*espace insécable*) before certain punctuation marks should be followed (colons, semi-colons, question marks, exclamation marks). A hard space is also used after an em dash introducing dialogue. For articles in French, an abstract and keywords in English should be provided.

## Word Limits

Research articles should not normally exceed 7,000 words, including abstract, keywords and footnotes. The maximum word count for Notes and other Documents is normally 3,000 words.

## Manuscript format

*Document type:* submissions must be in Word format (not PDF).

*Cover sheet:* on a separate cover sheet, provide the name, institutional affiliation (or place of residence) and email address of all authors. All persons with a reasonable claim to authorship must be named. In the case of multiple authors, one should be identified as the corresponding author (with the assent of the other author/authors).

*Font:* Times New Roman size 12 for text, size 11 for block quotations, size 10 for footnotes.

*Spacing:* 1.5 spacing throughout the text (including block quotations and footnotes).

*Margins:* 2.5 cm (top, bottom, left, right).

*Paragraphs:* paragraphs should be indented by 0.5 cm, with no extra return between them. Exceptions are the first paragraph in the article and the first paragraph after a section heading (no indent). A new paragraph should normally follow a block quotation.

## Setting out

- **Title** in bold text, using an initial capital for words other than articles and prepositions, but use an initial capital for an article or a preposition if the first word of the title.
- **Abstract** of no more than 250 words, preceded by a heading in bold type (**Abstract**). Note: abstracts offer an opportunity to ‘pitch’ the article and help readers find indexed articles once published. They should provide a clear indication of the aim, research focus, methods used (if applicable) and key findings.
- **Keywords:** three to eight, preceded by a heading in bold type (**Keywords**). Note: like the abstract, keywords help readers find indexed articles so are important for discoverability.
- **Text:** left justified.
- **Parenthetical additions:** use em dashes with no spaces. Example: These methods were maintained—and perfected—throughout the twentieth century.
- **Headings:** any headings should be concise and are to be placed at the left-hand side of page in bold, with an initial capital for the first word only (and any proper nouns).
- **Note:** no bibliography or list of references will be included at the end of the article (all bibliographical information for works quoted or referred to is included in the footnotes).

## Style Guidelines

*The French Australian Review* follows the *Chicago Manual of Style* but with a number of modifications. Please refer to these style guidelines when preparing your paper rather than any guidelines published elsewhere.

## Numbers

- Numbers from one to twenty are written in words. Use numerals for numbers over twenty, except for round numbers used discursively (ten thousand). Use numerals for a succession of numbers: 12 baguettes, 5 croissants and 22 chouquettes.
- For percentages, use numerals and write 10 per cent, 73 per cent (not 10%, 73%, unless in a table of statistics).
- Write page numbers in full for a span, separated by an en dash: 296–299 (not 296–9).

## Dates

- Use the form 14 July 1789. Avoid beginning a sentence with a date in this form. If including the day, write Tuesday, 14 July 1789.
- Months are to be spelled out in full.
- Show a span or range of years as 1841–1845, with an en dash (not 1841–5).
- No apostrophe is used in 1790s, 1960s.
- Use words for centuries: the twenty-first century.

## Abbreviations and acronyms

- Use full titles of countries, states, organisations and the like when first mentioned, with abbreviations in brackets as appropriate; subsequent references may then be abbreviated.
- Use a full stop after an abbreviation (Vic., ed.) but not after a contraction (Mr, Mrs, eds). Symbols for currency and units of measurement have no full stop (23 km, 50 kg, 3c).
- Do not use a full stop with abbreviations that consist of capitals: NSW, ALP, PhD, MA.

## Italics

- Italics may be used for emphasis (do not use underlining).
- Use italics for uncommon words in non-English. If a word or phrase is included in the Oxford English Dictionary, it is no longer considered uncommon. Proper nouns in non-English do not take italics.

## Capitals

- Capitalise a person's title or office if used with the name: Governor King. Also use a capital if the title is used without the name but the individual holding the office is implied: the Consul attended the ceremony (where the identity has already been established). If reference is made to the title in a generic way (to the position not to a person), use no caps: the colony was without a governor; he was a minister of the Crown.
- Capitalise institutions: the University of Newcastle, the Department of Foreign Affairs.
- Capitalise terms such as Black (when appropriate), Indigenous, Native, Islander.
- Capitalise the names of all religions.
- For book titles in English, use an initial capital letter for all words other than articles and prepositions, but use an initial capital for an article or a preposition if it is the first word of the title or sub-title (use a colon between main title and sub-title).
- For book titles in French, use an initial capital for the first word but lower case for all subsequent words (except proper nouns): *À la recherche du temps perdu*. If the first word is a definite article, use an initial capital for the following noun: *Les Nourritures terrestres*. (This does not apply to other articles: *Une histoire sans nom*.) If the noun is preceded by an adjective, this also takes an initial capital: *Les Nouvelles Nourritures terrestres* (but *Les Mains sales*). When a title comprises two nouns in a parallel structure or if the title is a "double title" that offers a variant or second title, the nouns (and any preceding adjectives) of both parts are capitalised: *Le Rouge et le Noir*; *Émile ou De l'éducation*.

