



# **Social Alternatives**

## **STYLE GUIDE FOR SOCIAL ALTERNATIVES**

*Based on The Australian Journal of Political Science  
Method*

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Thank you for contributing. *Social Alternatives* welcomes practical and theoretical articles on relevant topics, as well as reviews, short stories, poems, graphics, comment and critique.

The following style guide is based on the method used in *'The Australian Journal of Political Science'* which is widely accepted in Australian Social Sciences. The *Social Alternatives* style guide has been developed to assist contributors and editors conform to a consistent style and referencing system. Please follow these guidelines carefully.

If you have any questions regarding this guide please contact one of our collective listed on the *Social Alternatives* website [www.socialalternatives.com](http://www.socialalternatives.com) or contact Barbara on 3870 9947 who can direct your inquiry.

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## 1. PRESENTING YOUR MANUSCRIPT

### 1.1 Preliminaries

- Contributors should not submit a manuscript to two or more journals simultaneously.
- Please provide *three* hard copies of your manuscript. Contributors should retain a copy for their own files. Manuscripts submitted for publication will not be returned.
- Submit either a disk or an electronic-attachment version of your manuscript. Most referees prefer to receive an electronic copy. *Social Alternatives* is produced using Microsoft Word for Windows software and the editors can normally accept a disk version in that format or readily convertible into that format. Please scan your file with an up-to-date virus checker before submitting. The disk will not be returned. Authors are responsible for keeping backup copies, and the editors cannot accept any liability for disks damaged in transit or which fail to arrive.
- Supply *one* cover sheet giving title, author(s), academic or other affiliation, return mailing address and an e-mail address if possible. The body of the manuscript should bear the title only, followed by an abstract of not more than 200 words. The cover sheet will not be sent to referees.
- Articles should normally be between 1,500 and 3,000 words in length. An article which exceeds 3,500 words is unlikely to be acceptable. Commentaries, research notes and extended book review essays should not normally exceed 1,500 words in length.
- All copy, including abstract, indented matter, notes, and references, should be printed *double spaced* on white standard paper. Number all pages consecutively.
- Make your title short and descriptive.
- The abstract should be a summary, not an introduction.

### 1.2 Order of Contents

A completed manuscript should be structured as follows, each part on a new page:

- cover sheet, with title, author's name, affiliation and address on one copy only
- abstract (with article title at top): 150 words maximum
- text, references, explanatory endnotes (if any), bio-data of two/three sentences, and three/four suggested blow-ups of one pithy sentence/phrase that appears in text
- tables, titled and numbered, each on a separate page
- figures, titled and numbered, each on a separate page

## 2. EDITORIAL STYLE

### 2.1 General

For matters of style not otherwise covered in this guide, do not hesitate to contact one of the editors. Or if you have access to the latest edition of the *Style Manual for Authors, Editors and Printers* published by the Australian Government Publishing Service, you can follow its recommendations.

### 2.2 Headers

Article titles, subtitles, and text subheadings should be selected carefully with consideration to appropriateness and succinctness. Normally a maximum of two levels of subheads should be used. The first level should be in bold with first letter of each word capitalised except for articles and prepositions. It should not be indented. A second level heading should be italicised, again with first letter of each word capitalised and again not indented. If a third level of subheading is used, it should be Arabic numbered, regular script, first letter of each word capitalised, and indented 0.3 cm.

### 2.3 Paragraphs

The first paragraph after any heading or subheading should **NOT** be indented. Thereafter a new paragraph should be indented 0.3 cm.

### 2.4 Sentences

Single space between sentences.

### 2.5 Spelling

*Social Alternatives* has adopted the *Macquarie Dictionary*. Note our spelling of the words 'al Qa'ida' and 'Muslim'.

### 2.6 Hyphens

Some phrases contain hyphens when used adjectivally but not otherwise; e.g. 'Middle-class values may be held by individuals not conventionally regarded as members of the middle class.' The *Macquarie* is particularly useful as an up-to-date guide to current hyphenation of particular words. The tendency in recent years has been to use fewer hyphens, and many words which formerly consisted of two components have now become one, e.g. longstanding, seashore, sociopolitical.

### 2.7 Quotations

Short quotations within the text should be indicated by quotation marks. Use *single* quotation marks, except for quotations within quotations. Long quotations or extract material (*without* quotation marks) should be indented about 0.7 cm along the left margin. Words, punctuation, or italicisation not present in the original should be enclosed in square brackets or noted as [italics added].

