



*World  
Customs  
Journal*

**Style  
Guide**





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# GUIDELINES FOR CONTRIBUTORS

The *World Customs Journal* invites authors to submit papers that relate to all aspects of customs activity, for example, law, policy, economics, administration, information and communications technologies. The Journal has a multi-dimensional focus on customs issues and the following broad categories should be used as a guide.

## Research and theory

The suggested length for articles about research and theory is approximately 5,000 words per article. Longer items will be accepted, however, publication of items of 10,000 or more words may be spread over more than one issue of the Journal.

Original research and theoretical papers submitted will be anonymously refereed. This process may result in delays in publication, especially where modifications to papers are suggested to the author/s by the referees. Authors submitting original items that relate to research and theory are asked to include the following details separately from the body of the article:

- title of the paper
- names, positions, organisations, and contact details of each author
- bionotes (no more than 50 words for each author) together with a recent photograph for possible publication in the Journal
- an abstract of no more than 100 words for papers up to 5,000 words, **or for longer papers**, a summary of up to 600 words depending on the length and complexity of the paper.

Please note that previously refereed papers will not be refereed by the *World Customs Journal*.

## Practical applications, including case studies, issues and solutions

These items are generally between 2,000 and 5,000 words per article. Authors of these items are asked to include bionotes (no more than 50 words for each author) together with a recent photograph for possible publication in the Journal. The Editorial Board will review articles that relate to practical applications.

## Reviews of books, publications, systems and practices

The suggested length is between 350 and 800 words per review. The Editorial Board will review these items submitted for publication.

## Letters to the Editor

We invite Letters to the Editor that address items previously published in the Journal as well as topics related to all aspects of customs activity. Authors of letters are asked to include their name and address (or a pseudonym) for publication in the Journal. As well, authors are asked to provide full contact details so that, should the need arise, the Editor-in-Chief can contact them.

Authors of papers previously published should provide full citations of the publication/s in which their paper/s appeared. Where appropriate, authors are asked to obtain permission from the previous publishers to re-publish these items in the *World Customs Journal*, which will acknowledge these source/s. Copies of permissions obtained should accompany the article submitted for publication in the *World Customs Journal*.

Authors intending to offer their papers for publication elsewhere—in English and/or another language—are asked to advise the Editor-in-Chief of the names of those publications.

Where necessary and appropriate, and to ensure consistency in style, the editors will make any necessary changes in items submitted and accepted for publication, except where those items have been refereed and published elsewhere. Guidance on the editors' approach to style and referencing is available on the Journal's website.

All items should be submitted in Microsoft Word or RTF, as email attachments, to the Editor-in-Chief:

**editor@worldcustomsjournal.org**

# STYLE GUIDE

## Title page

On a separate sheet or sheets, include:

- title of the paper or review
- names, positions, organisations and contact details of each author
- bionotes (no more than 50 words for each author) together with a recent photograph for possible publication in the Journal
- an abstract of no more than 100 words for papers up to 5,000 words (this is not needed for reviews of books, publications, systems and practices), **or for longer papers**, a summary of up to 600 words depending on the length and complexity of the paper.

## Text of your article or review

Single space the text of your article or review with an additional line space between paragraphs. Use the following as a guide to the length of your item:

- Research and theory  
The suggested length for articles about research and theory is approximately 5,000 words per article. Longer items will be accepted, however, publication of items of 10,000 or more words may be spread over more than one issue of the Journal.
- Practical applications, including case studies, issues and solutions  
These items are generally between 2,000 and 5,000 words per article.
- Reviews of books, publications, systems and practices  
The suggested length is between 350 and 800 words per review.

If your item includes figures (charts and diagrams) and/or tables, number these separately and consecutively with each figure and table labelled to reflect its content and source. A ‘short’ citation for the source is sufficient, that is, the family name of the author followed by the year of publication, and page reference/s. Make sure you refer to the figure and/or table in the text itself. Examples of the labelling conventions are:

Figure 1: Facilitation and control matrix  
[insert diagram]  
*Source:* Widdowson 1998, p. 29.

The next **figure** would be numbered Figure 2, and so on, with each figure including a ‘short’ citation for its source.

Use a similar style for **tables**.

Table 1: [insert label]  
[insert table]  
*Source:*.[insert family name and date, then page number/s]

The next **table** would be numbered Table 2, and so on, with each table including a ‘short’ citation for its source.

## In-text referencing

Examples of in-text referencing styles follow the notes about the Reference list.

## Endnotes

It is best to incorporate explanatory material in the text itself. However, if explanatory notes or acknowledgments other than in-text referencing are considered essential but not appropriate to include as text, please use numbered Endnotes (not footnotes), which will appear at the end of your document before the Reference list.

## Reference list

The Reference list should provide full citation details of the materials used in preparing your item for publication.

For research and theory articles, include a reference list at the end of your article.

For articles that relate to practical applications, including case studies, issues and solutions, it may not be appropriate to include a reference list. This will depend on the background to your article. For example, to protect the identity of an organisation, it may not be possible to cite your source.

For reviews of books, publications, systems and practices, it is not usual to include a reference list. Book reviews, for example, would include a full citation at the start of your review.

## Citing print sources

### 1. One author

In text: (Asakura 2003, p. 57)  
*or* Asakura (2003, p. 57) concluded that...

In reference list: Asakura, H 2003, *World history of the customs and tariffs*, World Customs Organization, Brussels.

