



AIATSIS

AUSTRALIAN INSTITUTE OF ABORIGINAL
AND TORRES STRAIT ISLANDER STUDIES

AIATSIS Research Publications **Guide for authors**



Introduction

AIATSIS Research Publications is an imprint of Aboriginal Studies Press, the publishing arm of the Australian Institute of Aboriginal and Torres Strait Islander Studies (AIATSIS). It was formed in 2011, primarily as a vehicle for disseminating the research work and findings of the AIATSIS research and to provide a forum for new research and ideas in Indigenous studies.

AIATSIS Research Publications is now accepting submissions from researchers and academics in Australia and internationally whose work has a connection with Australian Indigenous studies. Please see our [website](#) for the areas in which we publish and the types of publications we produce.

Indigenous authorship or collaborations between Indigenous and non-Indigenous scholars is strongly encouraged.

Our publications include:

- papers in the series *Land, Rights, Laws: Issues of Native Title*
- AIATSIS Research discussion papers
- research reports
- research monographs, books and edited volumes.

AIATSIS Research Publications produces on average four issues papers, four discussion papers and one or two books annually.

AIATSIS Research Publications are open access with ebook editions (ePDF and ePub) available from our website and via online databases and other ebook distributors. Please see our [access and use](#) statement.

We may also publish substantial works (books/monographs) as print editions that are available via our print-on-demand service.

AIATSIS Research Publications will consider longer manuscripts for publication if:

- they are unique works in the field of Indigenous studies;
- the research that informs the work contributes to the well-being of Aboriginal and Torres Strait Islander communities and complies with AIATSIS' *Guidelines for Ethical Research in Australian Indigenous Studies*; **and**
- they can be accommodated in the publications schedule and budget.

For works that have a broad or general appeal you may also want to consider submitting to our parent publisher, Aboriginal Studies Press (ASP). The [ASP webpage](#) has information on submitting a manuscript and on ASP's publishing procedures. ASP also publishes the

biannual journal [Australian Aboriginal Studies](#), an interdisciplinary, peer-reviewed journal promoting high-quality research in Australian Indigenous studies, with a focus on the humanities and social sciences.

This guide has been produced to help prospective authors understand the publishing process and what is required of them as authors.

For further information contact the AIATSIS Research Publications Project Manager on +61 2 6129 3918 or at ResearchPublications@aiatsis.gov.au.

Assessment of manuscripts

The AIATSIS Research Publications Operations Committee (RPOC) considers all submissions. Substantial works may be assessed by our Publishing Advisory Committee which is an independent advisory group that reports to the AIATSIS CEO. All publications are peer-reviewed.

Process and timeframe

Submission

When you send your submission to us you will receive a prompt acknowledgment that the submission has been received. Initially your submission will be read by the AIATSIS Research Publications Operations Committee and if the work fits within our publishing criteria, it will be sent for peer review.

Peer review

The peer review process normally takes from six to eight weeks but may take longer depending on the availability of assessors.

We make seek a recommendation from the Publishing Advisory Committee for longer works (e.g. books/monographs) this may take from three to six months.

Editing and production

As publishers we are responsible for the editing and production of the work. We may edit in-house or organise for it to be edited by an external freelance editor. Editing generally takes six to eight weeks.

We also organise the typesetting of the work and will send to you a set of page proofs to check before we finalise for publication. We normally allow two weeks for typesetting and four weeks for proofreading.

We will then prepare the publication for ebook conversions (including preparing the metadata), and if also producing a print edition of your work, a file for print. We normally allow one to two weeks to complete this.

The time from receipt of manuscript to publication varies but is usually six to eight months but can take up to eighteen months depending on the type of publication.