### 2.8 Capitalisation

While recent editorial fashion elsewhere has tended to err on the side of lower-case usage, *Social Alternatives* nonetheless uses upper case for formal organisations, institutions and certain titles (e.g. 'President Bush', 'the Prime Minister, Mr Howard'). The following list of examples gives an indication of our approach to capitalisation:

socialism, socialist

the Socialist Party of Albania

State (of Australia)

the state (as an institution)

the Premier of Tasmania  
Second World War  
Western Europe  
Third World  
Australian Constitution (specific)  
constitution (general)  
the Cultural Revolution  
the Blair government  
the Commonwealth government  
White Paper  
Southeast Asia  
the Labor Party, the Party, Labor

the Catholic church, Catholics,  
Bible, Qur'an  
Gulf War  
Western political thought  
the Victorian Parliament  
the US Congress  
parliamentary practice  
House of Representatives, Senate  
High Court  
the Crown  
Warsaw Pact

## 2.9 Numbers

Spell out the numbers one to nine and spell out even hundreds, thousands and millions, *except* if they include a decimal point or fraction (e.g. 4.25, 4¼), *or* where they refer to page numbers, *or* where there are sets of numerals, some of which are higher than ten (e.g. 14, 9 and 6). Use Arabic numerals (11, 12, 13 ...) for other numbers. Percentages are expressed as figures followed by % even if the number is less than 10. Always write out a number or year if it begins a sentence, though it may be better to rewrite the sentence to avoid such a circumstance. Large numbers should be written with a comma rather than a space (e.g. 50,000). Dates should be written in the following form: 9 January 2001.

Periods of time should be written in the following form:

- 1990s (not 1990's)
- 1994-95 (not 1994-1995, or 1994-5)
- 1999-2000.

Avoid Roman numerals wherever possible.

## 2.10 Tense

Some general rules for the use of tense:

- Historical or chronological pieces. Use the past tense ('Aristotle argued').
- An author as subject. Use the past tense ('McKenna showed...').
- An author's work as subject. Use the present tense ('McKenna's survey shows...').
- Your procedures. Use the past tense ('I surveyed').
- Your findings. Use the present tense ('The findings indicate').

## 2.11 Gender-neutral language

Avoid inappropriate gender-specific language, including gender-specific terms for groups of people, or the characterisation of groups as male or female. Recast sentences rather than using male pronouns where the male is not intended.

## 2.12 Foreign words and phrases

Foreign language words and phrases which are often used in English but are not yet fully naturalised are italicised. This does not apply to common terms such as per capita, vis-à-vis, laissez faire, ex gratia, harakiri, bête noire, or vox populi. As a rule of thumb, any foreign word or phrase not listed in the *Macquarie Dictionary* should be italicized (e.g. *belle époque*).

### 2.13 Full stops

- *For titles.* In general, *Social Alternatives* does not use full stops for titles such as Ms, Mrs, Mr, Dr, Prof, or Rev
- *For abbreviations.* Where an abbreviation ends with a letter which is not the final letter of the word being abbreviated, use a full stop: e.g. editor → ed.; but editors → eds without a full stop. Thus Vic., but Qld without a full stop.
- *For acronyms.* Avoid the use of full stops (e.g. NSW, NATO, ANZUS). Normally the full title should be spelt out when first used.

### 2.14 Active voice

In most instances, active voice ('The party leadership decided that...') is preferable to passive voice ('It was decided that...') because it requires and conveys to the reader a more specific and precise message.

## 3. TABLES

Be sparing in the use of tables. Use them only when they display trends, findings or relationships; do not use them merely to provide information. Wherever possible, combine tables. For all tables, consider the mechanics of typesetting on a *Social Alternatives* page: will the table be too large; can it be reduced without impairing readability? Type each table on a separate sheet. Give each table an Arabic numeral and a title. Show only a reference line in the text for placement (e.g. *Table 3 about here*).

Check carefully that quantities are correct and correctly labeled. If columns are to add up to 100% or to 'n', for example, the addition should be verified. Endnotes to tables should be superscripted in the table body and indicated beneath the table body by the use of lower case 'a', 'b', 'c', etc. Table source material should follow lettered endnotes, as one paragraph headed by 'Sources'. Table sources can be cited as in the text (see section 5 below) if they appear in the References, or cited in full if they do not. An example follows.

**Table 3: Growth in Consistency in Antinuclear Sentiment by Age and Gender 1985-1989**

	Mean Score	Mean Score	T-test
1985 <sup>a</sup> (N)	1989 <sup>a</sup> (N)		Critical Value
Entire sample	5.31 (1981)	4.87 (2000)	6.51 *
Gender			
Men	5.48 (960)	5.02 (976)	6.85 *
Women	5.17 (1015)	4.73 (1021)	6.86 *
Age <sup>b</sup>			
Younger	5.03 (1064)	4.44 (1069)	9.61 *
Older	5.65 (915)	5.36 (931)	4.14 *

\* Significant at or above the .001 level.

