

Writing for *Policy*

If you would like to contribute an article or review to *Policy*, contact its editor Andrew Norton at policy@cis.org.au.

While a small number of unsolicited contributions are published each year, it is best to submit an article proposal first. Past issues are a guide to the topics and perspectives published in *Policy*.

Length

Feature articles and review essays are usually 2,000 to 3,500 words long. Book reviews are usually 800–1,200 words long.

Deadlines

The editor will give you a precise deadline. Deadlines will usually be in late January, late April, late July, and late October.

Refereeing

Feature articles are subject to a refereeing process.

Payment

Policy relies on volunteer contributors. Authors retain copyright apart from a limited licence to the CIS.

General style

Assume that *Policy* readers are intelligent but not expert in your topic. Terms and concepts specific to your discipline or subject need to be explained. Reference books with helpful advice on how to write clearly and concisely include:

- Richard Lanham, *The Longman Guide to Revising Prose*
- Joseph Williams, *Style: Toward Clarity and Grace*

House style

Quotation marks: Use single quotation marks unless it is a quotation within a quotation, in which case use double quotation marks. Long quotations should be left and right indented, with no quotation marks.

Spelling: *Policy* follows conventional Australian English spelling and style, as opposed to American English (e.g. globalisation, not globalization).

Em dash: The em dash (so-called because it is the length of the letter ‘m’) is used to separate strings of words, e.g. ‘The role of policymakers is to foster an environment—including appropriate levels of IP protection—in which innovation can flourish.’ On most computers, the em dash is produced by pressing ctrl+alt+- (i.e. the minus key).

Abbreviations: etc., i.e. and e.g. are often best replaced by ‘and so on,’ ‘that is’ or ‘namely,’ and ‘for example’ or ‘for instance.’

Dates: Dates should be written 14 February 2009 and decades should be the 1990s without an apostrophe (not the ’90s/nineties).

Figures: Percentages are set in numbers using the symbol % for percentage, for example 24%. Financial years are written 2009–10, not 2009/10.

On other issues, we usually follow the *Chicago Manual of Style*.

Referencing

All CIS publications use endnotes for referencing.

- Endnotes should be marked with Arabic numerals.
- Endnote markers should usually be set at the end of sentences, after the final punctuation.

This statistic comes from a 1995 survey.¹

Please use the following example as a guide:

First name last name **comma** title in italics **begin parenthesis** place of publication **colon** publisher **comma** year of publication **close parenthesis comma** page number **full stop**

Books

Friedrich von Hayek, *The Road to Serfdom* (London: Routledge, 2001), 5.

Reprints

Friedrich von Hayek, *The Road to Serfdom* (1944: repr. London: Routledge, 2001), 5.

CIS research papers and reports

Robert Carling, *State Tax Reform: Prospects and Progress*, CIS Policy Monograph 82 (Sydney: The Centre for Independent Studies, 2008).

Contributions to multi-author works

Christopher Robinson, 'Drink-driving: Social and Legal Considerations,' in Roman Tomasic and Christopher Robinson (eds), *Legislation and Society in Australia* (Sydney: The Law Foundation of NSW, 1979), 284–298.

Author names

Always give the first and last names

Not *M. Friedman* but *Milton Friedman*.

Initials

- Initials are followed by a full stop.

James M. Buchanan, 'The Samaritan's Dilemma,' in Edmund S. Phelps (ed.), *Altruism, Morality and Economic Theory* (New York: Russel Sage Foundation, 1975), 563–568.

Organisations

Where the author is an organisation and is abbreviated, list the acronym first followed by the full title.

ABS (Australian Bureau of Statistics), *Measuring Australia's Progress*, ABS Cat. No. 1370.0 (Canberra: ABS, April 2002), table 4, 2.

Websites

The Mont Pelerin Society, 'About MPS,' www.montpelerin.org/mpsAbout.cfm.

Titles

- All titles other than newspaper and blog headlines are in title case. Newspaper and blog headlines are in sentence case.
- Word beginning after colon starts with capital letter.
John Smith, 'Giving to charity: Bring back the Victorians,' *The Australian* (17 February 2007).
- Book titles are italicised.
- All other titles are in single quote marks.

Journals

- Volume numbers and issues numbers are written in the following format: 24:1.
- Name of journal or magazine is in italics.
Owen Harries, 'Suffer the Intellectuals,' *Policy* 24:1 (Autumn 2008), 44–47.

Newspapers and blogs

- Insert hyperlink wherever it would be easy to find the information online. Give the URL only when the link is difficult to find.
Jason Soon, '[Can FuelWatch have perverse effects on competition?](#)' *Catallaxy* (17 April 2008).
- Accessed dates are not necessary.

Page numbers

- Write the entire span of numbers and use an en dash (Word – Insert – symbol – character code 2013).
563–568
Not
563–8 or 563-568.

Second reference

- Clive Hoppe, *The Samaritan's Dilemma*, as above, 9–15.
- If the first reference is difficult to find, specify the location of the first reference.
Clive Hoppe, *The Samaritan's Dilemma*, as above (see endnote 2), 9–15.

Total adherence to the citation formatting exemplified above, while preferred, is not strictly necessary, as the editor will check all citations and amend them where needed. However, please ensure that citations are *complete*, including these commonly forgotten details:

- Authors' full personal names, not just initials. Not *M. Friedman*, but *Milton Friedman*.
- Issue and volume numbers and date, month, or season of publication for periodicals.