Guidelines for Submission:

Queensland Review (QRE)

Scope and Audience

Queensland Review is a multi-disciplinary journal of Australian Studies which focusses on the history, literature, culture, society, politics and environment of the state of Queensland. Queensland's relations with Asia, the Pacific islands and Papua New Guinea are a particular focus of the journal, as are comparative studies with other regions. In addition to scholarly articles, *Queensland Review* publishes commentaries, interviews, and book reviews. *Queensland Review* is the only refereed journal devoted to multi-disciplinary Queensland Studies, and provides a unique forum for new research on Queensland.

The journal is published as two issues per volume per year, in print and online.

Complete guidelines for preparing and submitting your manuscript to this journal are provided below.

Language of Publication

All manuscripts must be in English.

Articles

Articles may vary in length from 5,000 to 6,000 words (inclusive of references and appendices).

Publishing Ethics

Queensland Review considers all manuscripts on the strict condition that:

- The manuscript is your own original work, and does not duplicate any other previously published work, including your own previously published work;

- The manuscript has been submitted only to the journal – it is not under consideration or peer review or accepted for publication or in press or published elsewhere;

- All listed authors know of and agree to the manuscript being submitted to the journal; and

- The manuscript contains nothing that is abusive, defamatory, fraudulent, illegal, libellous, or obscene.

During manuscript submission, authors are required to disclose the nature of any competing and/or relevant financial interest. The statement should describe all potential sources of bias, including affiliations, funding sources, and financial or management relationships, that may constitute conflicts of interest.

The submitting author must provide contact information for all co-authors. The author who submits the manuscript for publication accepts the responsibility of notifying all co-authors that the manuscript is being submitted. If any of the named co-authors moves affiliation during the peer review process, the new affiliation can be given as a footnote. Deletion of an author during the peer-review process requires a confirming letter to the Editor from the author whose name is being deleted. Please note that no changes to affiliation can be made after the manuscript is accepted.

By submitting your paper to *Queensland Review*, you are agreeing to any necessary originality checks your paper may have to undergo during the peer review and production processes.

<u>AI-generated Content</u>

Equinox does not accept text, images, graphics or translations generated by Artificial Intelligence, or by AI-powered tools, as the originality of such content cannot be guaranteed. Authors of Equinox publications must be accountable for their work, and accountability cannot be effectively applied to Artificial Intelligence at this stage. If Artificial Intelligence is the subject of a paper, then examples of AI-generated content must be clearly marked and attributed in the text, and the express permission of the editors secured.

<u>Preprint Manuscripts</u>

Equinox does not accept manuscripts that have already been submitted to preprint repositories, such as SSRN. However, an author may deposit their accepted *postprint* manuscript in their Institutional Repository (only), with due acknowledgement to Equinox Publishing and an embargo period of 24 months. Please see https://www.equinoxpub.com/home/open-access-policy/ for more information.

Review Style and Process

Queensland Review uses a double-blind review process. Details on ensuring blind peer review are below.

The fitness of a manuscript for publication is predicated on the paper

- Being relevant to the Journal's aims and scope;
- Reporting on original research;
- Being conceptually coherent;
- Using appropriate methodologies;
- Making a contribution to the field;
- Being well written.

The Review Process

Manuscripts initially are assigned to the Lead Editor and screened as above. If these criteria are met, manuscripts are reviewed by at least two qualified referees with documented expertise. The Editors reserve the right to make a publication decision based on one review if other reviews are not forthcoming.

When reviews are returned, the Editors consider reviewers' comments, independently evaluate the manuscript, and make an editorial decision to reject, request a revision with the stipulation of further peer review, request a revision subject to review by the editors, or accept as is. Authors receive copies of (anonymous) referees' comments. Referees may be informed of the final disposition of the article. Although feedback will usually be provided to authors, the Editors reserve the right to reject a manuscript for publication without providing a rationale for the decision. Final decisions regarding acceptance of a manuscript will be made by the Editors.

While all articles will be peer reviewed, interviews will not be subject to peer review. However, interviews will be assessed by the Editors for quality and appropriateness. Commentaries will be subject to peer review, but in some instances the Editors might waive at their discretion the requirement for peer review. All commentaries will be assessed by the Editors for quality and appropriateness.

