SSGM produces a range of publications. The submission guidelines and review process for each is detailed below. We welcome contributions by Pacific islanders for all our publication series.

SSGM Discussion Papers Since 1996, SSGM has been producing its Discussion Paper series, addressing current issues affecting development in the Pacific islands region and East Timor. Discussion Papers are made available in both electronic and print form. We welcome contributions of 6000–12,000 words (including endnotes and references) that address topics of interest to a wide audience of academics, policy-makers and others. The discipline areas include, but are not limited to, anthropology, geography, law, politics, development studies, gender, international relations, criminology, and sociology. Multiple author contributions that debate or present different sides of an issue are also welcomed.

Discussion Papers are blind and double peer reviewed by reviewers drawn from both the policy and academic community as appropriate. SSGM Discussion Papers must be referenced in accordance with the SSGM Editorial Style Guide (see following pages) and should be submitted to the submissions editor <ssgm@anu.edu.au>. Please ensure the paper is anonymous, and submit it together with an abstract of not more than 200 words, and an author’s biographical statement of not more than 100 words in a separate document.

In Briefs In 2013, as part of our effort to make SSGM’s research timely and accessible to a wide audience, we established a series called In Brief, which presents research findings, conference reports, book reviews, and topical commentary of particular interest to policy-makers. In Briefs are intended to be academic and evidence-based works, rather than opinion pieces, and are also double peer reviewed. They must be only 1250–1300 words in total (including notes and references) as they are designed to be only one page double-sided once typeset. They must be referenced in accordance with the SSGM Editorial Style Guide, and authors are encouraged to keep references to a minimum. In Briefs should be submitted to the submissions editor <ssgm@anu.edu.au>, together with an abstract of not more than two sentences and an author biographical statement of one or two lines. We also welcome ‘mini-series’ submissions, where several In Briefs explore a particular theme or concept from different angles.

Given the word limits for In Briefs, authors may add information through the use of hyperlinks embedded in-text.

Pieces that have already been published as blogs will not be accepted for publication as In Briefs unless they are substantially rewritten.

Working Papers In an effort to make SSGM’s research widely and promptly accessible, we are reinvigorating our Working Paper series. We welcome submissions of conference, seminar, or other work-in-progress papers that can be uploaded to the web. Working Papers should be submitted to the submissions editor <ssgm@anu.edu.au> and do not need to be formatted or referenced in SSGM style.


Information for Reviewers of Discussion Papers and In Briefs

The reviewing process is critical in ensuring that the Discussion Papers and In Briefs are of academic excellence and make a contribution to policy and scholarly debates in the target fields of interest.

In your review, please recommend from the following:

- accept as is
- accept with minor changes
- accept with major changes (and indicate whether you are willing to re-review)
- reject for series (with an option of recommending submission as a Working Paper or an In Brief as appropriate).

In making your decision, we ask that you take the following criteria into account:

- originality
- clarity of expression and appropriate academic tone
- policy relevance
- engagement with the academic literature.

We also ask that you draw on your own expertise to comment on the timeliness or other particular relevance of the contribution. Your review should be between half a page to a full page (for Discussion Papers) and a paragraph or two (for In Briefs), and we also welcome comments on the paper itself to aid the author.

As we aim to publish on topical issues, it is crucial that the review process is as efficient as possible. We therefore request reviewers to return their reviews within a month for Discussion Papers and within a few days for In Briefs.
General points
Provide your paper in MS Word .doc format.
Note that your paper will undergo peer review and editing.
The readership of SSGM publications is wide, including non-specialists, not necessarily academics. Therefore, avoid lengthy titles, over emphasis and overly technical jargon.
Use Australian English spelling, e.g. ise as in criticise, not ize; our, as in colour; not or. SSGM follows the latest edition of the Macquarie Dictionary, and the Style Manual for Authors, Editors & Printers, 6th ed.
Keep acronyms, abbreviations and initialisms to a minimum, e.g. spell out Papua New Guinea (not PNG).
Insert a single space after a full stop, not two spaces.
Use line spacing set at 1½. Do not use tabs.

Numbers
Use a comma, with no space, to divide thousands, e.g. 10,000.
Spell out numbers one to nine, unless in a series of numbers or in tables and graphs.
Spell out per cent (two words) rather than use %, unless in tables.
Use an unspaced en dash for spans of numbers, e.g. 3000–5000.

