

## **Title of paper in sentence case: Capitalise only the first word, proper nouns, and the first word after a colon (Style: Anzjes\_ArticleTitle)**

Author 1 Name in Title Case (Style: Anzjes\_AuthorName)

Author 1 Affiliation (Style: Anzjes\_AuthorAffiliation)

author1email@sample.com (Style: Anzjes\_AuthorEmail)

Author 2 Name in Title Case

Author 2 Affiliation

author2email@sample.com

### **Abstract (Style: Anzjes\_AbstractHead)**

*The abstract should be no more than 150 words. The purpose of this template document is to specify the formatting and styles to be used for articles submitted to the Australian and New Zealand Journal of European Studies (ANZJES). This template document is itself an example of the format it specifies. The document contains Microsoft Word Styles you can use to format your paper quickly and consistently. It introduces the concepts of formatting and styles and explains step by step how to format your paper using the styles available in this template. The style name for each element of the paper is shown in red where each style is first introduced. This document also includes general editorial style guidelines for papers submitted to the journal. (Style: Anzjes\_AbstractText)*

**Keywords:** keyword 1, keyword 2, keyword 3, keyword 4 [include four to five keywords arranged in alphabetical order and separated with commas] (Style: Anzjes\_Keywords)

## **Introduction (Style: Anzjes\_Heading2)**

This template document specifies the formatting and styles to be used for articles submitted to the *Australian and New Zealand Journal of European Studies* (ANZJES). It describes how to use the template as a “shell” so your paper will be formatted correctly. If you have already written your paper, simply copy and paste it into this template and then apply the appropriate styles. Step-by-step instructions for doing this are provided in the “ANZJES formatting specifications and instructions” section below. The final section of this template provides general editorial style guidelines for papers submitted to the journal. (Style: Anzjes\_Body)

## **Introduction to formatting and styles**

The appearance of a document depends on its *formatting* and *style*:

- *Formatting* refers to the way words, symbols and other elements of a document are laid out on the page. This may include such features as font styles, sizes and attributes (boldface, italics, colour, etc.); line spacing (single, double, etc.); vertical and horizontal alignment of text or visual elements; tabs and indents; borders and shading; bullets and numbering; and page layout, margins and white space (blank areas of a page). (Style: Anzjes\_Bullet)

- *Style* usually refers to the way words and symbols are used, irrespective of how they are laid out on the page. In word processing software, however, *Styles* are sets of predefined formats. Word Styles enable you to format text in one step without having to format font, alignment, line spacing, and so on separately.

Both formatting and style guidelines are specified in this document, which has three purposes:

- to specify a uniform format for articles submitted to the *Australian and New Zealand Journal of European Studies* (ANZJES);
- to provide instructions on how to achieve this format with the minimum of effort, using the Styles feature of Word; and
- to reiterate and expand on the journal's style preferences as laid out in the *ANZJES Style Guide* (available to download from the [Submissions page](#) of the website).

This document is itself prepared according to these specifications and contains all the necessary styles to format your manuscript correctly.

## **ANZJES formatting specifications and instructions**

Please prepare your manuscript using Microsoft Word in either Windows or Macintosh format. The following instructions are written for Windows and may need to be adapted for Macintosh.

All styles to be used for formatting your manuscript have a name that begins with **Anzjes** and are shown in this document in **red type** where the style first appears. Specific Anzjes styles are defined for the different parts or elements of the manuscript: abstract, body text, headings, captions, and so on. It is not necessary for you to set up the Anzjes styles; they are attached to this document. To achieve uniformity of appearance, please use the attached Anzjes styles and no others.

The following steps assume that you have already written your paper and are satisfied with its content. You are now ready to bring it into this template. If you have not yet written your paper, you can use this template as a starting point and will not need to do Steps 1 or 2.

### **Step 1: Initial editing (Style: Anzjes\_Heading3)**

Open your file and carry out these initial editorial steps:

1. Delete any blank lines (shown by a paragraph sign ¶ when you display non-printing characters) before or after paragraphs or headings. Here is a quick way to do this using Find and Replace: (Style: Anzjes\_ListNum)
  - a. Click on Replace in the Editing section of the Home tab of the Word ribbon to open the Find and Replace dialog box. (Style: Anzjes\_ListNumIndent)
  - b. Type ^p^p in the *Find what* box and type ^p in the *Replace with* box.
  - c. Click on *Replace All*. Repeat until no more instances are found.
2. Delete any manual page breaks.
3. Delete any tabs (shown by an arrow → when you display non-printing characters), except where they appear after bullets or numbers in a list.