Online Submission

We accept only electronic submissions. Online submission is a five-stage process. In order to submit an article, you need to first register as an author on the system. You will then use your username and password for all future submissions (such as revising existing articles or submitting new articles) and to check the progress of your submission/s.

There is no submission fee or page charges.

Our editorial board evaluates each manuscript in a blinded peer-review process, which takes approximately 3 to 4 months, not including any times of revision by the author.

Step 1: Confirmation of Copyright

The journal accepts only original articles which have not been previously published. You will be asked to confirm that you hold copyright in the material being submitted and/or that permissions have been cleared to reproduce any included copyrighted material. You will need to clear copyright for any copyrighted material you quote or use, including artwork.

It is your responsibility as author to ensure that you have obtained any permission to reproduce any part of another work. If your article contains extracts from other works, especially figures, tables, poetry etc., please contact the authors and publishers BEFORE submitting the final version to seek permission to use their work.

Step 2: Main Text

You will then be asked to upload the main body of your article. This part of your submission should be in MS Word and should be double-spaced (including quotations and excerpts, notes, references, tables and figure captions) and the pages of the manuscript should be numbered.

PDFs are not acceptable for submission of articles; however, you can upload a PDF as a supplementary file following submission of your Word file, by selecting 'Add Another File'.

Manuscripts which contain special characters (equations, Asian language characters, etc.) ought to be supplied as a high resolution PDF file with all fonts embedded, as well as the Word or RTF document.

Supplementary files are to be used for all photographs, artwork, figures and graphs, but not tables. Each photograph/artwork/figure/graph should be entered as a separate supplementary file. Supplementary files should also be used if you wish to bring to the attention of the Editor any particular features which would be required at the layout stage or to clarify font usage. Other appropriate material to upload as supplementary files are (a) research instruments, (b) data sets, which comply with the terms of the study's research ethics review, (c) sources that otherwise would be unavailable to readers, or (e) audio/video material. If there is material here that would only be appropriate for online publication, please indicate so in a note to the Editors (at Stage 1 of the submission process).

Prior to sending artwork, the separate files of figures, graphs, illustrations, and so on, should be printed by the author to test that the fonts have been embedded correctly and there is no distortion in the artwork (e.g., lines and fonts reproduce cleanly with no jagged lines or fuzzy edges), as any such faults cannot be corrected by the publisher.

Step 3. Metadata

At Step 3 you will be prompted to supply various types of information known as metadata. This includes the name/s of all authors, their affiliations and correspondence addresses, the full title of the article, the article's abstract (maximum of 200 words), keywords (up to six) as well as other information including a short (approximately 75 words) biographical statement for each author including recent publications (see sample bio-note below) The system allows you to identify the main author for correspondence and to arrange author's names in the order in which they should appear.

You are also asked to provide appropriate Library of Congress subject classification code/s that identify the subject area/s and research focus of the article. You will find a link to the Library of Congress codes for reference when selecting codes.

This metadata is important because it facilitates the indexing of your article once it is published thus leading to more citations and greater readership. All of this information is entered separately from your article which you upload separately.

Steps 4 & 5 Confirmation Stages

These are confirmation stages allowing you to make changes and to confirm that everything is accurate.

Manuscript Preparation

Corresponding Author

This journal allows for just one author (the Corresponding Author) to act on behalf of all authors. Please identify the Corresponding Author for your work when submitting your manuscript for review.

The Corresponding Author will be responsible for the following:

- Ensuring that all authors are identified in the system, and notifying the editorial office of any changes to the authorship;

- Securing written permission (via letter or email) from each co-author to sign the contributor agreement on the co-author's behalf, once your paper has been accepted for publication.

Although very rare, should a co-author have included content in his or her portion of the article that infringes the copyright of another or is otherwise in violation of any other condition listed in the agreement, you will be the sole author indemnifying the publisher and the editor of the journal against such violation. Please contact the editorial office if you have any questions.

Authorship

All persons who have a reasonable claim to authorship must be named in the manuscript as co-authors; the corresponding author must be authorized by all co-authors to act as an agent on their behalf in all matters pertaining to publication of the manuscript, and the order of names should be agreed by all authors. Each author should have participated sufficiently in the work to take public responsibility for appropriate portions of the content.

