

GENERAL

In principle *JTSA* observes text conventions outlined in the latest edition of *Harvard Referencing System*. For all editorial problems not specifically addressed below, please refer to the following URL: <http://libraryguides.vu.edu.au/harvard/getting-started-with-harvard-referencing>

SUBMISSION

Authors wishing to submit articles for publication in *JTSA* are requested to do so through the journal's online submission and manuscript tracking site. Please also consult the About Us section before you submit your paper.

As all manuscripts are double-blind peer-reviewed, please ensure that all identifying markings in the text and in the document properties are removed from one of the electronic versions. If works cited in the manuscript are identifiable as your own, please mark them as NN in the citation and in the list of references.

FORMAT

Article length may vary but is preferably between 6,000 and 8,000 words (footnotes, references and appendices included).

Please use Word. If you use any special characters, tables or figures, please supply a PDF file as well.

Please number all pages consecutively.

Please use font size Times New Roman 12 point and double line spacing throughout, quotations, notes and references included. Please define margins to obtain a text area of 13 x 22 cm (or 5 x 8.6 inches).

Notes should be kept to a minimum. Note indicators in the text should appear at the end of sentences or phrases, and follow the respective punctuation marks.

Contributions should be consistent in their use of language and spelling; for instance, articles should be in British English or American English throughout.

Manuscripts submitted to *JTSA* must be written in clear, concise and grammatical English.

Illustrations and tables

Tables and figures should be numbered consecutively using Arabic numerals, provided with appropriate captions, and be referred to in the main text in this manner: “in Table 2...” (and never like this: “in the following table...”). Figure captions should be placed below the figure, while table captions should be placed above the relevant table. Please indicate the preferred position of the table or figure in the text in this way:

INSERT FIG 1 HERE

Quotations

Editorial interventions in quotations (indications such as *sic*, or interpolated comments) need to be signaled by the use of square brackets. Quotations in the main text should be given in double quotation marks with the appropriate reference to the source.

Quotations longer than 3 lines should be indented, without quotation marks and with the appropriate reference to the source. They should be set off from the main text by a line of space above and below.

Lists

Lists should be indented. If numbered, please number as follows:

1. or a.

2. or b.

Lists that run on with the main text can be numbered in parentheses: (1)....., (2)....., etc.

Examples and glosses

Examples should be numbered with Arabic numerals in parentheses: (1), (2), (3), etc.

Examples in languages other than English should be in italics with an approximate translation.

Between the original and the translation, glosses should be added.

Fonts

Use italics for foreign language, highlighting and emphasis. Bold should be used only for highlighting within italics and for headings. Please refrain from the use of small caps, FULL CAPS

(except for focal stress and acronyms) and underlining (except for highlighting within examples, as an alternative to boldface). For terms or expressions (e.g., ‘context of situation’), please use single quotes. For glosses of citation forms use double quotes.

Sections and headings

Articles should be reasonably divided into sections and, if necessary, into sub-sections; these have to be numbered, beginning with 1 (not 0). Numbering should be in Arabic numerals; no italics; no dot after the last number, except for level-one headings.

Do not go beyond three levels. Please mark the headings as follows: level one (bold), level two (roman), level three (italic).

Inclusive numbers

JTSA prefers giving the full form of numbers everywhere. In other words, inclusive page numbers and years should not be abbreviated: e.g., 210-212 (rather than 210-2), the war of 1914-1918 (rather than 1914-18). This also applies to references.

Appendixes

Appendixes should follow the References section.

REFERENCES

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