Author's responsibilities

Stages in the publishing process	Author's obligations
<p>Manuscript preparation</p> <p>Author submits manuscript to AIATSIS Research Publications (see Publishing with us). The manuscript will be read by the AIATSIS Research Publications Project Manager and assessed, in consultation with the AIATSIS Research Publications Operations Committee, against our publishing criteria (see Introduction). If successful, it will be sent for peer review.</p> <p>The publication process begins after a manuscript has been accepted for publication and an agreement has been signed.</p>	<p>Author is required to:</p> <ul style="list-style-type: none">• prepare the manuscript in accordance with the AIATSIS Research Publications Style and referencing guide.• email the final manuscript, together with the AIATSIS Research Publications Submission cover sheet, to the AIATSIS Research Publications Project Manager (ResearchPublications@aiatsis.gov.au).• email illustrations/images/photos as low-resolution individual files (they should not be included in the Word document) and indicate where they should be positioned (for example, 'Insert Fig. 1 here'). You will be required to provide high-resolution images (at least 300 dpi) prior to the typesetting of the work.
<p>Manuscript review</p> <p>The peer review process normally takes from six to eight weeks but may take longer depending on the availability of assessors.</p> <p>We make seek a recommendation from the Publishing Advisory Committee for longer works (e.g. books/monographs) this may take from three to six months.</p>	<p>Author is required to:</p> <ul style="list-style-type: none">• address peer reviewers' comments and in some cases rework the manuscript.
<p>Confirmation of acceptance</p> <p>The AIATSIS Research Publications Project Manager confirms acceptance of the manuscript (or notifies the author that they have been unsuccessful) and provides an Author–Publisher</p>	<p>Author is required to:</p> <ul style="list-style-type: none">• read, sign and return Author–Publisher Agreement.• confirm availability for working with the copyeditor and checking proofs.• complete Author Promotion Form

Stages in the publishing process

Author's obligations

Agreement to the author. The agreement sets out; how we intend to publish the work, what you are granting to us, the responsibilities of each party, and the deliverables and schedule for the work.

and return.

We will also send you an author promotion form at this time. This information assists us with the promotion of your work.

Copyediting

Manuscript is copyedited for clarity, coherence, consistency of grammar, spelling and language, and its conformity with house style. This process may also raise questions about the content. This is the last chance for amending or modifying the content.

Author is required to:

- check carefully and approve the edited manuscript
- work with the copyeditor to resolve any queries.

Design and typesetting

Books and papers published by AIATSIS Research Publications have a standard design for text and cover.

Author is required to:

- in some cases, supply photos/images for the cover, together with copyright clearance permissions where relevant.

Proofing

First and second page proofs are produced. AIATSIS Research Publications proofreads the first pages in tandem with the author. This is not a time for polishing the content; only changes that are vital to the publication can be made at this stage. AIATSIS Research Publications will check the second page proofs.

Author is required to:

- proofread the first page proofs carefully.

Publication

The publication is prepared for ebook conversions and uploaded to the AIATSIS Research Publications webpage and other online aggregators and ebook distributors. If we are also producing a print edition of your work we will prepare the publication for print and upload to our print-on-demand supplier.

Marketing and promotion

Author is required to:

Stages in the publishing process	Author's obligations
<p>AIATSIS will promote your work through its existing online channels with third parties as well as our website. The information that you supply in the Author Promotion Form will assist us to target specific audiences. We will also create a flyer and provide this to you as a PDF.</p>	<ul style="list-style-type: none"> • complete the Author Promotion Form • promote the work through their own networks • keep us advised of any conferences or other events that they may be attending where we might be able to promote the work.

Presenting your manuscript

Ensure that the manuscript complies with our house style and that references are complete (see the AIATSIS Research Publications [Style and referencing guide](#)). Don't include images within the electronic version of your manuscript, as this makes the file large and unmanageable. Supply images initially as low resolution files (for example JPEG or PNG) and indicate where they should be positioned in the manuscript (for example, 'Insert Fig. 1 here'). Make sure that the images are clearly labelled and that the labels correspond to those in the manuscript. Depending on their size, they may be emailed with the manuscript or sent in a separate email. You will be required to provide print-quality image files prior to typesetting.

Abstract

In submitting a manuscript, remember to include an abstract that summarises the intent and content of the work. Follow these four guidelines for structure and content to ensure your abstract is understandable by a wide audience:

1. Purpose

Explain the purpose of your study/paper. Ideally in one sentence, state the primary objectives and scope of the study or the reasons why the document was written. Also state the rationale for your research. Why did you do the research? Is the topic you are researching an ignored or newly discovered one?

2. Methodology

Clearly state the techniques or approaches used in your study. For papers concerned with non-experimental work (such as those in the humanities, some social sciences and the fine arts) describe your sources and your use/interpretation of the sources.

3. Result

Describe your findings, the data collected and the effects observed as informatively and concisely as possible. If these results are experimental or theoretical, note it. Give special priority to new and verified findings that contradict previous theories. Mention any limits to the accuracy or reliability of your findings.

4. Conclusions

Describe the implications of the results — why the results of your research are important to your field — and how they relate to your investigation's purpose. Include recommendations, suggestions and both rejected and accepted hypotheses if appropriate.

