



Melbourne Journal of Politics Style Guide

*Please ensure that manuscripts submitted to MJP comply with the following style and referencing guidelines. Manuscripts that do not comply with the style guide will be returned to authors for the necessary revisions. Authors will be responsible for corrections. This guide is based from [Sage UK](#) guidelines with in text citations and [Harvard referencing](#). MJP's specific Endnote formatting template can be found [here](#).

General Info on The Melbourne Journal of Politics

Melbourne Journal of Politics (MJP) is an interdisciplinary academic journal produced annually since 1968. We publish in all fields associated with politics, including political theory, public policy, international relations, European studies, post-colonial studies, political science and sociology.

We encourage submissions from early career academics with innovative contributions to their field, as well as exceptional research by graduate students. All submitted articles should report original, previously unpublished research results, experimental or theoretical, and will be peer-reviewed.

Manuscripts, research notes, commentaries, and book reviews are to be submitted to the journal [online](#).

All other correspondence should be sent to:

The Editors
Melbourne Journal of Politics
School of Social and Political Sciences
420, John Medley Building, 234 Queensberry st. Carlton, VIC 3053, Australia
email: editors@mjp.unimelb.edu.au

Preparation of Copy

- The submission has not been previously published, nor is it before another journal for consideration (or an explanation has been provided in Comments to the Editor).
- Submission of manuscripts constitutes acknowledgement that authors retain copyright of their manuscripts, including abstracts, but grant a limited licence to the Melbourne Journal of Politics, University of Melbourne
- Manuscripts should be submitted with: the name(s) and affiliation of the author(s), email address, and a brief autobiographical note, on a separate cover sheet to preserve anonymity from the referees.
- An electronic-attachment version of the manuscript (.doc, .rtf, .html) , including the abstract, must be submitted via email. Please ensure the document has an easily identifiable name and the email contains the requisite explanatory material.
- Submission length and format are dictated by the type (Article, Commentary, Review Essay etc.) as detailed below in submission guidance

□ Style and referencing guidelines are dictated by this guide, explained in detail below in style and referencing guidelines.

Submission Guidance

Melbourne Journal of Politics accepts manuscripts via email to editors[at]mjp.unimelb.edu.au on an ongoing basis, in addition to specific calls for papers. The body of the email may serve as a cover letter and must include contact information (postal addresses, phone, and email addresses) for all authors. Manuscripts should not contain authors' names or any references that might identify the author([including metadata](#)). Melbourne Journal of Politics will not release authors' names to reviewers and, likewise, will not release reviewers' names to authors.

MJP accepts **research articles, commentaries, review essays, research notes and book reviews** for consideration. All submissions must undergo a refereeing process and must conform to MJP's standards. When we receive your article and have verified that the style requirements have been met, we will send your submission out for review. Book reviews are edited by the editorial team and are not subjected to a blind peer review process. Keep in mind that it normally takes a few weeks to receive an acknowledgment email to confirm the receipt of a manuscript, and up to three months or more to reach a publication decision.

Research Articles: Manuscripts of between 5000 and 7000 words that make outstanding contributions to scholarly knowledge about notable empirical inference, theoretical critique, or policy insights in any subfield of political sciences.

Note, critiques of previously published articles, in addition to the normal review process, will also be sent to the author(s) whose work is being critiqued. These manuscripts will be sent in the same anonymous blind review fashion as above.

Any received comments from the critiqued author(s) to the MJP editors will be invited as a supplement to the advice of reviewers. This extra feedback look is intended: (1) to encourage review of the details of the analyses or research procedures that might escape the notice of disinterested reviewers; (2) to enable prompt publication of any replies to critique; (3) as a courtesy to the critiqued author.

Commentaries: should provide pithy reports on major events such as elections, referenda, significant court decisions and other key developments nationally and internationally. These should not exceed 3,000 words. Submitted commentaries may be refereed through the same double blind peer review process as applies to articles or MJP editors may review them internally.