## Quotations

- Use double quotation marks, except where “a quotation is ‘within’ a quotation”. Do not use *guillemets*. Use single quotations for highlighting expressions: They resisted France’s ‘civilising mission’. (Italics may be used instead for highlighting: France’s *civilising mission*.)
- Long quotations (40 words or more) should be block-indented (0.5 cm left and right), without quotation marks and presented in 11 point font.
- The spelling and/or punctuation of sourced quotations should be respected and not corrected or standardised. Use [sic] very sparingly to indicate aberrant usage.
- For any omissions from a quotation, use [...]: “mutual respect [...] will result from the visit”.
- Do not use [...] at the beginning or end of a quotation.
- Close quotations before a final punctuation mark, unless the quotation is a complete sentence: He wanted to “go the extra mile”. They said: “We want to go the extra mile.”
- If your introduction to the quotation is a complete sentence, use a colon before the quotation (including block quotations). The first word in the quotation can then be capitalised.
- If the quotation is integrated syntactically into a sentence (for example if it is introduced by words such as “according to”, “claims”, or “notes”), use a comma before the quotation (including block quotations). The first word in the quotation is not then capitalised.
- Short quotations in French should be followed by an English translation in parentheses: “Qu’ils mangent de la brioche!” (“Let them eat cake!”)
- For longer quotations in French (40 words or more, block-indented), authors can either use the translation in the main body of the text, with the original French provided in a footnote, or quote the original French in the main body of the text, with the translation given in a footnote.

## Reference Guide

**Note:** we use footnotes not endnotes.

### 1. Book.

First citation: Brian Grazer and Charles Fishman, *A Curious Mind: The Secret to a Bigger Life* (New York: Simon & Schuster, 2015), 12.

Subsequent citations: Grazer and Fishman, *Curious Mind*, 26–27.

### 2. Edited book.

First citation: John D’Agata, ed., *The Making of the American Essay* (Minneapolis: Graywolf Press, 2016), 3–5.

Subsequent citations: D’Agata, *American Essay*, 45.

### 3. Chapter or other part of an edited book.

First citation: Henry David Thoreau, ‘Walking’, in *The Making of the American Essay*, ed. John D’Agata (Minneapolis: Graywolf Press, 2016), 177–178.

Subsequent citations: Thoreau, ‘Walking’, 182.

### 4. Journal article (include doi link if available).

First citation:

Romain Fathi, 'Connecting Spirits: The Commemorative Patterns of an Australian School Group in Northern France', *Journal of Australian Studies* 38, no. 3 (2014): 348, <https://doi.org/10.1080/14443058.2014.921635>.

Susan Satterfield, 'Livy and the *Pax Deum*', *Classical Philology* 111, no. 2 (April 2016): 170, <https://doi.org/10.1086/686236>.

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>.

Subsequent citations:

Fathi, 'Connecting Spirits', 349.

Satterfield, 'Livy', 172–173.

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

5. *Translated book.*

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

Subsequent citations: Lahiri, *In Other Words*, 184.

6. *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, if any (or simply omit).

First citation:

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

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/>.

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

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

Subsequent citations:

Melville, *Moby-Dick*, 722–723.

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

Borel, *Fact Checking*, 104–105.

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

7. *Newspaper/magazine articles (include a url or database name if consulted online).*

First citation: Thomas Gibbons-Neff and Mujib Mashal, 'US is Quietly Reducing its Troop Force in Afghanistan', *New York Times*, 21 October 2019, <https://nyti.ms/31xXNQb>.

Subsequent citations: Gibbons-Neff and Mashal, 'US in Afghanistan'.

8. *Website content (date of access to electronic sources is not required).*

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

Footnote examples

First citation:

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

‘About Yale: Yale Facts’, Yale University, <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](https://www.ted.com/talks/katie_bouman_what_does_a_black_hole_look_like).

Subsequent citations:

Google, ‘Privacy Policy’.

‘Yale Facts’.

Bouman, ‘Black Hole’.

#### 8. Thesis or dissertation

First citation: 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), 77–78.

Subsequent citations: Beed, ‘Growth of Suburban Retailing’, 158.

#### 9. Archival sources

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

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

Subsequent citations: Agenda Item 1, Citizenship Status.

## Images and Permissions

Any images should be included as separate files for submission. Resolution should be as high as possible. Jpg or TIFF files are preferred. Show clearly in the article text where the images should appear, for example, by writing in red *[Image1 near here]*. Write captions also.

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