

Guidelines for authors International Journal of Engineering Continuity (IJEC)

Source: Editor in Chief of Editors,

1. **Write to the audience.** IJEC is a multi-disciplinary journal whose readership comprises professionals across a range of disciplines in both academia, government and industry, including telecommunications and Internet engineering, law, economics, social sciences and humanities. Your challenge is to avoid most jargon, to explain the essential acronyms and specialist terminology when first introduced (with citations of fuller explanations if appropriate), and most importantly, to write in clear English for an interested, well-educated reader who may not share your disciplinary background.
2. **Use the Authors' template**
3. **Download the template.** All submissions should use the template in MS Word, with illustrations submitted as separate files (see 12 below). Articles should normally be less than 5,000 words long (excluding references and endnotes: see below). The footer in the template will be adjusted to reflect the date of issue and the identifying number of the article by the editor.
4. **Spelling and Grammar**

House standard spelling is according to the Macquarie Dictionary – eg
Use verb form "-ise" rather than "-ize" eg "maximise"
Use noun form "-our" rather than "-or" eg "colour"
But of course retain spelling of items which are quoted from elsewhere.
Changes to this style will be made in the copy-editing process if necessary
5. **Structure your article.** Articles, especially longer articles, are made much more readable by being structured with headings and subheadings, usually beginning with an 'Introduction'. A 'Conclusions' section is essential, and the points made in the Conclusions should echo or draw upon those made in the main body of your article. An Abstract (no more than 150 words) is also essential as part of your article.
6. **Single column format.** Text MUST be submitted in a single column format.
7. **Headings and sub-headings.** Style level headings are provided in the template.

8. **Italics** *Italics* should be used for the titles of books and for the names of journals, and similar material. Italics can be used for emphasis, but they should be used very sparingly. Italics are also used to signify foreign words or phrases that are not in common usage in English. If the word or phrase appears in The Macquarie Dictionary 5th edition, then its usage is considered common enough not to warrant italics. Italics or capitals that appear in the original source of a quotation should be retained.
9. **Capitals.** The word 'Internet' should always be capitalised; also 'Government' when referring to a particular government, e.g. the Federal Government or the NSW Government, but not for governments in general.
10. **Line breaks** Do not use manual line breaks. If a line break is needed, a new paragraph should be created.
11. **Non-standard characters** Non-standard characters should not be used unless their inclusion is vital to the integrity of the message.
12. **Tabs** Do not use tabs – use tables instead
13. **Tables** Tables may be inserted in the text unless special symbols are used in them. In this case submit tables as illustrations. Acceptable file types for tables: .doc or docx format (MS Word) (can be embedded in the main document); .xls or xlsx format (MS Excel) (must be supplied as a separate file). Tables may be converted to images by the layout editor.
14. **Figures and Illustrations.** Figures include all of the following: photographs, maps, diagrams (including MS Word-generated diagrams), charts and graphs, etc, as well as symbols inserted using special fonts in Word or using any maths programs, such as MathML. Figures and illustrations should be submitted as separate PNG, TIFF or JPEG files, labelled with the figure number. Resolution of at least 300 dpi at reproduction size is desirable.
15. **References, In-line citations and Notes.** It is important to use in-line citations to give due credit to others' work in the field, including official reports and original online commentary where relevant. All articles cited should appear in the References, listed at the end of the paper.

References and citations should use the APA Style, as found at <http://www.apastyle.org>. Inline citations should follow the 'author-date' system. They should not be numbered, nor should there be any intervening material between the author and the date, except a parenthesis if required. Notes should be kept to a minimum, and any notes must be included as endnotes only, not footnotes. Only explanatory text may be used in endnotes; references, including

references cited within explanatory endnotes, must be handled by in-line citations.

In particular, with this system there is no need to use phrases such as "op cit" or "ibid" or equivalent, and authors must not use these.

Special case: The editors understand that legal authors are often more comfortable using notes than inline references. In such cases, authors should consult with the Executive Editor (mark.gregory@rmit.edu.au) before submitting their text.

16. In-line citation examples:

Single author: "His first task was to evoke the Australian suburb (Boyd 1977, 13–14). More recently, Patrick Troy, editor of *A History of European Housing in Australia*, also placed housing history within an urban context (Troy 2000)."

Two authors: "The changes at Lakes Entrance over several decades (Wheeler& Peterson 2005)"

Multiple authors: "They described the rationale behind the serval network layer for resilient communications (Gardner-Stephen et al 2013c)"

17. Reference List examples

Books

Correct:

Milne, E. 2010. *Letters, Postcards, Email: Technologies of Presence*, New York, Routledge.

Austin, Greg. 2014. *Cyber Policy in China*. Cambridge: Polity Press

Van Seters, John. 1992. *Prologue to history: The Yahwist as historian in Genesis*. Louisville, Kentucky: Westminster John Knox.

Van Seters, John. 1999. *The Pentateuch: A social-science commentary*. Sheffield: Sheffield Academic Press.

Incorrect:

Van Seters, John. 1992. *Prologue to history: The Yahwist as historian in Genesis*. Louisville, KY: Westminster John Knox.

———. 1999. *The Pentateuch: A social-science commentary*. Sheffield: Sheffield Academic Press.

Note:

Book titles should have maximum capitals.

All authors, editors and translators should be listed by last name, then first name.