### 2. Two or three authors or authoring bodies

In text: (Ayres & Braithwaite 1992, p. 23)  
*or* Ayres and Braithwaite (1992, p. 23) refer often to...

In reference list: Ayres, I & Braithwaite, J 1992, *Responsive regulation: transcending the deregulation debate*, Oxford University Press, New York.

### 3. More than three authors or authoring bodies

In text: (Deise et al. 1999, pp. 174-80)  
*or* Deise et al. (1999, pp. 174-80) provide useful guides to...

In reference list: Deise, MV, Nowikow, C, King, P & Wright, A 1999, *Executive's guide to e-Business: from tactics to strategy*, John Wiley & Sons, New York.

### 4. Corporate author

In text: (World Customs Organization 2004, p. 3)  
*or* ...the World Customs Organization (WCO) (2004, p. 3) has developed guidelines...

**and then, for the remainder of the in-text references use the abbreviated title** (WCO 2004, p. 11).

In reference list: World Customs Organization 2004, *The global information and intelligence strategy*, WCO, Brussels.

## 5. Editor

In text: (ed. Ratcliffe 2004, pp. 3-6)  
**or** ...edited by Ratcliffe (2004, pp. 3-6)...

In reference list: Ratcliffe, JH (ed.) 2004, *Strategic thinking in criminal intelligence*, Federation Press, Annandale.

## 6. No author/editor

In text: (Macroeconomics, prices 1983, pp. 43-57)

In reference list: *Macroeconomics, prices and quantities: essays in memory of Arthur M Okun* 1983, Blackwell, Oxford.

## 7. Chapter in book

In text: (Widdowson 1998, pp. 99-104)  
**or** ...but according to Widdowson (1998, pp. 99-104) there is...

In reference list: Widdowson, DC 1998, 'Managing compliance: more carrot, less stick', in C Evans & A Greenbaum (eds), *Tax administration: facing the challenges of the future*, Prospect, Sydney, pp. 99-104.

## 8. Journal article

In text: (Leemann 2002, p. 15)  
**or** Leemann (2002, p. 15) reflects on...

In reference list: Leemann, T 2002, 'Managing the chaos of change', *Journal of Business Strategy*, vol. 23, no. 5, pp. 11-16.

## 9. Newspaper article – if the authorship is evident

In text: (Singer 2006, p. 13)  
**or** ...in a recent article about money, Singer (2006, p. 13) suggests...

In reference list: Singer, P 2006, 'What should a billionaire give – and what should you?', *New York Times*, 17 December, p. 13.

## 10. Newspaper article – if the authorship is not obvious

In text: (*New York Times* 21 October 2006, p. 17)  
**or** ...in the *New York Times* (21 October 2006, p. 17).

In reference list: **No entry is required in the Reference list if this format is used.**

## Citing Internet and electronic sources

### 1. Journal article retrieved from an electronic journal

In text: (Hautamäki 2006, p. 5)  
**or** ...another view expressed by Hautamäki (2006, p. 5) was that...

In reference list: Hautamäki, V-P 2006, 'Reasons for saying: no thanks! Analysing the discussion about the necessity of a Constitutional Court in Sweden and Finland', *Electronic Journal of Comparative Law*, vol. 10, no. 1, pp. 1-13, viewed 19 December 2006, <http://www.ejcl.org/101/art101-1.pdf>.

## 2. Journal article retrieved from a database

In text: (Horton 2000, p. 360)  
*or* Horton (2000, p. 360) maintained that...

In reference list: Horton, S 2000, 'Competency management in the British civil service', *International Journal of Public Sector Management*, vol. 13, no. 4, pp. 354-68, retrieved 19 December 2006 from Emerald database.

## 3. Newspaper article retrieved from a database

In text: (Mannion 2006)  
*or* ...while Mannion (2006) agreed...

In reference list: Mannion, R 2006, 'Reading between the lines', *Accountancy Age*, 30 November, retrieved 19 December 2006 from Factiva database, Document ACCAGE0020061201e2bu0000h.

## 4. Newspaper article retrieved from a web site

In text: (Clark 2003, p. 13)  
*or* Clark (2003, p. 13) refers to...

In reference list: Clark, E 2003, 'Enforcement, not shortage of laws, at the heart of spam's virulent growth', *Canberra Times*, 13 July, viewed 25 July 2003, <http://www.canberratimes.com.au>.

## 5. Item from a web page

In text: (National Office for the Information Economy 2002),  
*or* ...as suggested in 2002 by the National Office for the Information Economy (NOIE), there is...

**and then, for the remainder of the in-text references use the abbreviated title:**

...there is a need to consider e-security and the Internet (NOIE 2002)...

In reference list: National Office for the Information Economy (NOIE) 2002, *Trusting the Internet: small business guide to eSecurity*, National Office for the Information Economy, Canberra, viewed 31 July 2002, <http://www.noie.gov.au/trustingtheinternet>.

## 6. Email–NEVER cite addresses without permission of the owner of the address

In text: Professor W Felgate provided details in an email on 11 October 2006.

In reference list: **Only included if permission to include the address has been granted, and if it is considered helpful to your reader:**

Felgate, W 2006, email, 11 October, [wfelgate@hometown.com.au](mailto:wfelgate@hometown.com.au).

## Note

These citation styles are based on the *Style manual for authors, editors and printers* 2002, 6th edn, rev. Snooks & Co., John Wiley & Sons Australia, Ltd, Milton.

For further guidance, please contact the Editor-in-Chief at:

[editor@worldcustomsjournal.org](mailto:editor@worldcustomsjournal.org)