<sup>a</sup> The nuclear index is composed of responses to three questions: (1) approve or disapprove of the ban on nuclear weapons; (2) approve or disapprove of the ban on nuclear powered ships- and (3) prefer to break defence ties with the US rather than to allow nuclear capable ships into New Zealand. The index scores range from 3 (fully antinuclear) to 9 (fully pronuclear).

<sup>b</sup> Dichotomised into younger and older at age 40.

Source: Heylen Research Centre polls of 23 March 1985 and 10 June 1989.

## 4. ARTWORK AND GRAPHS

In general, artwork should be prepared for same-size use at a maximum size of 120mm wide by 180mm deep (or landscape orientation to the same dimensions). Oversize artwork should be prepared to the same proportions (i.e. 12:18), taking into consideration that any lettering should be somewhat oversized so as to remain legible when reduced. As with tables, use a reference line in the text for the placement of figures.

Captions for figures should accompany artwork, each typed on a separate sheet. Subordinate caption material such as explanatory keys or source materials should be handled like table footnotes. Three-dimensional artwork, particularly if it contains shading contrasts, causes particular printing problems. If you intend to submit such artwork, please contact the editors to discuss the best method of presentation.

## 5. DOCUMENTATION

### 5.1 Citations and Endnotes

*Social Alternatives* follows a version of the Harvard system. The basic citation in the author-date system consists of the last name of an author and the year of publication of the work, followed (where appropriate) by the page numbers. No comma separates the author and year. Pages, chapters and so forth follow the date, preceded by a comma. For page numbers, do *not* use 'p.', 'pp.' or 'page'. Terms such as 'ibid.' and 'op.cit.' are not used. Most citations should indicate the relevant pages. To cite an entire book or article for a specific point is normally unacceptable.

Endnotes can be used to expand on points in the text. They may also be used to provide information on citations of interviews and personal communications. But they should be used sparingly. The material in a lengthy, discursive endnote may better be placed in the body of the text, or left out altogether. Notes should be numbered consecutively and be the first item placed at the end of the article, before references and bio-data. The corresponding note number in the text should be written or typed as a superscript.

Examples of the above:

(a) *If author's name is in the text, follow with year in parentheses:*

'Fletcher (1999) has argued that ...'.

(b) *If author's name is not in the text, insert last name and year:*

'Some have claimed (Martin 1995) that ...'.

(c) *Where appropriate, pagination follows year, separated by a comma:*

'According to Alexander (1992, 182), ...'.

'The evidence (e.g. Mason 2003, 23-5) suggests that....'

(d) *If two authors, give both names, joined by 'and'; if four or more, use name of first author followed by 'et al.':*

'... another viewpoint (Stevens and Matthews 2000, 23).'

'According to survey evidence (Keller et al. 1982, 131-54), ...'.

(e) *If more than one reference to same author and year, insert 'a', 'b', etc in both text and references:*

'As previously suggested (Kenny 1987a, 152), ...'

(f) *For institutional authorship, it is acceptable to supply a minimal form of identification for which the later reference list will provide a complete citation:*

'(ABS 1988, 12)' [where ABS refers to the Australian Bureau of Statistics]

‘(NWTPHA 1989, 117-23)’ [where NWTPHA refers to the North-West Tasmanian Public Health Authority].

(g). *Incorporate within parentheses any brief phrase associated with the reference:*

‘... have claimed this (but see Synott 2000, 19).’

(h). *Enclose a series of references within a single pair of parentheses, separated by semicolons:*

‘... as many have noted (Young 1993; Weir 1996; McKenna 1997).’

(i). *Newspaper or magazine references:*

‘It has been widely reported (e.g. *Sydney Morning Herald* 3 July 1999) that ...’

(j). *Parliamentary debates. Use a convenient simplified form of reference:*

‘Senator O’Brien vehemently denied the accusations (*Parliamentary Debates Senate* 18 March 1998, 1356).’

(k). *For authorless articles or studies, use name of magazine or of sponsoring organisation, not the title of the article:*

‘... has been stated definitively (*Australian Law Review* 1987) that ...’

(l). *For Internet or World Wide Web references. As far as possible, adopt the referencing system used for hardcopy books and articles. If there is an author and publication date, use them as in clauses (a) to (e) above. If there is no clear publication date, use the date that the Web page was last updated. If there is no clear author, try using an institutional title along the lines of clause (f) above. The full citation to the Web address normally belongs in the reference list (see below) not in the text reference itself.*

## 5.2 References

All references are listed alphabetically by author’s surname, and contain the surname, initial (or initials), followed by the year of publication, and then other details. When there are several works by the same author, place them in chronological order. The list of references contains details only of those works cited in the text and notes of your article. **Do not indent second or following lines of a reference.** That will be done by editor.