4. Delete any headers and footers (including page numbers).
5. Check that all quotation marks (single and double) are “smart” (as opposed to “straight”). If you have any straight quotation marks, follow these steps to change them to smart quotes:
  - a. Go to *File* → *Options* → *Proofing* → *AutoCorrect Options*.
  - b. Select the *AutoFormat As You Type* tab and under *Replace as you type*, tick the box “*Straight quotes*” with “*smart quotes*”.
  - c. Select the *AutoFormat* tab and under *Replace*, tick the box “*Straight quotes*” with “*smart quotes*”.
  - d. Next, to replace the straight quotes with smart quotes in your document, click on *Replace* in the Editing section of the Home tab, type ' (a single quotation mark) in *Find what* and *Replace with*, and click on *Replace All*. Then type " (a double quotation mark) in *Find what* and *Replace with*, and click *Replace All* again. All quotation marks should then be converted to smart ones.
6. If you have typed two spaces between sentences, change this to one space. To ensure that you find all such occurrences, click on *Replace* in the Editing section of the Home tab, type two spaces in *Find what* and one space in *Replace with*, and click on *Replace All*.
7. Place any figures and tables near to where they are referred to in the text, rather than at the end of the document. Number each figure or table consecutively with Arabic numerals and place figure and table captions above the corresponding figure or table (see “Step 3: Formatting your manuscript” for detailed instructions on formatting figures and tables).

## **Step 2: Preparing to format your manuscript**

Next, you need to copy your manuscript into this file, which has all the Anzjes styles available. To do this, proceed as follows:

1. Use *Save As* in the File menu to save a .docx version of this Word template (.dotx) file. Name the file with your paper’s corresponding author’s last name and the title of the paper (e.g. Smith-Paper title.docx).
2. Delete the entire text (use Ctrl+A or click on *Select All* in the Editing section of the Home tab and then press Delete). Note that as this original template is a .dotx file, it will be preserved in case you need to refer to the text after you have replaced it with the contents of your paper.
3. Open your manuscript file and copy the entire text to the clipboard (Ctrl+A or click on *Select All* in the Editing section of the Home tab, then Ctrl+C or click on *Copy* in the Clipboard section).
4. Return to the new file and paste your manuscript text into it (Ctrl+V or click on *Paste* in the Clipboard section).

You now have a copy of your manuscript file with all the Anzjes styles available. This is the file that, after editing/formatting, you will submit to the journal via the website submission process.

## **Step 3: Formatting your manuscript**

You are now ready to format each paragraph of your manuscript using the appropriate Anzjes style. First, open the Styles list by clicking the expansion arrow in the bottom

right corner of the Styles section on the Home tab of the Word ribbon. The general procedure for applying a style is as follows:

1. Place the cursor in the paragraph you wish to format, or select several paragraphs of text if they are all to be formatted with the same style. (If you select more than one paragraph, the same style will be applied to all of them.)
2. Click on the required Anzjes style. The selected text will be automatically formatted. (Note: You may need to click on the style twice to ensure it applies.)

Note that, even when using Styles, it is occasionally necessary to adjust the spacing before or after a paragraph “by hand”. To do this, open the Paragraph dialog box from the Home tab of the ribbon and on the *Indents and Spacing* tab, adjust spacing *Before* or *After*.

Each item of your manuscript should be formatted as described below. If you are in any doubt as to the interpretation of the instructions, examine the formatting of the corresponding paragraphs of this document.

### **Article title**

Apply **Anzjes\_ArticleTitle** to format the title of your paper. Use sentence case – this means you capitalise only the first word of the title, the first word after a colon and any proper nouns.

### **Author details**

Use three lines for each author:

- First and last name – apply **Anzjes\_AuthorName**.
- Affiliation or organisation (if any) – apply **Anzjes\_AuthorAffiliation**.
- Email address – apply **Anzjes\_AuthorEmail**.

Underline the name of the author who should be the main contact for correspondence.

### **Abstract**

Begin your paper with a one-paragraph abstract of not more than 150 words. Format the abstract using **Anzjes\_AbstractText**.

### **Keywords**

Include four to five keywords arranged in alphabetical order and separated with commas. Format the keywords using **Anzjes\_Keywords**.

