

ACRAWSA e-journal STYLE GUIDE

Preparation of copy

ACRAWSA e-journal is a peer-reviewed publication. Articles between 4000-7000 words (double spaced pages) including tables, notes and references, are accepted for review. The Editors reserve the right to return papers to authors where they exceed this word limit. Submission of a manuscript to another journal while under review by the journal is unethical. Breach of this principle will result in the paper being removed from consideration for publication in the Journal. Each manuscript must be accompanied by a signed statement that it has not been published previously and that it has not and will not be sent for consideration by another journal while submitted to the journal.

Prepare copy as follows:

1. Manuscripts should be submitted electronically as an email attachment, using Microsoft word, version no earlier than 1997.
2. Manuscripts should be submitted with the name and affiliation of the author on a separate page to preserve anonymity. Please provide the word count on the manuscript.
3. All manuscripts should be accompanied by an abstract of a maximum of 200 words plus 5 or 6 key words.
4. Footnotes should be numbered serially, typed double-spaced, and should be listed at *the end* of the article or research report, and should be kept to a minimum.
5. Each table should be typed on a separate page. Insert a guideline, e.g., [Table 1 about here] at the appropriate place in the manuscript. Complex tables can present problems in the conversion from one program to another. Please key tables into the text using one tab only between columns. Do not use spaces between columns. Do not worry about the alignment of columns, but indicate on the printout how the table should appear. Key in a return at the end of a line. Do not tab to wrap.
6. For general style conventions please consult the *Style Manual for Authors, Editors and Printers*, Canberra: Australian Government Publishing Service, 5th Edition (revised) 1998.
7. Please provide a separate brief (no more than 50 words) autobiographical note on a separate page with your contribution and ensure that a full mailing address and email address is included.

References in the text

All references to books, articles and other sources are to be identified at an appropriate point in the text by name of author, year of publication, and pagination (within parentheses). Footnotes are to be limited to substantive observations only. There is no need for 'ibid', 'loc cit' or 'op cit'. For example:

1. If the author's name is in the text, follow it by the year of publication and a page reference: As Frankenberg (1992: 65) has shown in her case study If the author's name is not in text, insert at an appropriate point surname, year of publication and page reference, for example: As a seminal study of the social construction of whiteness reveals (Frankenberg 1992: 102) Note that pagination, author and year are separated by a colon.
2. Where two authors are involved, cite both surnames. Where more than two authors are involved, cite the first surname followed by et al. For institutional authorship, supply only sufficient information for positive identification: The aim of this working paper is to

explore the future of multiculturalism in Australia (Australian Studies Centre, Queensland University, 1997).

3. Separate multiple citations by semicolons: Whiteness studies in Australia is a growing field (e.g., Moreton-Robinson 2004; Riggs 2004; Hage 2003).

4. Where there is more than one reference in an article to the same author and year, use letters (a, b, etc.) to distinguish them one from the other. For example: (Perera 2002a; 2002b).

Format of references

References should be listed in full at the end of the article in the following way:

For books:

Moreton-Robinson, A. 2000. *Talkin Up to the White Woman: Indigenous Women and Feminism*, St Lucia: UQP.

For articles:

Hage, G. 1994. 'Locating multiculturalism's other: a critique of practical tolerance', *New Formations*, 24, 124-158.

For chapters within books

Mills, C. W. 2004. Racial Exploitation and the Wages of Whiteness, in G. Yancy (ed.) *What White Looks Like: African-American Philosophers on the Whiteness Question*, New York: Routledge.

Reviews

Review essays and book reviews should follow the guidelines for articles locating the discussion within current debates and a broader context. Review essays will be limited to 6000 words and book reviews should not exceed 800 words.