Authorship credit should be based on:

- Substantial contributions to research conception and design, or analysis and interpretation of data;

- Drafting the article or revising it critically for important intellectual content;

- Final approval of the version to be published.

Authors should meet all conditions. Acquisition of funding, collection of data, or general supervision of the research group alone does not constitute authorship.

Manuscript Organization

At least two separate files must be prepared. If there are figures, three or more separate files are needed.

Title Page

The name of this file must be constructed as follows: '[first 20 characters of the title]_[ddmmyear]_QR_Title.doc'. 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 a full postal address and email address for the corresponding author. This email address will be published in the journal and so please notify the Editor on submission if you do not wish for your email address to be displayed. A word count and suggested running head of no more than 50 characters including spaces should also be provided.

An Article document

The name of this file must be constructed as follows: '[first 20 characters of the title]_[ddmmyear]_QR_Article.doc'. 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 be included in published articles. The article must conform to the journal's style and referencing guidelines (see below).

Any Figure documents should be supplied with the name of the file constructed as follows (with # being the number of the figure): '[first 20 characters of the title]_[ddmmyear]_QR_Figure#'.

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.

Manuscript Language, Length, and Style

All manuscripts must be in English. Contributions should be of approximately 5000-6000 words.

Headings should be used to help organize the manuscript as well as assist the reader in understanding the content of the paper. Section headings should be concise.

Authors should consistently adopt Australian spelling conventions throughout their typescripts (except in quotations from other sources, where the spelling convention of the original should be retained). Use the Oxford English Dictionary for spelling conventions, and use -ise rather than -ize.

Punctuation systems should follow Australian conventions (except in quotations from other sources, where the punctuation convention of the original should be retained). The use of capitals should be kept to a sensible minimum. We prefer lower-case 'm' for 'modernist' and lower-case 'n' in 'northern Australia'.

Contractions should have no full points (e.g. Mr, St, edn), though abbreviated words, which do not end with their final letter, and their plural forms, should have full points (e.g. vol., vols., ed., eds.).

If dashes are used to indicate parenthesis, use em dashes rather than en dashes or hyphens.

Uncommon abbreviations and acronyms should be explained. Full stops should not be used in abbreviations or acronyms (e.g., NSW). Use single quotation marks to introduce a word or phrase used as an ironic comment, as slang, or which has been coined. Use quotation marks the first time the word or phrase is used; do not use them again.

When technical terms prove essential, the writer should provide brief explanations supported by contextual descriptions or examples. Prospective authors should avoid language that can be seen as discriminating against people on account of disability, race or gender.

Numbers should be written out up to 100, except in a discussion that includes a mixture of numbers above and below this, in which case all of them should be in figures (e.g. 356 walkers overtook 72 others, as 6 fell back, exhausted). Numbers with units should always be given in figures, with a space between the number and the unit (e.g. 4 cm). Dates should be written in the form: 20 December 1948; 20 December; AD 245-50. Centuries should be written out (twenty-first century) and 1920s etc. should be written without an apostrophe.

For the convenience of the peer-reviewers, please use a generous margin and line spacing.

Quotations

Quotations should be kept to a minimum and lengthy quotations should be avoided.

Please use single quotation marks, except where 'a quotation is "within" a quotation'. Long quotations of 60 words or more should be indented with quotation marks. Punctuation should follow closing inverted commas except for grammatically complete sentences beginning with a capital..

Line references should be either numbers alone ('78-82'), or 'lines 78-82'. Do not use 'll.', which can be confused with II or 11.

Quotations of prose passages from a foreign language should be given in English only, using either an established translation or a new one of your own. When quotation in a foreign language is essential (e.g. of poetry), it should be followed directly (not in the notes) with an English translation, placed in square brackets.

Note that quotations from material still in copyright will require permission from the copyright-holder if they are to be reproduced in print. This applies, for example, to anything published in the last fifty years, including translations. Texts of ancient authors that have been newly edited in the last fifty years and appear now in significantly revised editions may also be in copyright. However, if the quoted material is subjected to a direct critical analysis (where the actual lines quoted are engaged with critically, rather than being reproduced merely in order to illustrate a point), it will be covered by the fair-dealing clause of the Copyright Act and permission need not be applied for.