### **Headings**

Up to three levels of headings may be used in ANZJES papers:

1. Apply **Anzjes\_Heading2** to the major headings in your paper and use sentence case – capitalise only the first word of the heading and any proper nouns.
2. Apply **Anzjes\_Heading3** to any subheadings within the level 2 sections and use sentence case.
3. Apply **Anzjes\_Heading4** to any subheadings within the level 3 sections and use sentence case.

### **Body text**

Format normal body-text paragraphs using **Anzjes\_Body**. This style has justified alignment and in-built spacing of 12 pt after each paragraph.

### **Block quotations**

Direct quotations of 40 or more words should be set as block quotations like this:

Quotations of 40 or more words are indented from the left margin by 1.25 cm. They are called block quotations, and because they are differentiated from the text in this way, they do not need quotation marks. The style for block quotes is called **Anzjes\_Quote**.

### **Lists**

Lists may be lettered, numbered or bulleted. Lettered lists can be used within a sentence or paragraph narrative to identify elements in a series (see the “ANZJES style guidelines” section for more information). To format numbered or bulleted lists, remove existing numbers or bullets and apply **Anzjes\_ListNum** or **Anzjes\_Bullet** to the relevant paragraphs. If there is more than one numbered list in your document, subsequent lists will automatically continue numbering from the previous list. To restart the list at number 1, right-click on the first number and choose *Restart at 1*. If your numbered list has sub-points, use the **Anzjes\_ListNumIndent** style and reduce the space after the lead-in numbered paragraph to 0 pt.

### **Figures**

All diagrams, charts and graphs should be referred to as figures and consecutively numbered using Arabic numerals. Each figure must be referred to in the text by its identifier (e.g. Figure 1), and must have a caption above it, flush left with the margin, as shown in **Error! Reference source not found.** Follow the identifier with a colon and one space, then a descriptive caption. The caption itself should use sentence case (capitalise only the first word and proper nouns) and should not end with a full stop unless the caption is a complete sentence. Format the caption by applying the **Anzjes\_Caption** style.

**Figure 1: Cropped cover of the Australian & New Zealand Journal of European Studies**



Format the paragraph containing the figure with the **Anzjes\_Figure** style and paste the figure into the document using *In Line with Text* as the wrap option (which should be the default option) to ensure it remains attached to the paragraph.

## **Tables**

Tables should be kept to a minimum and contain only essential data. As for figures, each table must be referred to in the text by its identifier (e.g. Table 1). Table captions should be formatted in the same way as figure captions and styled with the **Anzjes\_Caption** style. Create the table itself using the *Insert Table* command from the Tables section on the Insert tab of the Word ribbon. Table 1 shows the standard formatting required for a table consisting mainly of words rather than numbers.

**Table 1: Example of a table caption and table formatting**

Column 1 heading	Column 2 heading	Column 3 heading
Table information	Table information including an abbreviation like ANZJES	Table information
Table information	Table information	Table information
Table information	Table information	Table information

Source: This is a source note.

Note: ANZJES = Australian & New Zealand Journal of European Studies.

Format the column headings by applying the **Anzjes\_TableHeader** style, which will centre the headings. For a table that consists mainly of words, format the table cells by applying the **Anzjes\_TableCellQual** style, which will align the text flush left. For a table that includes quantitative data such as percentages or other numbers, format the table cells by applying the **Anzjes\_TableCellQuant** style, which will centre the text. Use your judgement as to whether left alignment or centred alignment looks better according to the information presented in the table.

After creating a table, follow these steps to ensure it does not split across pages:

1. Highlight the whole table by clicking on the four-way arrow in the top left corner.
2. In the Paragraph section on the Home tab of the Word ribbon, click the expansion arrow to open the Paragraph dialog box.
3. Select the *Line and Page Breaks* tab.
4. Tick the box *Keep with next* then tick OK to close the dialog box.

## **Figure or table notes**

Format figure or table notes (if any) by applying the **Anzjes\_TabFigNote** style. Place notes in the following order:

1. Source note(s) starting with the word *Source* or *Sources* (not italicised) followed by a colon and citing the source(s) of the original data (if applicable), all in one paragraph and ending with a full stop. Separate two or more sources with semicolons.

2. General note(s) starting with the word *Note* or *Notes* (not italicised) followed by a colon, all in one paragraph and ending with a full stop. Separate two or more notes with semicolons.