Where there are multiple authors, do not separate authors by 'and'. Separate them with a semicolon: Trinca, Matthew; Wehner, Kirsten.

Where a publication has multiple authors and initials only are being used for the first names, do not put full stops between the initials, and separate the authors with a semi-colon. Only the final author's final initial should have a full stop.

If an author name is repeated in subsequent references, always include the author's name for each reference.

Journal articles (examples and guidelines):

Gardner-

England'. *Church History* 68 (4): 910–929.

Cronon, W. 1992. 'A place for stories: Nature, history and narrative'. *Journal of American History* (March): 1347–1376. Westbrook, R. 1990. 'Adultery in ancient law'. *Revue Biblique* 97 (3) (October): 542–580.

Babidge, S; Cokley, J; Gordon, F; Stephen, P; Bettison, A; Challans, R; Lakeman, J. 2013c. "The Rational Behind The Serval Network Layer For Resilient Communications." *Journal of Computer Science* 9, no. 12 (2013): 1680

Lu, KM. 2006. 'A new stepwise project management method', *International Journal of Information Technology and Management*, Volume 5, Issue 2/3, June 2006, pp 212-225

Runions, E. 2004. 'Biblical promise and threat in U.S. imperialist rhetoric, before and after September 11, 2001'. *The Scholar and Feminist Online* 2 (2). Accessed 18 August 2003. Available from: <http://www.barnard.edu/sfonline/reverb/runions1.htm>.

Hindmarsh, D. 1999. "My chains fell off, my heart was free": Early Methodist conversion narratives in Louw, E. 2005. 'Making media work in space'. *International Journal of Astrobiology*, 4(3-4), 259-268. <http://doi.org/10.1017/S1473550405002788>

Note

Do not abbreviate journal titles.

Do not abbreviate city or state names (the abbreviation 'MN' may be as uninformative to a reader from Australia as the Australian abbreviation 'NT' to a reader from North America).

Where there are multiple authors, separate them with a semicolon.

Book chapters, journal articles, conference papers and theses titles should be placed within single quotation marks.

The whole page span of journal articles should be written, rather than the second number abbreviated, and the numbers separated by an en-dash rather than a hyphen (ie 1376–1388 rather than 1376-88).

For dissertations and theses, include the city before the name of the University.

Newspaper articles

Washington Post. 2015. "Netflix tries to explain its apparent sudden flip-flop on net neutrality" Washington Post, 04 March, 2015. Available at:
<http://www.washingtonpost.com/blogs/the-switch/wp/2015/03/04/netflix-tries-to-explain-its-apparent-sudden-flip-flop-on-net-neutrality/>

Conference proceedings (examples):

Wheeler, P J; Peterson, J A. 2005. 'Time-series delta changes at Lakes Entrance, Victoria, Australia (1889–2005): Correlation with catchment management events'. A poster paper presented at the National Oceanic and Atmospheric Administration (NOAA) GeoTools '05 Spatial Technology Conference. 7–10 March; Myrtle Beach, South Carolina. Accessed 23 November 2005. Available from:
<http://www.arts.monash.edu.au/ges/research/Gis/public/conf.html>.

Kunapo, J; Chandra, S; Peterson, J; Brady, C. 2005. 'Optimisation of process flow for high resolution DEM generation via digital photogrammetry: Test of options with and without ancillary data'. Proceedings of SSC 2005 Spatial Intelligence, Innovation and Praxis: The National Biennial Conference of the Spatial Sciences Institute. September; Melbourne, Victoria: 1388–1392.

Reports and discussion papers (examples):

Eardley, T. 1998. 'Working but poor? Low pay and poverty in Australia'. SPRC Discussion Paper No. 91. Social Policy Research Centre, University of New south Wales. Junakaw, P; Kapuscinski, C. 1992. 'The costs of unemployment in Australia'. Economic Planning Advisory Council Background Paper no. 24. Canberra: AGPS.

Senate Community Affairs Reference Committee. 2004. 'A hand up not a hand out: Renewing the fight against poverty'. Report on Poverty and Financial Hardship. Canberra: Senate Community Affairs Reference Committee.

Henney, Sue. 2002. Personal communication.

Web pages

Note: if the publication date is not known, the year and the date that the web page was accessed is cited in lieu of the date of publication.

Telecommunications Act 1997, at
http://www.austlii.edu.au/au/legis/cth/consol_act/ta1997214/

Bureau of Meteorology. 2005. 'Significant weather – June 1998'. [Internet]. Australian Government. Accessed 27 July 2005. Available from:

http://www.bom.gov.au/inside/services_policy/public/sigwxsum/sigw0698.shtml.

Bush, George W. 2002. 'President promotes compassionate conservatism'. [Internet]. San Jose, California: The White House. Released online 30 April 2002. Accessed 14 March 2004. Available from:

<http://www.whitehouse.gov/news/releases/2002/04/20020430-5.html>.

Burchell, D. 2002. 'The western Sydney factor'. *Australian Policy Online*. Accessed 11 March 2004. Available from:

<http://www.apo.org.au>.

Australian Government. 2013. *Budget 2013-2014: Expense Measures*, Commonwealth of Australia,

http://www.budget.gov.au/2013-14/content/bp2/html/bp2_expense-16.htm, retrieved May 23, 2013