

SEA POWER CENTRE – AUSTRALIA (SPC-A) STYLE GUIDE

1. The SPC-A publishes documents ranging from two-page newsletters through to book length monographs. The Commonwealth of Australia, *Style manual* (6th edn), is the primary reference for SPC-A publications, although there are minor variations. To ensure the quality and consistency of finished products and to simplify the task of editorial staff, the following guidelines are provided for authors wishing to have their work considered for publication by the SPC-A.
2. **Electronic Copy.** All documents are to be provided in electronic format readable by Microsoft Word.
3. **Legal Permissions.** Permissions must be obtained from copyright holders to reproduce long quotations (over 400 words), illustrations, diagrams, tables and photographs. Written acknowledgments of permissions from copyright holders must be provided with your draft. The SPC-A is not responsible for seeking permissions on your behalf. Acknowledgment of copyright must be written into the document, including the captions on illustrations and photographs.
4. If the manuscript or any part of it has been published elsewhere, you must provide written authorisation from the publisher for the SPC-A to republish the work. All manuscripts are to be written in plain English.
5. **Length.** Papers to be submitted to the SPC-A for publication should adhere to these guidelines:
 - a. *Semaphore/Hindsight* between 2000 to 2500 words
 - b. *SPC-A Working Paper* 15,000 to 20,000 words
 - c. *Papers in Australian Maritime Affair* generally no more than 80,000 words
 - d. *Foundations of International Thinking on Sea Power* generally no more than 80,000 words.
6. **Font.** All documents are to be submitted in Times New Roman font, 12-point (pt), except where otherwise specified in these guidelines.
7. **Spelling.** Australian English spelling is to be used in all documents. Ensure that the correct language is enabled in your word processing program before typing a document as American English is the default setting on most software programs. *The Macquarie Dictionary Revised*, 3rd edn, is the preferred resource to provide guidance on correct spelling and vocabulary. The ending *-ise* is used in preference to *-ize* in words such as *organise* and *recognise*, except in proper names, titles and quotations where the original spelling is used.
8. **Abbreviations/Acronyms.** When using abbreviations/acronyms authors should consider that abbreviations and acronyms can be obscure to an outsider. Where

possible abbreviations should not appear in main, section and sub-section headings. The first time an abbreviation is used in a document it must be written in full, with the acronym following in brackets. For example, Australian, British, Dutch & American (ABDA). Thereafter only the abbreviation needs to be shown, for example ABDA. However, if the chapters are written by different authors, the abbreviations will need to be defined at first use in each chapter.

9. **Abbreviation/Acronyms List.** If more than ten different acronyms are used then a table of Abbreviations should be provided. The Abbreviation List is in alphabetical order of the acronym, with maximal capitalisation, for example capitalising all words other than articles, prepositions and conjunctions. Normally, there should be a consistent use of acronyms after the first mention within a chapter, but not within a book with multiple authors. Generally, ASEAN, NATO, RAN, UN, US, UK are accepted abbreviations and do not need to be included in the Abbreviation and Acronyms List. The same is true for measurements such as mm, km, and nm.

10. **Contractions and Shortened Words.** The use of contractions should be kept to a minimum, for instance in tables, illustrations, notes, captions and within parentheses rather than in running text. For example, when describing a piece of legislation, 'Art 37' reads better in full as 'Article 37'. As such, any use of contractions and Latin shortened forms should be limited to those understood by the general public. For example, Mr, Mrs, Dr, Pty Ltd, no. (note the use of full stops). The use of eg., ie. and etc. should be avoided.

11. **Structure.** The following document structure should be used:

- a. Main headings, 16pt, centre justified. (maximal capitalisation, all words in a title other than articles, prepositions and conjunctions, see example below)

The Red Sea Patrol and its Effects

- b. Section headings, 14pt, left justified (maximal capitalisation)

The Red Sea Patrol and its Effects

- c. Sub-section headings, 14pt, left justified (minimal capitalisation, the first word and any proper nouns and names, see example below)

The Red Sea patrol and its effects

- d. Paragraph, 12pt, fully justified
- e. Sub-paragraph, 12pt, fully justified (bulleted or numbered indent).

12. **Bulleted Indents.** Consistent sub-paragraph bulleting is to be used throughout the document. Different bullet styles may be used for sub-bullets and sub-sub-bullets where necessary.