Software programs


Use a word processing program that is widely used; for example, Microsoft Word. Do not use a desktop publishing program such as InDesign or PageMaker. If you are unsure, please check with AIATSIS Research Publications before emailing your manuscript.

Formatting your text

The best rule is: keep it simple and consistent. Don't use complicated design functions, as they can't be translated seamlessly by design and typesetting software and creates extra work for the editor and/or typesetter.

So that electronic files are manageable, your manuscript must be saved as an individual file with all illustrations removed. Indicate the likely position of your images (for example, 'Insert Fig. 1 here'), bearing in mind that figure placement will be adjusted according to the fall of text when the book is typeset. Be sure to match the inserts with the actual file names of the images.

In the case of research monographs, books and edited volumes, save each chapter as an individual file. Save preliminary material (title page, contents, acknowledgments, illustrations, preface, et cetera) as one file, labeled 'Prelims'. Save end matter (appendices and bibliography) as individual files. Each file name must be easily identifiable and should contain your family name, the chapter number, or other relevant identifier (for example, Smith_prelims, Smith_ch1, Smith_bibliography et cetera).

A list of simple formatting styles that can be applied throughout your document is appended to this guide. These styles can be copied and pasted into your document using the Format Painter (on the Home tab in Word 2010). Word Help has instructions for using the Format Painter (in Word, click  or press the F1 key).

Formatting guide

Typeface

Use the default Word font, Calibri, for all text, including block quotations, notes and bibliography. For information on headings, see below.

Bold and italics

Use a minimum of bold and italic and use them consistently. Bold can be used for emphasis in headings.

Spacing of paragraphs

Don't put any extra spacing between paragraphs, except where you want a section break.

Indent paragraphs by one tab at the first line, except after headings or subheadings.

Word and sentence spacing

Use only one space between words and after all punctuation, including full stops and colons.

Justification

Don't justify your text so that both the left and right margins are aligned. It looks neater but it's actually harder to read. Use left alignment which allows the text to 'run ragged' (uneven line length) on the right margin.

Hyphenation

Use hyphens only when they are part of a compound word. Turn off the automatic hyphenation.

Headings

Headings and subheadings help give your manuscript shape. Use no more than three levels of headings (for example, a chapter head and then two levels of subheadings). Check with AIATSIS Research Publications before using numbered headings.

Set headings this way:

Chapter 1 (14pt bold)

First level subheading (12pt bold)

Second level subheading (12pt italics)

Capitalisation

Use minimal capitalisation for all headings — that is, an initial capital and then lower case for all words except proper nouns.

Page numbering

Number all the pages of the manuscript consecutively throughout in the lower right-hand corner, including the preliminary pages and end matter. Do not use roman numerals on the preliminary pages of your manuscript. To ensure numbering is consecutive, in the Word document go to the menu Insert>Page Number>Format page numbers, and in the 'Start at' section type in the number you need.

Headers

Insert a header to appear on every page of your manuscript. This should include the title of the publication, or the chapter title for books.

Quotations

Short quotations from another source (less than 50 words, or about four typed lines) should be included in the body of the text. Enclose the quote within 'single quotation marks'. Use "double quotation marks" for any quotation within the first quote.

Longer quotations should be indented from the left margin. Don't use quotation marks around the block quote, but use 'single quotation marks' for any quotes within this displayed material. Use a paragraph space above and below the quotation and be sure to introduce it with a colon.

Footnotes/endnotes

AIATSIS Research Publications prefers the Harvard (name–date) referencing system for all publications except issues papers.

See AIATSIS Research Publications [Style and referencing guide](#) for details.

Illustrations

AIATSIS Research Publications authors are responsible for obtaining permission to use other people’s copyright material and to pay any associated costs. Gaining clearances can be a time-consuming process and you should begin seeking them at the outset. Illustrations must be supplied as individual image files, never within a Word document.

Captions

Make a list of numbered captions to match all images and to match any numbering in the manuscript. Include information about the source, and the way the copyright holder wants to be acknowledged.

Tables

Create tables to complement or add to the text rather than duplicate it. Ensure your table is the simplest possible way of relaying your message and aim for a consistent style between and within tables. Number tables consecutively, in chapter order (for example, Table 1.1, 1.2, then 2.1, 2.2).

What to include

The elements you include in your manuscript will be shaped by the type of publication (i.e. issues paper, discussion paper or book), its content and the target audience. The following tables list the most common elements and the order in which they appear.