### ***Footnotes and endnotes***

Use footnotes rather than endnotes and minimise their use. Insert footnotes using the Insert Footnote feature on the References tab of the Word ribbon and number them consecutively throughout the paper using superscript Arabic numerals. A footnote callout should come after any punctuation mark, except a dash, like this.<sup>1</sup> A footnote callout that appears with a dash – like this<sup>2</sup> – should precede the dash.

### ***Acknowledgements***

Include any acknowledgements in a separate paragraph headed Acknowledgements just before the reference list. Format the heading with **Anzjes\_Heading2** and the text with **Anzjes\_Body**.

### ***Reference list***

Format all entries in the reference list using the **Anzjes\_Reference** style. Follow the referencing guidelines of the 7th edition of the *Publication Manual of the American Psychological Association* (APA, 2020). Ensure any links to online sources are current.

## **Step 4: Final adjustments**

There are now a few final steps before submitting your paper.

1. Check that the application of styles has not changed italics to regular font. If necessary, reapply italics manually.
2. Check for any large spaces before your tables or figures. If this problem occurs, move tables or figures to a different position until the spaces are minimised. Note that tables and figures must always fit between two paragraphs; it may be necessary to split a long paragraph into two shorter ones to obtain a good fit.
3. Check that all works cited in the text are listed in the references and vice versa.
4. Use Word's proofing tools to check all spelling.
5. Finally, when you are sure that your paper is in its finished form, save your file again. Ensure you name the file with your paper's corresponding author's last name and the paper title (e.g. Smith-Paper title.docx).

## **ANZJES style guidelines**

Papers submitted to the ANZJES should conform to the following style guidelines, which are based on a combination of APA style (APA, 2020, 2022) and Australian Government style as specified in the online *Style Manual* (Australian Government, 2022).

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<sup>1</sup> This is an example of a footnote. (Style: Anzjes\_Footnote)

<sup>2</sup> This is the second footnote.

## Capitalisation

Capitalise the following:

- proper nouns and proper adjectives referring to the names of specific people, places and organisations (e.g. Department of Social Services)
- names of racial and ethnic groups
- trade and brand names
- job titles and positions when the title precedes a name (e.g. Prime Minister Ardern)
- the first word after a colon or end punctuation in a heading, even if it is a minor word.

Do not capitalise the following:

- an organisation name when it is reduced to a generic element (e.g. Department of Social Services, but “the department”)
- proper adjectives that have a common meaning (check dictionary for guidance), except for personal names within these terms (e.g., eustachian tube, caesarean section; but Freudian slip, Euclidean geometry)
- job titles and positions when the title follows the name or refers to a position in general (e.g., Bob Hawke was prime minister of Australia from 1983 to 1991)
- diseases, disorders, therapies, treatments, theories, concepts, hypotheses, principles, models and statistical procedures. (However, capitalise personal names that appear within the names of these things.)

## Lists

Lists (or series) within a paper may be lettered, numbered or bulleted. All items in a list should be parallel in grammatical structure and be introduced with a lead-in sentence or phrase. Follow these guidelines for punctuation of list items:

- Within a sentence or paragraph narrative, identify elements in a list with lowercase letters in parentheses: (a), (b), (c), and so on. If any item in the list already contains commas, use a semicolon (;) instead of a comma between each list item.
- For numbered or bulleted lists, if list items are complete sentences, begin each sentence with a capital letter and finish it with a full stop or other appropriate end punctuation.
- For numbered or bulleted lists, if list items are phrases or sentence fragments, begin each item with a lowercase letter (except for proper nouns) and don't use any punctuation after each list item except for a full stop after the last item.

## Numbers

- Use words for numbers zero to nine (except as described below), for numbers at the start of a sentence and for common fractions (e.g. one fifth, tenth).
- Use numerals for numbers 10 and above.
- Use numerals for measurements, statistical or mathematical functions, fractional or decimal quantities, percentages, ratios, percentiles and quartiles, times, dates (e.g. 5 weeks), ages, scores and points on a scale, exact sums of

money or where they refer to page numbers or are part of numerical sets where there are numbers higher than nine (e.g. 3, 9, 27).

- Express all percentages as figures followed by % (e.g. 12.4%).
- Use numerals for numbers that denote a specific place in a numbered series and parts of books and tables (e.g. Chapter 4, Figure 2, row 3, page 7).
- Use a combination of numerals and words to express back-to-back numerical modifiers (e.g. two 1-hour lessons or 2 one-hour lessons).
- Present the suffixes of ordinal numbers either with or without a superscript (e.g. either 21<sup>st</sup> century or 21st century), but be consistent in presentation throughout your paper.
- Use commas between groups of three digits in most figures of 1,000 or more.
- Write dates in Australian and New Zealand style (e.g. 1 April 2022).
- Write periods of time in the following ways:
  - 1970s (not 1970's)
  - 1972–73 (not 1972–1973 or 1972–3)
  - 1999–2000.

