

## WRITING AN ARTICLE FOR *DEFENDER*

### Publication Conditions

*Defender* is the quarterly national journal of the Australia Defence Association (ADA). The journal is published to encourage and nurture informed public debate on defence and wider national security issues. The views expressed in signed articles are those of each particular author and not necessarily those of the Association. The ADA will not be legally responsible in contract, tort or otherwise for any statement made in an article.

Articles are published under pseudonyms only where justified. Your article will be reviewed by the Editorial Board before publication, including further review by other experts where needed.

The ADA may edit your article, and reproduce it in electronic form (such as on the ADA website at [www.ada.asn.au](http://www.ada.asn.au)). Articles undergo both substantive and copy-editing processes with the final draft of the article discussed with you during these editorial processes. Some further, minor, copy-editing may need to occur during the subsequent page set-out process during printing and you will not normally be consulted if this occurs.

The copyright of articles published in *Defender* is held by the ADA unless agreed otherwise in writing.

As an author you need to be aware that, as part of its general community education and public debate roles, standard permission to reproduce or quote extracts from articles is automatically granted by *Defender* – subject to such reproduction or quotation being an accurate rendition and that it fully acknowledges you as the author and *Defender* as the original source. A similar policy applies to the reproduction of full articles but we request those seeking such re-publication to also discuss the matter with the editor first.

Where a subsequent letter to the editor refers to your article in critical terms, *Defender* will endeavour to publish a reply by you in the same issue as that containing the letter.

Your submission of an article for publication confirms your agreement with all the above conditions.

### Aim

This guidance is designed to assist you in writing an article for *Defender* and the overall intention of this guide is advisory not prescriptive.

A secondary intention is reduce time and effort in the editing and copy-editing processes through the elimination of unnecessary differences of format or problems in translating software.

The advice in this guide covers three areas:

- the format and length of an article in *Defender* ;
- conventions of expression, punctuation and citation (the *Defender* house style); and
- general style tips (what should and should not be included in the text of your article).

## Format and Word Lengths

All articles in *Defender* are set out on the page in a standard format using specialist publishing software. You therefore need to submit your article in a word-processing format that does not require extensive reformatting on receipt. A copy of this format is enclosed at Annex A. The text of your article is to be set out only as follows:

- in *Microsoft Word* (using the *Print Layout* view at 100 per cent magnification);
- as a normal document (no columns) with single-line spacing;
- page-justified (as for this document), not left-justified, with only one space between sentences and after each punctuation mark;
- the font is to be *Arial*, size-12 point (including all headings), to assist in conversion to the font and size used for printing; and
- paragraphs are to be separated by one line (return) only, with no automatic paragraph spacing or other automatic formatting used (as this is lost when the software is converted to *Pagemaker* for printing).

**Title and Other Headings.** Articles have a single title heading (upper case, centred and boldened) and may also include group headings (as for the heading at the top of this page) throughout the text. The use of group headings is preferred for articles longer than one page (750-800 words).

**Byline.** The title of the article is followed by your name as the author alone (with no academic title or military rank) on a right-justified succeeding line. Names are boldened and set out in the order first name then family name only.

**Length.** The length of your article is dictated by what will fit on each printed page of two columns. The general length of the article will be discussed with you and if your final version does not fit the number of pages allocated it will have to be pruned in order to do so. It is better if such pruning is done by you as the author in the first place rather than subsequently by the copy editor.

**Word Limits.** The word limits listed below are for pages of relatively plain text with breakout quotes. They will be reduced if you use large numbers of group headings, or by the inclusion of tables, diagrams, maps, charts, photographs, etc.

- one-page (two-column) article – 750-800 words;
- two-page (four-column) article – 1550-1600 words;
- 2 ½-page (five-column) article – 1950-2000 words;
- three-page (six-column) article – 2200-2400 words; and
- four-page (eight-column) article – 3000-3200 words.

**Breakout Quotes.** During the editorial process breakout quotes in the middle of a page are generally used to improve presentation, highlight key points and maximise ease of reading. You are encouraged to suggest suitable short passages for such quotes (marking them in red helps).

**Boxes and Tables.** You should also employ breakout boxes or tables scattered through the article to separate background detail or other matters that impede the flow of the article's main text.

**Biographical Details.** At the end of the text of your article please provide a separate paragraph of italicised text outlining some brief biographic details, including:

- your academic title or military rank, if any, followed by your name in the order of first name then family name;
- any honours and awards you may have that are represented by well-known post-nominals, (this does not include academic or professional qualifications) and includes (*Retd*) for retired Service or Police personnel;
- your profession, and/or other current academic or other position;
- the title, publisher, place of publication and year of publication for any relevant or recently published book you have written, and
- if this is your first contribution to *Defender*, or is otherwise relevant, some brief biographic details (around 50 words) to note your expertise and credibility for general readers.