Preliminary pages

The copyeditor will help compile these pages, but you must include all the elements you want (for example, a dedication). Not all of the following elements will apply to your publication; for instance, issues papers have no prelims and begin with the title only. Refer to earlier papers on our website for guidance.

Half-title	Title of the book (subtitle is not included). Can be used to include one or more 'endorsements'.
Reverse half-title	Often blank, but can contain a dedication or list of the author's other books.
Title page	Title, subtitle, author(s), and publisher's name and logo.
Reverse title-page	Imprint page, which includes copyright and cataloguing information. AIATSIS Research Publications will produce this page.
Foreword (books only)	Optional, and usually written by someone other than the author. The author may recommend a suitable person to write a foreword and AIATSIS Research Publications will then make a formal request.
Contents	<p>Provide a full list, including introduction, bibliography, notes, index, et cetera as well as the chapter/section titles.</p> <p>List the main subheadings under each chapter/section if appropriate. The final decision on this will be made in the copyediting stage.</p> <p>In multi-authored works, add the relevant author's name beside the chapter.</p>
Lists	Illustrations, figures, tables, maps or abbreviations, as appropriate.
Acknowledgments	This is the author's opportunity to acknowledge the help of any research or editorial assistance, help with funding, copyright organisations, etc.
Preface (books only)	Author/editor's rationale for undertaking the work. Acknowledgments can be included here, or under a separate heading. Permissions can be listed here, or on a separate page at the end of the manuscript.
Contributors (multi-authored works only)	This is an alphabetical list of name, affiliation, previous major publication(s) and

	current work being undertaken.
Introduction	The introduction has information that is vital to a full understanding of the book or paper (note that in books the Introduction is usually not called Chapter 1).
Text	
<p>The text is usually divided into chapters or sections which contain headings and subheadings to help the reader navigate. In longer publications you can also gather chapters together into parts. You may want to include an introduction and/or conclusion at the beginning and end of the text. Number all the text pages consecutively, not by chapter, in ordinary numerals (i.e. 1, 2, 3). All internal references to other sections within the book or paper should have a page number. Do not include references such as 'below' or 'above', as it can confuse readers if the text does not appear on the same page.</p>	
End matter	
<p>This appears after the main text and will include some or all of the following elements. As with the preliminary pages, not all these elements are relevant to the discussion and issues paper series. Refer to earlier examples on our website for guidance.</p>	
Appendices	Text that supplements the main text of the book, generally explanatory or statistical.
Glossary	Alphabetical list of short definitions of terms used in the text. Alternatively, this could appear in the preliminary pages.
Endnotes	If using the name–date system (also called Harvard), you'll provide endnotes only for ancillary information. Work intended for the issues paper series should employ the footnote system of referencing (also called documentary note). See the AIATSIS Research Publications Style and referencing guide .
Bibliography	An alphabetical list of works referred to by the author. See AIATSIS Research Publications Style and referencing guide .
Index (books only)	A detailed alphabetical key to names, places

and topics in a book, with relevant page numbers. This is not compiled until the manuscript has been typeset. Most of our publications do not require an index. If you think your work would benefit from an index please let us know. Note that all costs associated with producing an index will be borne by the author.

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In the standard copyright agreement for AIATSIS Research Publications, the author retains copyright over their material but grants AIATSIS an exclusive licence to publish throughout the world. This includes print and online publications. This does not apply to works authored by AIATSIS staff or produced as part of an AIATSIS contract in which case copyright remains with AIATSIS.

Authors are responsible for obtaining permission to use other people's copyright material and for paying any associated costs. Copyright material used in free academic publications often does not incur a fee but it is important that permission is sought and given in writing and that the copyright material is adequately acknowledged. These are the kinds of material you will need to seek permission to use:

- extracts of text, including poems
- graphs, diagrams, charts and tables
- music (scores or words)
- illustrations, paintings, photographs and advertisements.

You must obtain permission to reproduce a 'substantial part' of any written work protected by copyright. This can mean 200 words from a medium-length book, part or whole of an article or essay, and even very short quotations from poems or songs. Permission should also be sought for a shorter extract that summarises the crux of the creator's argument or research. If in doubt, seek permission or discuss with AIATSIS Research Publications. The Australian Copyright Council's webpage [Find an Answer](#) provides free downloadable information sheets on a range of areas of copyright.