Tables and Figures

Figures should be provided as separate, high-resolution files.

Every Figure must have a brief caption, correspondingly numbered, which will be printed beneath the figure: do not include the caption on the actual Figure. Cite all illustrations as Figures (not plate, map, plan, illustration, etc.).

Indicate in the text where each Figure (or Table) should appear, by writing on a separate line 'Insert Figure xx about here' at the appropriate point. Figures and Tables should be numbered in the order of their first appearance in the text.

Below each Figure caption, please also include a brief alternative description of the image (alt text). This is essential for the accessibility of your published paper. The alt text should be no more than 125 characters in length, and should describe, succinctly, what information is conveyed by the image, if that information is not already provided by the caption. Please do not repeat the caption, or start the alt text with 'Image of'. For example, the following Figure has the caption 'Suwa, a traditional Ethiopian beer essential to social gatherings'. Appropriate alt text could be: 'A plastic cup, filled with a dark-brown liquid, is being held by a person standing outside a house, in a group.' The alt text will be coded into your paper, and is intended to be read out by a screen-reader. It will not be visible on the final proof.

Create all Tables in Word, and provide the necessary captions. As noted above, Figures and Tables should be numbered in the order of their first appearance in the text.

Acknowledgements

Acknowledge individuals or organizations who provided advice or non-financial support. If there are no acknowledgements, include the heading 'Acknowledgements' followed by the text 'None.'

Financial Support

Provide details of the sources of financial and in-kind support for all authors, including grant numbers. Grants held by different authors should be identified as belonging to individual authors by the author's initials. Where no specific funding has been provided for research, please provide the following statement: 'This research received no specific grant from any funding agency, commercial, or not-for-profit sectors.' This information should be entered at the metadata stage of the submission process.

Conflicts of Interest declaration

All authors must include a conflicts of interest declaration in their Title Page. This requirement applies to all the authors of a paper and to all categories of papers. This declaration will be subject to editorial review and may be published in the article.

Conflicts interest are situations that could be perceived to exert an undue influence on the content or publication of an author's work (even if that content or publication is not influenced). They may include, but are not limited to, financial, professional, contractual or personal relationships or situations. If the manuscript has multiple authors, the author submitting must include conflicts of interest declarations

relevant to all contributing authors. Example wording for a declaration is as follows: "Conflicts of interest: Author A is employed at company B. Author C owns shares in company D, is on the Board of company E and is a member of organisation F. Author G has received grants from company H." If no conflicts of interest exist, the declaration should state "Conflicts of interest: The author(s) declare none".

References

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. While each individual paper must conform to one or other of these systems, an issue may contain some papers using the short-title system and some using the author-date system.

Use endnotes, not footnotes. Include a bibliography only if the author-date (Harvard) system of referencing is used. Generally, notes should be kept brief. Source references should be given with as little additional matter as possible. Notes should be numbered throughout each chapter in an unbroken sequence. Op. cit., loc. cit. and idem should not be used as forms of reference, but ibid. may be used.

The form of reference used in your notes should be applied consistently throughout the article. As a general rule, articles in humanities subjects (which refer regularly to historical sources and documents) are best served by the short-title system, whereas articles in more technical social science subjects tend to use the author-date system.

1. The short-title system:

A source should be given a full reference the first time it is cited in your endnotes. The full reference should include the following information, in this order:

After the first mention, references to the source in the notes should take a shortened form. A shortened reference includes only the last name of the author and the short title of the book (containing the key word or words from the main title, so as to make the reference easily recognisable and not to be confused with any other work), followed by the page number of the reference. Thus:

- ***Full references to books***: author's or editor's first name(s) or initials – author's or editor's surname – complete title (including subtitle, if any) -- compiler or translator, if any -- series title, if any -- edition, if not the original – number of volumes, if applicable – place of publication – publisher's name – date of publication – volume number (preferably in roman numbers), if applicable – page number(s)

    For example:

    A. T. Runnock, *Medieval fortress building*, new edition, 2 vols. (Cambridge: Cambridge University Press, 1976), vol. I, pp. 135-7.

