Style Guide

Public Policy is a refereed journal published by The John Curtin Institute of Public Policy at Curtin University of Technology in Perth, Western Australia.

Public Policy presents research and analysis on issues in Australian and international public policy and administration. It emphasises a multi-disciplinary approach, encompassing ideas from fields as diverse as public administration, political science, sociology, economics, law, and management.

The journal seeks contributions from academics, policymakers and practitioners. It favours submissions which are written in clear and concise English and which are addressed to as broad a readership as possible. Submissions relating to current public policy debates are particularly encouraged.

Content for Public Policy is compiled by an Editorial Board. Speeches and interviews are published at the discretion of the Editorial Board.

Submitted articles cannot be published or under consideration for publication in other fora. Copyright resides with Public Policy.

All submissions for articles are assessed under blind peer review by two referees.

Guidelines for Manuscript Preparation

1. Text –
   a. Content: Content should address issues of interest to the journal's readership, as outlined above.
   b. Style: The text should be written in plain English with jargon explained where this is deemed necessary for an educated reader not specialising in the area. Footnotes should be used sparingly.
   c. Length: Articles should be between 4,000 to 8,000 words in length, excluding the Abstract, references and appendices.
   d. Abstract: Articles should contain an abstract.
   e. Spacing and Paragraphing: Articles should be double-spaced, with no indenting for paragraphs. The paper should be in a common font such as Times New Roman, Arial, Verdana or Georgia. It can be single or double-spaced.
   f. Use of Italics: Extant Latin terms such as should not be italicised (e.g., “et al”). Italics can be used for emphasis (“...it should have been obvious to all...”). Official
documents and reports (e.g., *Bringing them Back Home*) should be, as should full and abbreviated titles for legislation (e.g., *WorkChoices; Constitution Alteration (Social Services) Act 1946*).

g. **Use of the Hyphens, “En dash” and “Em dash”:** Hyphens should be used to separated commonly compounded words (e.g., fig-leaf); En dashes to highlight numerical ranges (4–6) and relationships or connections (e.g., London–New York); Em dashes to highlight a parenthetical thought (e.g., “others might have said something — and many did — but he remained silent.”).

h. **Copyright:** It is the author’s responsibility to ensure that any submitted and published article conforms to standard professional practices regarding the sourcing of already published work – i.e., all quoted material should be identified in the text, cited and referenced appropriately.

i. **Submission format:** all articles should be submitted in electronic format, preferably in a recent version of MS Word.

2. **Use of Headings –**
   a. Paper title should be capitalised, with text after a colon uncapitalised, e.g., “Following the Money Trail: government spending, the missing millions and the unknown effects.”
   b. Running Header: The running header should be a brief title summarising the paper in six words or less, e.g., “Social Marketing of Water Conservation”.
   c. The introductory section should not have a heading.
   d. There are two primary levels of headings: **Heading 1** for sections (e.g., *How was Whole-of-Government Implemented?*) and **Heading 2** for sub-sections (e.g., *Bilateral Agreement Making*).
   e. A third level – (i) **Heading 3** (e.g., (i) Recent Bilateral Agreements) is acceptable for listings of extended points within a sub-heading.
   f. The reference section is called **References**

3. **Use of Figures and Tables –**
   a. Figures (diagrams and schemata) and tables (reporting text and numbers) should be legible and located in the text.
   b. All figures and tables should be numbered separately, e.g., Figure 1 (1,2,3…) and Table 3 (1,2,3…) and in a consistent manner throughout the paper.
   c. External copies of figures and tables should be made available to the editors upon request.

4. **Use of Quotations –**
   a. **Normal Use**, e.g., in reference to a phrase and where emphasis is required: ‘healthy finances’;
   b. **Lengthy Quotation**, e.g., “Are multiple councils deemed to be ‘at risk’ or have they merely been erroneously classified as ‘at risk’?”
   c. **Block Quotation**, Paragraph quotes should be typeset using indentation, e.g.,:

   A council’s long-term financial performance and position is sustainable where: (i) continuation of the council’s present spending and funding policies; (ii) likely developments in the council’s revenue-raising capacity and the demand for and cost of its services and infrastructure; and (iii) normal financial risks and financial shocks, altogether are unlikely to necessitate substantial increases in council rates (or alternatively, disruptive services cuts).

5. **Citation and Referencing –**
   a. **Citation in Text:** References should use the author date system, e.g.,: Johnson (2006); Astor and Chinkin (1992: 12–20); (Johnson 2006:11); (Johnson 2006; Astor
and Chinkin 1992: 12–20). The journal encourages the limited use of footnotes for references, almost exclusively for legal referencing, as per (i) below.

b. **Reference:** as below.
   i. Author listings only require the first (and second/third, if necessary) initial, rather than the first name (e.g., Musgrave, W).
   ii. Multiple references in the same year from an author(s) should be distinguished using lettering, e.g., Craven 2006a; Craven 2006b…
   iii. Organisations with Acronym names should be referenced by acronym (e.g., ATSIS – Aboriginal and Torres Strait Islander Social Justice Commissioner).
   iv. Unpublished or Forthcoming works should be cited as in the case below, with exact publication details given as (unpublished) or (forthcoming) in place of volume/issue bibliographic details.

c. **Books:**

d. **Book Chapters:**

e. **Journal Articles:**
   (n.b. we don’t require the inclusion of page numbers for references.

f. **Conference Paper/Working Paper:**

g. **Conference Presentations:**

h. **Government Reports:**

i. **Downloads:**

j. **Legal Referencing:**
   Footnote referencing allowed for legislation and court cases:
   i. **Legislation:** Can be referenced in full in the text: *Constitution Alteration (Social Services) Act 1946*.
   ii. **Court Cases:** *Cases can be cited in text via footnotes*, e.g.,: “A less obvious, but relevant Commonwealth power, is the so-called implied power from nationhood.”

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**Further Information**

For further details about the journal, its submission standards and online access to previous issues, please go to the main site at: [http://jcipp.curtin.edu.au/publications/publicpolicy.html](http://jcipp.curtin.edu.au/publications/publicpolicy.html)

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1 As expressed by the High Court in such cases as: *Victoria v. Commonwealth and Hayden* (1975) 134 CLR 338; and *Davis v. Commonwealth* (1988) 166 CLR 79.