13. **Indent Structure.** Indented material must never form paragraphs on their own: it should be introduced by a sentence or part of one. Minimal punctuation is used. No punctuation is necessary at the end of dot points which are not full sentences, except for the last, which takes a full stop. Full stops should be used at the end of each dot point which is a complete sentence. Dot points and sub-paragraphs should start with a capital letter if it is a full sentence. No initial capital letters are required for a sentence fragment. For more information refer to the *Style manual* pp. 142-144.

14. **Numbers.** Numbers up to, and including, ten should be spelt out in full, except for percentages where the number should be used (per cent should always be spelt out except in tables and endnotes where % is to be used). However, where a mixture of numbers over and under ten are used in a sentence, all should numerals. Numbers should also be spelt out in full when starting a sentence. Use commas only in numbers over ten thousand.

15. **Measurements.** The metric system should be used unless imperial units are appropriate from an historical perspective. Abbreviations for measurements can be used, however no space is used between the number and subsequent measurement, for example 12mm and 15db.

16. **Emphasis.** Use italics sparingly for emphasis. Do not use bolding or underlining for emphasis except where necessary to avoid confusion.

17. **Spacing and Indenting.** A line is to be left between paragraphs and their following bullets or sub paragraphs. Bullet points or sub-paragraphs are to be similarly spaced. New paragraphs are not indented.

18. **Tables.** Tables are to be to a standard format throughout the document. Table column headings and data are to be in 12pt font, and column headings are to be centred and bolded. The table title is to be in 12pt font, italicised, with minimal capitalisation and punctuation, and centred below the table as per the following style:

Table 1: Non-conforming State legislation

19. **Diagrams/Figures/Illustrations.** All elements of an electronic diagram, figure or illustration, including the legend, are to be 'grouped' and formatted for 'wrapping top and bottom'. This makes moving them around and resizing them in the document easier. These inclusions are to be described as Figures. The figure title is to be in 12pt font, italicised, with minimal capitalisation and punctuation, and centred below the diagram as per the following style:

Figure 1: SPC-A organisation chart

20. Many diagrams, figures and illustrations will be published in black and white. This means that some colour illustrations, particularly graphs or maps with multiple boundaries or lines may become unclear. Authors should therefore develop diagrams, figures or illustrations in black and white using different dotted, dashed or thickened lines for clarity. Any images for use as illustrations are to be provided as separate files, preferably in JPG format with a minimum resolution of 300dpi. As a guide most files less than 750KB in size are unsuitable for publishing.

21. The source of tables, diagrams, figures and illustrations are to be included as endnotes if not the original work of the author. The endnote reference appears at the end of the figure title.

22. **Non-Word Objects.** Do not paste tables or diagrams copied from PDF files into documents for publication, as typefaces do not match the bulk of the document and the appearance of these inserts is often not of sufficient quality. Where possible, objects should be converted to Microsoft Word format. If this is not possible, the object may need to be redrawn.

23. **Names.** On first use a person's first and surname should be spelt out in full, for example Captain John Smith, unless used in a footnote.

24. **Citation.** The Documentary-Note System, described in the *Style manual*, is the basic style used for citations in SPC-A publications.

25. **Endnotes.** Complete reference details for all documents cited in a work are to be provided as endnotes. Endnotes are to be formatted with only the number within the text being superscript. Endnotes are to be placed after punctuation, for example '.¹²' and are preferred at the end of a sentence rather than mid sentence. Endnotes use a modified Oxford system as follows:

- a. **Books.** Each entry should give: the first name of the author (if known) or editor followed by initials and the surname or the initials of the author then the surname, depending on the type of publication and ensuring consistency; title of the book, in italics; the number of the volume (if there is more than one); the publisher, the place, date of publication and page. First name is preferred but first initial may be used instead. For example:

Adam W Smith, *The Reason for Obscure Footnoting*, Oxford University Press, London, 1982, p. 28.

- b. **Chapters in Books.** Each entry should give: the initials of the author then the surname; the title of the chapter, within single quotation marks; the name of the editor; the title of the book, in italics; the publisher, the place, date of publication and page. For example:

AW Smith, 'The Reason for Obscure Footnoting' in J Doe and B Smith (eds), *Printing and Pedantry* (2nd edn), Oxford University Press, London, 1982, p. 28.