    G. S. Rousseau and Pat Rogers (eds.), *The enduring legacy: Alexander Pope, tercentenary essays* (Cambridge: Cambridge University Press, 1988), p. 44.

- ***Full references to journal articles***: author's first name(s) or initials – author's surname – title of the article (in inverted commas) – title of the journal – volume number (in Arabic numbers) – date of volume – page number(s), if available (without p. or pp.)

  For example:

  Elizabeth Salter, 'Piers Plowman and the pilgrimage to truth', *Essays and Studies* 11 (1958), 34-5.

  Arthur Jerrold Tieje, 'A peculiar phase of the theory of realism in pre-Richardsonian fiction', *PMLA* 28 (1913), 237.

- ***References to manuscript material*** (including unpublished theses or dissertations): author's first name(s) or initials – author's surname – title of document (in inverted commas) – volume or batch number, where applicable – name of collection, if known – folio number, or call number, if known – depositary and where located (or academic institution with date for PhD theses and dissertations).

  For example:

  H. R. Southall, 'Regional unemployment patterns in Britain, 1851 to 1914', unpublished PhD thesis, University of Cambridge (1984), p. 72.

  Richardson to Lady Bradshaigh, 15 December 1748, 'Richardson / Bradshaigh letters', Forster collection, XI, fo. 7, Harvard University.

- ***Shortened references to books***: author's or editor's surname (no first name or initials unless there is more than one author with the surname) – short title of the book – volume number, if applicable – page number(s)

  For example:

  Rousseau and Rogers (eds.), *Enduring legacy*, p. 45.

  In general, titles of two or three words should not be shortened, e.g. Runnock, *Medieval fortress building*, p. 74.

- ***Shortened references to journal articles***: author's surname (no first name or initials unless there is more than one author with the surname) – short title of the article (in inverted commas) – page number(s) (without p. or pp.)

  For example:

  Salter, 'Pilgrimage to truth', 34-5 e.g. Tieje, 'A peculiar phase', 75.

- ***Shortened references to manuscript material*** (including unpublished theses or dissertations): author's surname (no first name or initials unless there is more than one author with the surname) – short title – page number(s).

For example:

e.g. Southall, 'Regional unemployment', p. 72. e.g. 'Richardson / Bradshaigh letters', fo. 116.

- ***Chapters in an edited volume***: e.g. Michio Morishima, 'Economic theory and industrial revolution', in Baranzini and Scazzieri (eds.), *The economic theory of structure and change*, pp. 175-97.

The author may of course be separated from the short title, e.g. in text/endnote formulations such as: [As Runnock observes, the fortress inevitably had a secondary religious function. Medieval fortress building, p. 134.]

2. The author-date (Harvard) system:

The author-date system (also known as the Harvard system) works best for articles in social science subjects, where the references are to secondary works rather than primary sources. It is not usually suitable for literary books, or those with references to manuscript collections, historical documents, foreign works and translations. For those articles the short-title system should be used.

The main advantage of the author-date system is that it is concise and easy for the reader to follow. As the reference is given in a short form in the text, endnotes can be kept to a minimum. The textual reference should give the author's surname, the date of publication and the page reference within brackets in the form: (Culler 1998: 20).

This is the same for books, journal articles, chapters in an edited book or PhD theses. Personal communications and unpublished data should be fully attributed in the text, as they will not appear in the list of references. Works by the same author (or group of authors) in the same year should be cited as 1998a, 1998b, etc. et al. can be used for works by three or more authors if there is no possible ambiguity. The names of the co-authors should, however, be given in the list of references. Several citations together should be listed consistently in either date order (Smith 1990; Culler 1998; Williams 2002) or in alphabetical order (Culler 1998; Smith 1990; Williams 2002). All published works referred to in the text must be included in one alphabetical list of references at the end of the book, or - in the case of contributory volumes - in a separate list at the end of each chapter. Similarly, all works in this reference list must be cited in the text.

The list of references should give the full details for each work.

Forthcoming works should be included in the reference list only if they have been accepted for publication. They should be listed as 'in press' and updated when you see the proofs. Works that have not been accepted for publication should not be in the reference list – they should be cited in the text as unpublished data or personal communications.