## **Punctuation**

- Use only one space after a full stop or other closing sentence punctuation.
- Do not use full stops in acronyms (e.g. WHO, UNCTAD), initialisms (e.g. USA, NSW), contractions (e.g. Dr, Ms, Mr, Qld) or abbreviations for academic degrees (e.g. BSc, MA, PhD).
- Use of a serial or Oxford comma – the final comma before “and” in a list of three or more items – within a sentence is optional, depending on your preference and whether it is needed to ensure clarity. However, a serial comma should be used with references and citations as per APA style (APA, 2020).
- Use a semicolon to separate two independent clauses joined by a conjunctive adverb such as “however”, “therefore”, or “nevertheless” (e.g. All four areas of data are available to parents; however, three rely on access to the internet.)
- Use spaced en dashes – like this – for amplification and explanation or to isolate a parenthetical expression within a sentence.
- Use an unspaced en dash rather than a hyphen between words of equal weight in a compound adjective (e.g. principal–agent relationship).
- Use an unspaced en dash rather than a hyphen to show spans of figures, time and distance (e.g. pp. 45–52).
- Do not use back-to-back (nested) parentheses; instead, place the information in one set of parentheses, separated with a semicolon. Use square brackets to enclose parenthetical material that is already in parentheses.
- Use an ellipsis (...) to show text omitted in a quotation, with a single blank space either side to separate it from the preceding and following text. Do not add a full stop even if the ellipsis comes at the end of a sentence.
- Use double quotation marks for quotes in text, with single quotation marks only for any quotes within quotes. Do not use any quotation marks for a block quote.

## **Shortened forms**

Think carefully about whether shortened forms (i.e. abbreviations, acronyms or initialisms) are necessary before using them in your paper. Consider your readers’

familiarity with the abbreviated terms and how often they appear in the paper. Follow these general guidelines:

- When the full version of a term first appears in a sentence in the text, place the abbreviation in parentheses after it: e.g. non-financial corporations (NFCs).
- When the full version of a term first appears in parenthetical text, place the abbreviation in square brackets after it (e.g. non-financial corporations [NFCs]). Do not use nested parentheses.
- Do not define abbreviations that are listed as terms in the dictionary (e.g. AIDS, COVID-19) or measurement, time, Latin, and many statistical abbreviations.
- If an abbreviation is used in the abstract as well as the main text, define it on first use in both places.
- After you define an abbreviation, use only the abbreviation. Do not alternate between spelling out the term and abbreviating it.
- Define abbreviations used in tables and figures within each table and figure, even if the abbreviations have already been defined in the text.
- Use Latin abbreviations such as *etc.*, *e.g.* and *i.e.* only within parentheses. In the narrative, use the translation of the Latin term.

## Spelling and hyphenation

Spelling guidelines:

- The standard spelling reference for the ANZJES is the Macquarie Dictionary.
- In particular, spell words like *visualise* and *organisation* with the ending *-ise* or *-isation*, not *-ize* or *-ization*, and words like *centre* with the ending *-re*, not *-er*. However, for direct quotes, maintain the spelling in the source material.
- Ensure you specify the language used in your document as English (Australia).
- Present all non-English words in italics unless they are commonly used and appear in an English dictionary (e.g. ad hoc).

Hyphenation guidelines for temporary compounds:

- When in doubt about clarity, use a hyphen for adjectival modifiers before the noun (e.g. small-business owners; up-to-date accounts).
- Do not use a hyphen if the compound appears after the noun it modifies (e.g. owners of small businesses; the accounts are up to date).
- Write most words formed with prefixes and suffixes as one word without a hyphen (e.g. socioeconomic).
- Consult a style guide such as APA (2020) or the *Style Manual* (Australian Government, 2022) for further hyphenation guidelines.

## References

American Psychological Association. (2022). *APA style blog*. <https://apastyle.apa.org/blog>  
(Style: Anzjes\_Ref)

American Psychological Association. (2020). *Publication manual of the American Psychological Association* (7th ed.). <https://doi.org/10.1037/0000165-000>

Australian Government. (2022). *Style manual*. <https://www.stylemanual.gov.au/>