B Mitchell, 'Farewell to the *Fremantle Class*' in A Forbes & M Lovi (eds), *Australian Maritime Issues 2006: SPC-A Annual*, Papers in Australian Maritime Affairs No. 19, Sea Power Centre - Australia, Canberra, 2007, pp. 105-110.

- c. **Newspapers/Magazines/Journals.** Each entry should give the initials of the author then the surname; the title of the article, in single quotation marks; the title of the journal, newspaper or magazine, in italics; the volume, issue number, season, and year of publication; and the page numbers. For example:

AW Smith, 'The Reason for Obscure Footnoting', *Journal of Pedantry*, vol. 1, no. 4, summer 1982, pp. 20-27.

AW Smith & D Jones, 'Further Reasons for Obscure Footnoting', *Canberra Times*, 3 June 2008, p. 3.

- d. **Manuscripts.** Each entry should give the name of the repository; the title of the series and sub-series; the number of the volume, file or bundle. For example:

British Library, Lansdowne MS civ.

- e. **Unpublished Works.** Entries should give full details as for published works, substituting any academic institution for the publisher. For example:

AW Smith, 'The Reason for Obscure Footnoting', PhD thesis, University of New South Wales, 2002.

- f. **Internet.** Entries should give the initials of the author then the surname; the title of the document or website; the name and location of the organisation (if applicable); the website address and the date when the document was accessed by the author. Enclose web addresses in angle brackets and ensure all hyperlinks are removed. The access date is placed in brackets at the end. For example:

AW Smith, 'The Reason for Obscure Footnoting', Pedantry Technical University, Sydney, <www.pedantry.edu.au/smith/footnoting> (22 November 2008).

- g. **Foreign Language Sources.** For sources in languages other than English, titles should be written in the source language followed by a translation in brackets. For example:

JE Auer, *Yomigaeru nihon kaigun* (Rearmament of Japanese Maritime Forces 1945-71), Kijitsushinsha, Tokyo, 1972.

26. For a document with multiple authors, cite all authors when first mentioned, then for all subsequent references cite only the first author. For example:

AW Smith, BK Jones, JH Doe & JL Smith, *Multiple Authoring is Fun*, Sydney University Press, Sydney, 1982, p. 86.

Smith et al, *Multiple Authoring is Fun*, p. 86.

27. **Repetition of References.** The Latin contractions *ibid*, *op cit* and *loc cit* are not used by the SPC-A. To simplify citations in endnotes, the following system is used:

- a. The first citation of a reference must always be given in full

AW Smith, *The Reason for Obscure Footnoting: A Pedant's Delight*, Oxford University Press, London, 1982, p. 21.

- b. Subsequent citations can then appear with the authors surname, title and page

Smith, *The Reason for Obscure Footnoting*, p. 36.

28. **Bibliography.** All references are to be in endnotes, as well as listed alphabetically in a list at the end of the manuscript. A list of all the authors or authoring bodies should be provided in the bibliography. The format of a bibliography is as follows:

- a. Books.

Smith, AW, *The Reason for Obscure Footnoting*, Oxford University Press, London, 1982.

Smith, AW & Darby, BD, *More Reasons for Obscure Footnoting*, Oxford University Press, London, 1988.

- b. Journals.

Smith, AW, 'The Reason for Obscure Footnoting', *Journal of Pedantry*, vol. 28, no. 4, summer 1982, pp. 20-37.

- c. Websites.

Smith, AW, 'The Reason for Obscure Footnoting', <www.pedantry.edu.au/smith/footnoting> (22 November 2003).

29. Note no space between author initials and the use of punctuation in endnotes and bibliography. No full stops are to be used between people's initials. Traditional capitals should be used when referencing titles.

30. **Index.** For larger manuscripts, if authors desire an index they must provide a comprehensive master word list.

31. **Quotations.** When using quotations the punctuation, capitalisation and spelling of the source document are to be preserved. Single quotation marks are to be used, with double quotation marks only for quotations within quotations. Quotations should be cited in support of an argument, not as authoritative statements on their own. Quotations in foreign languages are to be translated into English, with the original foreign text provided in an endnote.

- a. ***Punctuation of a quote within a sentence.*** If the punctuation mark is part of the quotation, it should be kept as part of the quotation. For example:

‘Are you going to apply for the position?’ the chairman asked.

