

Security Challenges Style Guide

Length and Format

- The recommended length for comments is 1000-3000 words. Comments must accord to academic standards, but can draw more heavily on personal experience and generally relate to issues of current practical interest.
- The recommended length for articles is 4000-7000 words. Articles must be accompanied by an abstract of no more than 100 words.
- All submissions must be accompanied by an “about the author” note of no more than 50 words.

General Style

- We are aiming for clarity over expressiveness, since we are targeting a busy audience that will have to be enticed to read your product. Short sentences and paragraphs can be powerful, yet still contain enough information to make the point.
- Please avoid exclusive language.
- Since *Security Challenges* will be read by an international audience, do not use terms like ‘ours’ and ‘their’, and watch for the use of Australian idiom.
- For quotes use “double quotation marks”
- Bullet points should only be used where **absolutely** necessary.
- Please make sure to remove **ALL** embedded applets of ENDNOTE from the MS Word document.

Spelling

- Use a recognised dictionary (such as *Macquarie* or *Australian Oxford*) and give preference to English spelling over American (but not if American spelling is used in a quote or in the name of an organisation).
- Italicise all foreign words and incorporate (or explain) their meaning into the text.
- Use English spelling whenever there is a choice (for example, with some place names).
- Do not shorten *it is* to *it's*, or *they are* to *they're*.

Acronyms and abbreviations

- Some of Kokoda’s subject matter will be expressed in abbreviations, acronyms and jargon. Not to use this type of language would appear unprofessional to important constituencies. However, we do want to encourage wide readership and authors should take care to introduce acronyms as well as specialized terms not used in, for example, daily newspapers.
- Common abbreviations need not be written in full. Examples of these include Mr/Mrs/Ms/Dr (but *Professor* in full); St (saint or street); metric weights and measures.

Numbers

- Use words for numbers up to 100. Significant numbers may be written in full or presented as numerals (1 000 or one thousand).
- If numbers are excessively lengthy when written, use numerals (for example, use 621 in favour of six hundred and twenty one).
- When numerals are written in full, separate thousands by a space (for example, 1 000 or 2 000 000).
- Do not start a sentence with a dollar sign – rearrange the sentence instead.

Dates

- All dates are written: dd Month year (for example: 1 January 2005).

Citations

- References are cited in *Security Challenges* using a superscript footnote after the full-stop/question mark and citing the author, work and page number of the source.
- The first citation of a particular source should accord with the following examples:

Book & Book chapters

Colin Gray, *Modern Strategy* (Oxford: Oxford University Press, 1999), p. 100.
Francis Stanford, 'Re-examining the Need for a Right-based Approach', in
J. D. Butler and D. F. Walbert (eds.), *Abortion, Medicine and the Law* (New York:
Facts on File Publications, 1986), pp. 103-9.
(Note: If a publisher lists more than one office, use the main office or the first listed).

Journal/Periodical

E. Bertram and K. Sharpe, 'The Unwinnable Drug War: What Clausewitz Would Tell Us', *World Policy Journal*, vol. 12, no. 3 (Winter 1996/97), pp. 41-2.
James Frost, 'The Challenges of Strategic Terrorism', *Terrorism and Political Violence*, vol. 16, no. 4 (2003), pp. 45-67.

Newspapers/Magazines

D. Richards, 'Fine Time for Fighting', *The Age*, 3 January 2004, p.12.

Personal communications

Ross Babbage, interview with author, 2 January 2005.

Workshops

R Babbage, Kokoda Workshop, Canberra, 2 March 2005.

Internet

Peter Smith, 'Carry On', 10 May 2004, < [www.smiths.com index/001_05](http://www.smiths.com/index/001_05)> [Accessed 3 January 2005].

(Note: Web addresses can be broken after punctuation to avoid unsightly spacing. You may cite the full email address, but the minimum is the main page (for example: <http://defence.gov.au>, with viewing date. Please remove the hyperlink).

- Second and following references are given by using the author's last name, and the title of the book or article. If two or more authors have the same last name, use include their respective first names. For example:
Edwards, 'On the Value of Life,' p. 8;
John Smith, *Defence Economics*, p. 60.
- If a footnote refers to the same work as the one immediately preceding, use:
ibid., p. 10