*Book with single author:*

Synott, J. 2004. *Global and International Studies: Transdisciplinary Perspectives*.

Southbank, Vic: Social Science Press.

Woolner, D. 1983. *Funding Australia’s Defence*. Working Paper no. 77. Canberra: Strategic and Defence Studies Centre, Australian National University.

*Book with two authors:*

The surname precedes the given name for the first author only, and a comma separates the names.

Aberbach, J., R. Putnam and B. Rockman. 1981. *Bureaucrats and Politicians in Western Democracies*. Cambridge, MA: Harvard University Press.

Galligan, B., O. Hughes, and C. Walsh. 1990. eds. *Intergovernmental Relations and Public Policy*. Sydney: Allen & Unwin.

*Chapters in edited collections:*

Carter, C. 1994. ‘The Industry Policy Debate: A Business Strategy Perspective.’ In *Australian Business in the Asia-Pacific Region*, ed. I. Marsh. Melbourne: Longman.

Folbre, N. and T. Weisskopf. 1998. ‘Did Father Know Best? Families, Markets and the Supply of Caring Labor.’ In *Economics, Values, and Organisation*, eds. A. Ben-Ner and L.

Putternam. Cambridge: Cambridge University Press.

*Older works:*

With reprint editions both the original date (in square brackets) and the reprint date should be given; then publication information for the reprint should follow, with the word 'reprint' included.

Marx, K., and F. Engels. [1848] 1964. *The Communist Manifesto*. Reprint. New York: Monthly Review Press.

*Journal articles:*

The article title is placed in single quotation marks, followed by the journal name then the volume number and numbers of the first and last pages. Allow no space between the colon and the page numbers. If the pagination of the journal begins anew with each issue, put the issue number in parentheses and add a space after the colon.

Claude, I.L., Jr. 1989. 'The Balance of Power Revisited.' *Review of International Studies* 15(2): 77-86.

Higgott, R. 1991. 'The Politics of Australia's International Economic Relations: Adjustment and Two-Level Games.' *Australian Journal of Political Science* 26:2-28.

*Government publications:*

Commonwealth Parliament. 1996. *Parliamentary Handbook of the Commonwealth of Australia*. 27th ed. Canberra: AGPS.

DFAT [Department of Foreign Affairs and Trade]. 1999. *Annual Report 1998-99*. Canberra: AGPS.

JSCEM [Joint Standing Committee on Electoral Matters]. 1990. *1990 Federal Election: Report*. Canberra: AGPS.

WALGGC [Western Australian Local Government Grants Commission]. 1997. *Report on the Principles and Methods for Distribution of General Purpose Financial Assistance to Local Government in Western Australia, Part I - Principles and Methods*. Perth: Government Printer.  
Wiluna Shire Council. 1989, 1990. *Minutes of Meetings*.

*Word Wide Web and Internet references:*

As far as possible, apply the same principles as outlined above for conventional hardcopy sources. Simply citing the URL address ('<http://...>') is not acceptable. Web documents may have some or all of the same attributes as conventional hardcopy documents: an author, a title, a date of publication, a place of publication and a publisher. Creative substitution or omission may be unavoidable where these details are absent. Two specific details *do* need to be included: the URL address and the date at which that address was consulted (since Web addresses notoriously disappear or change).

For example:

Howard, J. 1999. 'Address to National Press Club 8 December 1999.' *PM's Media Centre: Speeches by Hon John Howard*. Canberra: Department of Prime Minister and Cabinet. URL: <<http://www.pm.gov.au/media/pressrel/1999/pressclubr0812.htm>>. Consulted 25 January 2000.

## **6. FINAL SUBMISSION**

- a) The final version of any paper accepted for publication must be submitted in both hardcopy and on disk. Please ensure that these are identical, e.g. by printing out the submitted hardcopy from the submitted disk.
- b) A few sentences of biographical details, for publication as an item that follows the references should accompany the final submission.
- c) Also, it would be appreciated if the author could suggest (for the editor to consider) three or four blow-ups of a single sentence or phrase in the text that is attention-getting.
- d) *Social Alternatives* is produced using Microsoft Word for Windows software and the editors can normally accept a disk version in that format or one readily convertible into that format. Please scan your disk with an up-to-date virus checker before submitting. The disk will not be returned. Authors are responsible for keeping backup copies, and the editors cannot accept any liability for disks damaged in transit or which fail to arrive.

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**The Editorial Collective is indebted to the *Australian Journal of Political Science* after whom much of this Style Guide has been taken.**