‘Once it’s been given to you,’ the tiger said, ‘it’s always yours’.

If the punctuation mark is not part of the quotation, it should be placed outside the final quotation mark, for example:

Telegraphy has been called ‘the Victorian internet’; it was the first practical application of electricity.

‘It is new, biotechnology-based knowledge’, said the professor, ‘that can provide the breakthroughs in agriculture, health and pharmaceuticals’.

- b. ***Punctuation of a quote ending a sentence.*** Terminating punctuation should be placed inside the final quotation mark when there is no carrier expression and outside the final quotation mark when there is a carrier expression, for example:

‘It’s great fun. I love being an advocate.’

She laughed and said, ‘It’s great fun. I love being an advocate’.

32. Quotes at the start of an article, chapter or book, which are followed by the name of the person quoted, should have the reference at the end of the name, without a space, rather than at the end of the quote. For example:

The primary object of the fleet is to secure communications, and if the enemy’s fleet is in a position to render them unsafe it must be put out of action.¹³

Sir Julian Corbett, 1911

33. Quotations of thirty words or more are to be indented as a separate block of text without quotation marks as follows:

The fledgling Australian Navy possessed in HMAS *Australia*, flagship of Admiral Patey, a brand-new battlecruiser capable of destroying the entire German Squadron with its 12-inch guns without assistance. In 1914 Patey’s British-built flagship was the most powerful man-of-war, not just in the Pacific, but in the entire southern hemisphere.¹

34. Any material added by the author should be enclosed in [square brackets], not (parentheses). Where a word or words within the quotation are bolded for emphasis by the author, this is to be acknowledged in brackets. The following example demonstrates:

The fledgling Australian Navy possessed in HMAS *Australia*, flagship of Admiral Patey [Rear Admiral Sir George Patey, RN, commander of the RAN Fleet Unit], a brand-new battlecruiser capable of destroying the entire

German Squadron with its 12-inch guns *without assistance* [emphasis added].

35. Where the spelling of a quoted word does not comply with current Australian usage, the author may indicate that this is not a typographical error by using [*sic*]. For example:

A great deal of money has already been wasted in connexion [*sic*] with our naval activities.

36. **Legislation.** The citation of legislation throughout a document should be consistent, using initial letter capitalisation for all words in the legislation, italicised, with the date at the end without brackets or commas, for example *United Nations Convention on the Law of the Sea 1982*; subsequent citations do not need the date.

37. **Ship Names.** Ship names are to be in mixed case and the name italicised, for example HMAS *Sydney*. The appropriate national designating acronym is to be used for the first mention of each warship in the document, for example HMAS, HMS, USS, USNS, IJNS, SMS, RFA, HMCS, and HMNZS. The appropriate type designating acronym is to be used for the first mention of each merchant ship in the document, for example SS, MV, RMS. For all subsequent mentions the name may be used alone. A roman numeral designator is to be used for the first mention of any warship whose name has been or is being carried by another warship of the same nationality, for example HMAS *Australia* (I). For all subsequent mentions the name can be used alone, unless it would be unclear which of the named ships is being discussed.

38. **Class names.** The names of a ship class should be in mixed case italics only if the name is actually carried by a ship, for example *Anzac* class, *River* class, 'V and W' class.

39. **Ranks.** Ranks should be capitalised only when used as a title, for example the able seaman saluted his captain. Able Seaman Jones saluted his captain.

40. **Operations and Exercises.** The names of Australian and coalition military operations and exercises should be given in full capitals, for example Operation RELEX II, Operation SUMATRA ASSIST, Exercise KAKADU VIII, and Exercise BERSAMA PADU 2006. Subsequent references can be abbreviated to Ex BERSAMA PADU 2006.

41. **Non-discriminatory Language.** Authors are to use gender-neutral language where appropriate.

42. **Foreign, Legal and Technical Terminology/Jargon.** SPC-A publications are distributed widely within the Australian and international community, and as such an endnote is useful to explain foreign, legal and technical terminology by which the layperson may not understand or be confused. Jargon should be avoided.

43. **Biographies.** Authors submitting work for publication are to attach a current, concise biography of no more than one paragraph. The biography is to include the author's full name and title, organisation and position (if applicable), a brief summary of current or previous employment and military service, and details of educational

qualifications. Any other relevant information, such as books and articles published by the author may be included within the paragraph.