Before / Now - Guidelines for authors

General Guidelines

Before / Now is an open-access, peer reviewed academic journal produced by postgraduate students and alumni of Federation University’s Collaborative Research Centre in Australian History (CRCAH).

Submissions:

Before / Now welcomes submissions of articles and reviews (books and exhibitions) related to Australian history and allied research areas from university undergraduates, postgraduates, academics and alumni.

Abstracts of less than 300 words should be submitted prior to commencing a manuscript.

Please submit all manuscripts as a .docx email attachment to crcah@federation.edu.au. The submission email must include the following details:

- Full name:
- Manuscript title:
- University affiliation: 
  Tick: Staff, Student, Alumni
- Contact phone number:

Before submitting your manuscript, please ensure that you have read through the following information.

Editorial Procedure: All contributions are blind reviewed by two or three reviewers and the editors make a final decision regarding publication. If accepted for publication, the author/s will work with the editors to prepare the manuscript for publication.

Student Submissions: All submissions must be stand-alone manuscripts that engage with primary scholarship and offer an original contribution to the existing historiography. Undergraduate submissions are encouraged, but will be required to meet the same standards as other submissions. Where student submissions do not meet the standard required for publication but are considered to have potential to be accepted on a resubmission, editorial advice may be available to support the development of the manuscript.

Specific Guidelines

Format: All submissions must be submitted as A4 paper size, line spacing of 1.5, with 3cm margins and no headers or footers. The maximum length is 8,000 words, including endnotes.

Submissions must include a title and an abstract (less than 300 words) and authors must ensure that the manuscript itself is empty of any personal identification to ensure anonymity can be upheld during the review process. Please note that authors must also supply a biographical note (less than 200 words) if their piece is accepted.

Style: Submissions should be clear and accessible, avoiding jargon and using words from languages other than English sparingly and with translation. Prior knowledge should not
be assumed so please ensure that you identify the context of the work and any individuals that you mention, and explain any specialist references. Do not waste time explaining concepts that are widely accepted (e.g. Federation occurred in 1901.)

**Font:** Times New Roman; 12 point; 1.5 line spacing.

**Headings:** Level 1 – Bold; Level 2 – Bold italics; Level 3 - Italics

**Spelling:** Australian English spelling (the Macquarie Dictionary should be used for reference).

**Quotations:** All quotations should be set in single inverted commas if brief, and if longer than three or four lines should be indented, left justified and 11 point without quotation marks.

Double quotation marks should be reserved for quotations within quotations. Within quotations (but not at the beginning or end) use [...] to indicate an omission. Words added by authors in quotations should go in square brackets.

**Endnotes:** Additional material beyond source references should be kept to a minimum; the reader should be able to follow the article without referring to the endnotes.

**Referencing:** Submissions must use Chicago-Style referencing. Please refer to the Chicago Manual of Style for further information (http://www.chicagomanualofstyle.org/tools_citationguide.html). Please note that submissions which do not use the correct referencing system will not be accepted for peer review.

**Tables and Figures:** Graphics are permitted, however, authors must supply evidence of permissions for reproduction and high-resolution images.

To facilitate appropriate placement of graphics during *Before / Now* layout, Tables and Figures must be added at the end of the manuscript or as a separate file. The words [Table 1 near here] or [Figure 3 near here] should be used in the body of the manuscript.

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