### **Conventions and House Style**

In general, *Defender* employs the conventions of expression and punctuation detailed in the *Commonwealth Style Guide*. Your attention is drawn to the following specific points of the *Defender* house style:

- joint-Service or functional usages are preferred, ie. there are *ADF capabilities* or *maritime capabilities* or *air transport capabilities* rather than capabilities being attributed in the old-fashioned way to the navy, army or air force individually;
- the navy, army and air force are individually referred to as *the RAN* or *the Navy*, *the Army*, and *the RAAF* or *the Air Force*, respectively;
- the navy, army and air force are collectively referred to as *the Services* (with a capital 'S'), *the defence force* (singular) or *the ADF* not incorrectly as the *armed forces*, the *armed services* or the *defence forces* (plural);
- the world wars are referred to only as *World War I* and *World War II* respectively;
- wars fought in the Persian/Arabian Gulf area are referred to in neutral geographic and culture-centric terms using their dates, ie. the *1980-88 Gulf War*, the *1991 Gulf War* and the *2003 Gulf War*;
- the term *sea-land-air gap* is preferred to the polemical usage *sea-air gap*;
- *Al Qa'eda*, *Jemaah Islamiyah*, *Hezbollah* and *Abu Bakar Bashir* are always spelled as such;
- quotations are enclosed within single quotation marks or, if a large quote, are instead separated and indented under the relevant paragraph;
- double quotation marks are used only for a quotation within a quotation;

- the titles of books, articles, reports, films, etc, are italicised but not boldened, underlined or included in quotation marks;
- numbers between one and nine are written as words not numerals;
- numbers up to four digits (ie.1250) do not include commas;
- currency is denoted with the country abbreviation after the currency symbol, ie. \$A150.00.
- full dates are preferred and are written in simple day-month-year format, ie. 12 December 2004 not 12<sup>th</sup> December 2004;
- abbreviated dates should be avoided but where used are written in dd-mmm-yy format, ie. 12 Dec 04;
- ADF or Service abbreviations are not used;
- Service slang or jargon is not used and military terminology must be accompanied by a full explanation of the meaning;
- all acronyms are both singular and plural, ie. one NCO and seven NCO (not seven NCOs);
- paragraph headings are avoided wherever possible but are boldened, italicised and followed by a full stop or colon, where used;
- footnotes are never used;
- endnotes should be avoided but, if absolutely necessary, are to be limited to the lowest possible number and are to be in standard (Oxford never Harvard) style, with the endnote number in the text following (not preceding) the relevant punctuation mark wherever possible; and
- references are not listed.

## **Style**

*Defender* selects its authors based on their expertise on the subject involved and their general felicity. The general content and style of the article is up to you as the author.

Articles need to be written, however, so they can be presented to, and readily understood by, the readers of a respected national current affairs journal of record. Newspaper or magazine-type articles, or articles written in the style of academic papers or articles for technical or specialist publications, are not suitable. These are the main reasons why endnotes are generally unnecessary.

Articles may include robust criticism in advancing an argument but need to strive for objectivity, through adequately citing relevant supporting facts and by objectively discussing common counter arguments.

Your article should avoid personal attacks or derision directed at identified groups. The inadequacy or other perceived failings of individuals and groups should instead be readily evident from the facts and argument included in the text.

**Pitch.** The readership of *Defender* is diverse and includes many people with an interest in national security issues but perhaps minimal or no personal military or related experience. You should not presume that all readers will have an extensive knowledge of the topic concerned, or its background, especially if it is of a technical or otherwise complex nature. Articles should therefore be pitched accordingly, and the general rule-of-thumb is to assume the article could be understood by your member of federal parliament.

### **Conclusion**

This guide is intended to assist you write articles suitable for publication in *Defender*. The style aspects are a general guide only and are not intended to inhibit your overall personal style as the author. The format and house style requirements are mandatory.

Thank you for contributing to informed public debate and the ADA's public interest guardian efforts concerning defence and wider national security issues.

### **Annex:**

A. Format – Article in *Defender*

**FORMAT – ARTICLE IN ‘DEFENDER’**

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**REFORMING DEFENCE MANAGEMENT: AN INSIDER’S VIEW**

**Frank Furphy**

Introductory text.

Text text text, etc.

More text.

Concluding text.

*Major Frank Furphy, CSC, joined the ADF in 1990 and has served with the UN in the Middle East, INTERFET in East Timor and ISAF in Afghanistan. He was recently Staff Officer to the Vice Chief of Defence Force until publication of his book, ‘Facing the Future: The Defence Force We Really Need’, Pickwick&Gradgrind, Melbourne, 2007.*