The below examples include page numbers for transparency, but page numbers are only required for direct quotes within the text, book chapters in edited collections (reference list), and journal articles (reference list).

Type of Source	In-text Citation	Reference List
Book	(Epstein 1994, p.17)	Epstein, J 1994, *Radical expression: political language, ritual, and symbol in England, 1790-1850*, Oxford University Press, Oxford.
Book chapter in an edited collection	(Scherr 2012, p. 338)	Scherr, A 2012, 'James Monroe's political thought: The people the sovereigns', in S Leiberger (ed.), *A Companion to James Madison and James Monroe*, John Wiley & Sons, pp.324-342.
Journal article (in print)	(Colley 1986, p. 100)	Colley, L 1986, 'Whose nation? Class and national consciousness in Britain 1750-1830', *Past & Present*, vol. 113, pp.97-117.
Journal article (with DOI)	(Gonzalez 2015, p. 130)	Gonzalez, J 2015, 'Defiant Haiti: Free-soil runaways, ship seizures and the politics of diplomatic non-recognition in the early nineteenth century', *Slavery & Abolition*, vol. 36, no. 1, pp. 124-135, doi: 10.1080/0144039X.2014.895508
Newspaper article	(Hulse 2019)	Hulse, C 2019, 'Chamber of commerce decides bipartisanship is good business', *New York Times*, 3 February.
Thesis	(Fanning, 2008, p.22)	Fanning, S 2008, Haiti and the US: African American emigration and the recognition debate, PhD thesis, University of Texas.
Website	(Houghton Library 2018)	Houghton Library 2018, *Houghton Library Homepage,* Harvard University. Available from: https://library.harvard.edu/libraries/houghton. [20 January 2018].

3. Citing websites:

It is the author's responsibility to ensure that any websites mentioned are correct and active. Websites should be cited in roman without angle brackets, i.e. http://www.cambridge.org.

Instructions for Special Issues and Special Sections

A special issue will comprise between 6 and 10 contributions; and a special section will comprise between 4 and 5 contributions. Suggestions for special issues and special sections should be submitted to the Editor. The Editor will initially provide a provisional agreement for special issues and special sections.

The following milestones for special issues and special sections must be met:

- The guest editor(s) for a special issue or special section must be nominated when approaching the Editor with a proposed special issue or special section.

- Abstracts for all contributions are required no later than 18 months before publication of a special issue or special section.

- Contributions to a special issue or special section should be sent for peer review no later than 8 months before publication of a special issue or special section.

The Editors reserve the right to postpone or to reject a special issue or special section if the aforementioned milestones are not met.

The guest editor(s) of a special issue or a special section will be responsible for liaising with authors and for arranging peer review of articles. The guest editor(s) will also be required to write an introduction to the special issue or special section, as well as provide biographical notes on contributors.

Ensuring a Blind Peer Review

All articles are peer reviewed. To insure the integrity of the blind peer-review we need to make every effort to preserve the anonymity of authors and reviewers. Therefore, when preparing your article for submission please take the following steps:

1. Do not include your name or bio statement as the author in the article. However, if you cite your own publications in the article, do not substitute the word 'author' for your name. Use your name but avoid referring to your publication as 'my study'.

2.With Microsoft Office documents, author identification should also be removed from the properties for the file (see under File in Word), by clicking on the following, beginning with File on the main menu of the Microsoft application: File>Save As>Tools (or Options with a Mac)>Security>Remove personal information from the file properties on save>Save.

3.On any PDF uploaded, remove author names from Document Properties found under File on Adobe.

Sample Bio-Note

Jan James received her PhD in semiotics from the University of Cosmos and is currently associate professor at the University of Virtual Space. Her research interests include lifestyle learning, professional belief systems and research ethics. Her most recent book-length publication is Expert Communication in Intercultural Organisational Contexts (2010, Blue Sky Press).

Decisions and Revisions

It may take three to four months for a decision on your submission. Most papers are revised before being accepted for publication and you will normally be sent a report from the Editors with suggestions drawn from referee's reports and their own suggestions for changes. If your paper is accepted, please download, sign and return a copy of the Contributor Agreement to the Publisher. This agreement can be found on the Submission page of the journal.

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