The processing of copyright permissions requests can take weeks or even months, especially from overseas publishers, so apply during the writing process, not when you have finished writing. The Aboriginal Studies Press [Permissions webpage](#) has more information.

Defamation

For defamation to occur, one person has to communicate something to another person that lowers the reputation of a third person. For a claim to succeed the third person has to be identifiable and the first person has to have no legal defence as defined under the laws of defamation (for example, truth and justification, qualified privilege, honest opinion). The aim of defamation laws is to protect the reputations of individuals and to balance that against the right to speak freely.

Damages payouts can be very expensive, and both the publisher and the author may be sued. You must bring to the attention of AIATSIS Research Publications any section of the text where you have written about someone who is alive (whether using their real name or not) or where you have a reasonable concern that what you have written might be damaging.

Visit the [Arts Law Centre of Australia](#) for their information sheet on defamation.

Cultural appropriateness and responsibilities

AIATSIS Research Publications values ethical research. Please ensure that your submission complies with AIATSIS' ethical research framework, as set out in the [GERAIS](#).

One of the functions of AIATSIS and AIATSIS Research Publications, as an imprint of Aboriginal Studies Press, is to publish the results of Aboriginal and Torres Strait Islander studies and to encourage understanding, in the general community, of Aboriginal and Torres Strait Islander societies.

AIATSIS and AIATSIS Research Publications take Indigenous intellectual property and cultural rights seriously. Intellectual property here means copyright. Cultural rights means Indigenous peoples' rights to their heritage. Heritage includes objects, sites and knowledge. Knowledge includes languages, spiritual knowledge, myths, legends or other similar material, illustrations, music, song, poetry and the like.

The agreement you sign with AIATSIS Research Publications includes a set of warranties or promises. One of these is that you have the right to tell a story (and that someone else doesn't have the rights which prevent that) and that you have gained the express permission of any relevant owner or custodian of traditional material and are able to supply that permission prior to publication. This means you take responsibility for checking with relevant communities and individuals that you have permission to use the material from those who are entitled to give that permission. If your work derives from a PhD thesis for which you sought the appropriate cultural approvals, AIATSIS Research Publications will still

require an up-to-date written document from the relevant people or communities, approving publication.

Author checklist

Before sending your final manuscript to ASP, check the following:

- Manuscript is presented according to requirements.
- Tables and illustrations are presented as requested.
- Permission to use other people's copyright material has been sought, as necessary.
- Necessary cultural approvals have been sought.
- Captions and copyright acknowledgments are listed matching all images.
- If you're writing about someone who's alive you've made a note for AIATSIS Research Publications.

Appendix: Formatting styles template

Report title

Author

Heading 1

Heading 2

Heading 3

Body text style. Use this style for the main text in the document. Body text. Use this style for the main text in the document. Body text. Use this style for the main text in the document. Body text. Use this style for the main text in the document. Body text. You should use this style for the main text in the document. Body text. Use this style for the main text in the document. Body text. Use this style for the main text in the document. Body text. Use this style for the main text in the document. Body text. Use this style for the main text in the document.

- Bullet point level 1. Use this style for all first level bullet points in your document. Bullet point style. Use this style for all first level bullet points in your document. Bullet point style. Use this style for all first level bullet points in your document. Bullet point style. Use this style for all first level bullet points in your document.
 - Bullet point level 2. Use this style for secondary bullet points in your document. Bullet point level 2. Use this style for secondary bullet points in your document. Bullet point level 2. Use this style for secondary bullet points in your document. Bullet point level 2. Use this style for secondary bullet points in your document.
- 1. Numbered points. Use this style where there is a necessity to show priority or chronology or where items in the list are later cross-referenced in the text. For example, if the preceding paragraph said 'Three examples from the recent past are:' you would follow it with numbered points.

Block quotations should be 1 pt smaller than the body text and indented right and left. Use this style for quotes longer than two or three sentences or approximately 50 words.

Figures should be numbered throughout the document in the following style: **Figure 1** Native title settlements in Australia

Source line. Use this style to acknowledge the source of figures and/or data used in them; for example: 'Source: D Smyth, Alice Springs, 2012'.

Tables should be numbered throughout the document in the following style: **Table 1** Native title settlements in Australia

Table head 1. Use this style for first level headings in tables. (See example below.)

Table head 2. Use this style for second level headings in tables. (See example below.)

Table head 3. Use this style for third level headings in tables. (See example below.)

Table head 1

Table head 2

Table head 2

Table head 3

Table head 3

Table head 3

Table head 3
