

# Instructions for Contributors

Further information at [journals.cambridge.org/qre](http://journals.cambridge.org/qre)

## SUBMISSION INSTRUCTIONS

*Queensland Review* publishes articles of approximately 5000-6000 words. Please email submissions to *Queensland Review* to the Lead Editor, Dr Michael T. Davis, at [m.davis@griffith.edu.au](mailto:m.davis@griffith.edu.au)

1. At least two separate files must be submitted. If there are figures, three or more separate files must be submitted.
  - i A Title Page document. The name of this file must be constructed as follows: [first 20 characters of the title]\_[ddmmyear]\_QR\_Title.doc
  - ii An Article document. The name of this file must be constructed as follows: [first 20 characters of the title]\_[ddmmyear]\_QR\_Article.doc
  - iii Any Figure documents should be supplied with the name of the file constructed as follows: [first 20 characters of the title]\_[ddmmyear]\_QR-Figure# (with # being the number of the figure)
2. The Title Page and Article documents should be saved as Microsoft Word documents, in Times New Roman 12 pt font, double-spaced with margins of at least 25 mm on both sides and in A4 page size.
3. The Title Page document should contain the full title of the article as well as the full names and affiliations of all authors followed by full postal and email addresses for the corresponding author. A word count and suggested running head of no more than 50 characters including spaces should also be provided.
4. The Article document should include the complete article without any identifiable author details but including the title and an abstract not exceeding 200 words that provides a brief overview of the aims, method and major findings, without any citations. The abstract will not be published, but may be used for publicity purposes.
5. Tables should be created in Word and included at the end of the article after the references, with their approximate positions in the text indicated by the words, 'Insert Table X here'. Horizontal and vertical lines should be used sparingly.
6. Figures, graphs, illustrations and photographs (but not tables) should be prepared to the correct size and each one supplied as individual files, separate to the article. To ensure optimal quality, please follow the guidelines provided in the full instructions available at [cambridge.org/qre](http://cambridge.org/qre)

A list of figure captions should follow the tables in the article document. Captions must include sources

and permissions for copyright material. It is the responsibility of the corresponding author to obtain written permission to reproduce any photographs or other copyright material.

## REVIEW

All manuscripts are sent for blind peer-review to members of the editorial board and guest reviewers. The review process generally requires three months. The receipt of submitted manuscripts will be acknowledged by the editor, from whom a decision and reviewers' comments will be received when the peer-review has been completed. Papers submitted to the journal must not previously have been published, and must not be submitted for publication to any other journal while under consideration for *Queensland Review*.

## STYLE AND REFERENCING

For details of the *Queensland Review* style, please see the style and referencing guide available at [journals.cambridge.org/qre](http://journals.cambridge.org/qre)

1. Authors should follow Australian spelling and punctuation conventions throughout their articles (except in quotations from other sources, where the spelling convention of the original should be retained). Use the Oxford English Dictionary.
2. Use single inverted commas, except for quotations within quotations (which have double inverted commas). Punctuation should follow closing inverted commas except for grammatically complete sentences beginning with a capital.
3. Since *Queensland Review* is a multi-disciplinary journal, we accept referencing using either the short-title (endnote) system or the author-date (Harvard) system, depending on the disciplinary base on the author. Each individual paper must conform to one or other of these systems.
4. Use endnotes, not footnotes.
5. Include a bibliography only if the author-date (Harvard) system of referencing is used.
6. Generally notes should be kept brief. Source references should be given with as little additional matter as possible.
7. Quotations should be kept to a minimum and lengthy quotations should be avoided. As a general rule, quotations of more than about 60 words should be set off from the main text (indented with extra space above and below). Those of fewer than 60 words should run on in the text inside inverted commas.

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