Review Essays: offer a sustained argument about theoretical trends and new research developments that would be of interest to our diverse readership. Their aim is to examine a cluster of important books, blogs, or other media and provide our interdisciplinary audience an engaged overview of developments in current scholarship. These articles range in length, averaging 2000 but not exceeding 3000 words. While review essays engage the main arguments of each book under consideration, the point is not simply to review each text but to show how the texts, taken together, illuminate a question of importance for political theory, policy, and practice. In this way, review essays are able to synthesize recent research and examine emerging scholarly trends. Remember that the aim of a review essay is to allow our writers the opportunity to confront important issues discussed in the books under review. A book's ideas and arguments, not its organization or style becomes the reviewer's main concern. The editors are particularly keen to develop new and exciting approaches to reviewing the discipline and would be happy to consider a range of ideas and suggestions.

Research notes: Research Notes may be short reports of single findings, useful extensions or replications of previous research, or other additions to the literature that warrant publication without the more extended theoretical development or detailed analysis characteristic of regular articles. Generally, these will be narrower in scope than manuscripts submitted as Regular Articles and should not exceed 3000 words. Notes are refereed and subject to the same high standards applied to research articles. Research Note manuscripts follow the guidelines for regular articles. However, tables, figures, and appendices should be kept to a minimum.

Book Reviews: are meant to summarize the main arguments and structure of a specific book. A limit of 800-1500 words is imposed to effectively and efficiently share the relevance, evidence and conclusions of a work with a wide audience. Although critical engagement with the text is encouraged, reviews that highlight and recommend useful books are preferred.

Style and Referencing Guidelines

MJP standards reflect SAGE's UK Harvard Guide for citations and referencing.

1. General

- MJP uses gender-neutral language
- Please consult The Macquarie Dictionary for Australian spelling.
- Quote sources with single 'quotes', use double quotes for quoted material within quoted sources.
- Documents should be fully justified, quotations of three lines or more are indented 1.5 cm.
- Initials should be used without spaces or full points.
- Up to three authors may be listed. If more are required, list the rest by et al. Fewer authors followed by et al. is also acceptable. Where et al. is used in textual citations, this should always be upright, not italic.

2. Text citations

All references in the text and notes must be specified by the authors' last names and date of publication together with page numbers when required: (Howard, 2012: 17-23).

Do not use *ibid.*, *op. cit.*, *infra.*, *supra.*

Examples of variations of in text citations:

If the author's name is in the text: ... Howard (2012) has argued ...

If the author's name is not in the text: several works (Howard, 2012) have described ...

If there is more than one citation: please order alphabetically by author names; for the same author and year, insert a, b, etc. in both the text and the list; enclose all within a single pair of parentheses, separated by semicolons; if two or more references by the same author are cited together, separate the dates with a comma, starting with oldest publication: (Avery 2012; Howard 1999, 2010a, 2010b; Simons 1999)

For an institutional authorship, supply the minimum citation from the beginning of the complete reference: ... occupational data (World Bank, 2010: 18) reveal ...

Citations from personal communications are not included in the reference list.

3. Reference list

- Alphabetical, reverse indent citation list with lowercase for cited title words after the first.
- Repeat author names as required: do not use ditto marks etc.
- Journal titles, newspaper names and book titles are italicized, webpages are not.
- Refer to online sources by including "Available: URL (consulted DATE MONTH YEAR)" and activating the link.

Anderson, N (2011) Dems push for congressional investigation of hbgary federal. Available: <http://arstechnica.com/tech-policy/news/2011/03/democrats-push-for-congressional-investigation-of-hbgary-federal.ars> (consulted 24 June 2012).

Clark JM and Hockey L (1979) *Research for nursing*. Leeds: Dobson Publishers.

Huth EJ, King K and Lock S (1988) Uniform requirements for manuscripts submitted to biomedical journals. *British Medical Journal* 296(4): 401–405.

4. Book reviews

Information to be included

□ At the top of the review you should right justify title, author(s), place of publication, publishing company, year of publication, number of pages, ISBN, retail price, and review author name:

Citizens Without Rights: Aborigines and Australian Citizenship

John Chesterman and Brian Galligan,
Melbourne, Cambridge University Press, 1997. 277pp.
ISBN 0521592305 / 052159751X (pbk.) \$75.00

Reviewed by Author Name