

## Guidelines for Authors

### *Salus Journal* Style Guide

If you intend to submit an article to *Salus Journal*, please lodge via the submissions page at: <http://www.salusjournal.com/submissions/>.

Authors acknowledge that by submitting to the review process the Editor-in-Chief reserves the right to make minor editorial adjustments to the text without referring the material back to the author. This may be done to improve such things as syntax, diction, grammar, Australian spelling, or referencing. The theme or intent of the article will not be changed.

To achieve a consistent style across all submissions, *Salus Journal* follows the APA style referencing. Please see the APA online advice to authors at: <http://www.salusjournal.com/wp-content/uploads/2013/05/APA-Referencing-Summary.pdf>

#### Font

- Please use Time New Roman 12pt throughout except for the abstract, which should be 11 pt.

#### Margins and spacing

- Margins should be set to 2.5mm (1 inch) top, bottom and sides. Spacing should be set to 1.1 lines throughout with 6pt following each paragraph but no hard returns between paragraphs.
- The first line of each paragraph should be indented except where the paragraph follows a heading or subheading, or a table or a figure (please do not indent these).
- There needs to be one space between words and two spaces between sentences. Do not add spaces at the end of paragraphs.
- The text should be justified, and all dot/bullet points or numbered points need to be left justified.
- Quotations that end in full stops or are separated by commas are to be shown like this “This is an example.” Or “This is an example,” Note that the punctuation appears inside the quotations. Only colons and semi colons appear outside like this: “This is an example”: or “This is an example”;

#### Headings

Please avoid writing a paper without headings. Experience shows that readers find it more difficult to digest your argument without these signposts. At the minimum, you should have three —Introduction, a heading for the body of your argument, and one for the Conclusion. The exact number, and whether there are subheadings, will depend how you structure your argument. But in any case, please use the convention below:

THIS IS AN EXAMPLE OF A HEADING

**This is a Subheading**

*This is a Third Level Heading.* The text of this type of heading follows the headings like this. There should be no headings below this level.

#### Footnotes

- *Salus Journal* does not use footnotes. Please use end notes.

#### Abstract and keywords

- Include an abstract of no more than 200 words at the beginning of your article and identify up to six key words separated by commas.

#### Running Heads

- *Salus Journal* does not use running heads. Please do not insert these in your manuscript.

#### Anonymity for blind peer reviewers

- Provide your name and biography in a document separate from the article. Your biography should be no more than 60 words and should include your academic credentials and institutional affiliation as well as your current research interests.
- Please ensure you remove your name and any other identifying details from the electronic version of the article.

#### Italics and underlining

- Please avoid underlining—use italics instead where possible.
- Italicise the name or title of newspapers, books, journals and other publications.
- Italicise foreign expressions.
- Avoid italicising for emphasis.
- Do not use italics for quotations.

#### Spelling

- Australian spelling is preferred but British and American spelling are acceptable—though authors need to decide on one or the other. However, please do not change the spelling in quotes.

#### Quotations

- Use double quotation marks for all direct quotations, except where the citation is more than four lines. In these cases, format the quotation as an indented quotation without quotation marks.
- Use single quotation marks for quotes inside quotes.
- Use double quotation marks around directly quoted material, direct speech, for speeches, for colloquialisms, or if you are using a word in an unusual way.
- Place commas and full-stops inside closing quotation marks except when a parenthetical citation immediately follows the closing quotation marks. For example:

The dog's name is "Fido." (Full-stop inside quote marks)  
This, he explains, is referred to in the "Police Act" (1990). (Full-stop is placed after parenthetical reference)

- Make any case changes at the start of quotations silently. For example:

As Jones writes, "the law enforcement agencies..."

Not: As Jones writes, "[t]he law enforcement agencies...."

#### Hyphens, Em-dashes, and En-dashes

- If you are not familiar with the correct use of hyphens, em-dashes, or en-dashes, please refer to a style guide or other writer's resource for how to use these in your manuscript.

#### Numbers, dates and time

- Number format: In general, spell numbers one to nine and express numbers 10 and over as numerals. Please express related numbers in the same style, for example only 6 of the 27 service personnel...
- Date format: 24 August 2010
- Decades: spell 1960s, not '60s or 1960's. (Note that there is no apostrophe as these are plural, not possessive)
- Time format: 6.00am

#### In-text citations:

- Make in-text citations as brief as possible; only include information that is needed to identify the source, i.e. the author's surname and page number, with no punctuation between. Where multiple works by the same author are cited, a short title (usually one word) should be added.
- When referencing quotations or citations of the text being reviewed, use page number; for example (437)

#### References

- Please note the term for references cited in in the text simply *References*, and this should appear at the end of the manuscript. Please do not use *bibliography* or any other term, or included these in the article.

#### Figures and tables

- Please keep the inclusion of these to the minimum.