Quotations
Use single quotation marks. Use double quotation marks for a quote within a quote.
For quotations of more than three lines, set in a block indent.
All quotes should be referenced.
Put the full stop outside the closing quotation marks unless the entire sentence is a quotation.

Capitalisation
Capitals should be kept to a minimum.
The full names of institutions and organisations require capitals (e.g. the Department of Foreign Affairs and Trade), but subsequent shortened forms do not (the department).
Capitalise only the current incumbent of an official position, thus:
Prime Minister Tony Abbott  but  former prime minister Kevin Rudd

Italics
Italicise foreign words and terms. Also, brackets ( ) can be used to enclose a note regarding translations.
The postcolonial government gazetted it as a Mining Concession Region (or Wilayah Kuasa Pertambangan).

Dates
1990s not 1990’s
Elide dates as in the following examples:

Dashes
En dash – (ctrl + hyphen OR ctrl + minus on PC keypad)
Use an en dash to indicate a relationship between two elements. For example:
an Australia–Indonesia agreement  Asia–Pacific region
farmers who work within a patron–client system

Also use an en dash in date ranges, page ranges, time spans and in figures. For example:
the 2011–12 plan April–June  2–2.5 million

Em dash — (ctrl + alt + minus symbol on number keypad)
Use a spaced em dash in a sentence to set off an amplifying or explanatory statement, to isolate parenthetic elements, or where there is a shift of flow in thought. For example:
Broken election promises, bribery, and lack of checks and balances — such are the obstacles to development.
There are long-held tribal differences — but this issue is not the focus of this paper.

Currency
Monetary figures should be prefixed with an official currency code according to the International Standards Organization. See <http://www.iso.org/iso/currency_codes_list-1>. For example:
AUD250 (Australian dollars)  PGK250 (Papua New Guinea kina)  SBĐ250 (Solomon Islands dollars)

Hyperlinks
Hyperlinks embedded in-text should be blue and underlined thus:
Australia participated in the Regional Assistance Mission to Solomon Islands.

Illustrative matter
Provide high-quality images of 300 dpi, as .tif, .eps, .jpg, or .gif files.
Make sure maps and graphs are legible when reduced to fit on A4.
You must obtain permission to reproduce any images, maps and other illustrative matter you wish to include in your paper.
Provide all illustrative matter as separate attachments, not embedded in your Word doc. Indicate in the text where the figures would be ideally placed, and include there suitable captions with attributions/credits and permissions for use.
Utilise the services of ANU CartoGIS <http://asiapacific.anu.edu.au/cartogis/>.

Make sure graphs appropriately illustrate a point you are making in your paper.
If using colour, consider how the gradations of colour in your illustration will appear if printed in black and white only.
REFERENCING

You must fully reference your paper — this is standard academic practice. Use endnotes rather than footnotes.

In-text citations

Use the Harvard (author–date) system of citation. When citing multiple works, use a semi-colon between works. For works with more than two authors, give only the first, followed by ‘et al.’. (But include all authors in the reference list).

There has been a growth of literature on the need to engage men in violence prevention measures (Cornwall 1997, 2000; Correia and Bannon 2006; Flood 2007)

Personal communication

Do not include in the reference list, but include in an endnote the person's name and the date of the communication thus:


Reference list

For publications without a publication date, use ‘n.d.’. Do not use quotation marks or italics for chapter titles or journal articles titles.

Do not add space between author initials. For example:

Bennett, M.E. and M.R. Darcy.

Books


Page numbers

Do not include ‘pp.’. Use an unspaced en dash for page spans. Elide page numbers thus:

25–26, 105–8, 595–600, 112–14, 350–57, 1467–469

Edited book


Chapter in an edited book


Journal articles

Use initial capitals but not italics or quotation marks: Title of journal articles. Note no space before page numbers.


Paper in a series

Italicise the series title, not the individual paper’s title. Include publishing details. For example:


Newspapers


If there is no by-line given, then the in-text reference would be (SMH 30/8/2011). The reference list entry would be:


Conference, seminar and other papers

Published conference paper example


Unpublished conference paper example


Meeting paper example


Internet resources

Enclose a URL in angle brackets and include a viewed date. Hyperlinks should appear in blue and be underlined.

Web page example:


Online published book example:


Unpublished research papers and theses

Use initial capitals but not italics or quotation marks:


Note on ANU E Press

In January 2014, ANU E Press changed its name to ANU Press. Therefore, you will have to cite material published by it differently according to the publication date.