

GUIDELINES FOR CONTRIBUTORS - *QJMH*

Thank you for considering publication in the *Queensland Journal of Military History*. Please note that by submitting a manuscript it is implied that the content is original work, written by the named author and has not previously been published elsewhere. Articles are welcomed from a diversity of authors, and formal qualifications in historical research are not mandatory.

The first step in submission is to provide the editors with an initial proposal. This should be done through the Queensland Military Historical Society website, using the form under the 'Research' tab. This will require you to specify your name, email address, the proposed topic or article title, and a brief outline of 4-5 sentences. The journal's editors will respond to your submission within a week, indicating whether or not your proposal has been accepted.

Once you have prepared your manuscript in accordance with these Guidelines, manuscripts should then be submitted in Microsoft Word document form, as an attachment to an email to the Editor at queenslandmilitary@gmail.com. These guidelines were adopted by the Queensland Military History Society's Research Sub-Committee in January 2021, and in their technical aspects are modelled on submission protocols used by the *Australian Journal of Politics and History*, edited at the University of Queensland since 1955.

Aims and scope

Published annually by the Queensland Military Historical Society, the *Queensland Journal of Military History* welcomes contributions dealing with all aspects of the military history of Queensland.

In accordance with the Society's Research Strategy, the journal encourages articles dealing with the following broad themes and topic areas. However, all submissions will be assessed at the discretion of the Editor and (via the Editor, as required) the Society's Research Sub-Committee. The following identified themes should not be considered as exhaustive.

- 1. Queensland's military history from 1824 to the present**
 - (i) The British Army presence to 1869;
 - (ii) Queensland volunteer and militia force 1860 -1901;
 - (iii) Queensland's role in Commonwealth forces in war and peace; and
 - (iv) Memoirs and life-writing by current and former services personnel with a connection to Queensland.

- 2. QMHS museum, library and archives collections**
 - (i) Identification, assessment and interpretation of items in the QMHS collection.

- 3. Military sites and places in Queensland**
 - (i) Establishment and maintenance of Queensland's defence infrastructure;
 - (ii) Sites and features associated with key military establishments; and
 - (iii) Documentation of civilian sites associated with military activities and events.

- 1. Commemorative events and anniversaries**
 - (i) Acknowledgment of events of international, national and state significance.

While the journal will be oriented towards evidence-based historical research, undertaken to high standards of analytical rigour and clarity, articles should be written with general rather than specialist readers in mind.

Editorial review and acceptance

The *QJM*'s refereeing policy requires two peer-reviewed reports on all manuscripts. As is standard practice in journal publishing, the editors are responsible for the acceptance of articles but should supply legitimate reasons for acceptance or rejection. The opinions expressed in articles published and the accuracy of any statements contained in the same are solely the responsibility of the individual authors, who retain copyright to their original work when published in the journal. The editors disclaim responsibility for statements, either of fact or opinion, made by the contributors. The editors retain the right to condense articles and reviews, to make minor grammatical amendments and determine titles in consultation with authors.

Preparing your manuscript for submission

Word length

Recommended word length is 5-6,000 words, including fully referenced notes (footnotes), with a proposed title and author details on the front page. An abstract or outline of no more than 200 words should accompany the submission.

Presentation and referencing style

Full compliance with *QJM* house style is not required for initial submission and review. Final acceptance of articles for publication, however, is contingent upon full compliance with the *QJM* house style.

- Long quotations of more than three lines should be inset; short quotations should be in double quotation marks.
- Text should be 1.5 spaced for review; inset quotations and footnotes should be single spaced.
- Spelling should follow the *Oxford English Dictionary*.
- Dates should be presented as 3 September 1939.
- Use italics for book, journal and film titles, also for foreign words including Latin phrases.
- Enclose ellipses in square brackets [...].
- Use em-dashes with space before and after.

Manuscripts should broadly follow the *Chicago Manual of Style*, 17th edition, with footnotes rather than in-text citations, noting the following examples.

1. Books

Roger Knight, *The Pursuit of Victory: The Life and Achievements of Horatio Nelson* (London: Allen Lane, 2005), pp. 23-5.

Subsequently: Knight, *The Pursuit of Victory*, p. 26.

2. Journal Articles

John Pearn, 'Breaching Quarantine: medical advice for intending colonists' *Queensland History Journal* 22, 10 (2015): 765-774.

Subsequently: Pearn, 'Breaching Quarantine', 771.

3. Newspapers

Brisbane Courier, 8 March 1886, p. 4.

Presentation of figures

Resolution and file format. Although authors are encouraged to send the highest-quality figures possible, for peer-review purposes, a wide variety of formats, sizes, and resolutions are accepted. If your paper is accepted, you will need to provide high-resolution files for publication, preferably in jpeg or tiff format. For line art, such as graphs, flowcharts, diagrams, final figures should be between 600-1000 dpi. For images, including photographs and drawings, final figures should be 300 dpi.

Size. Please note that the column width of printed *QJMH* articles is 130 mm, so figures should be legible at that size. Please print images at that size to check legibility.

Colour. While the journal can publish colour figures online, in print all figures will be in black and white. We therefore request that your figures be legible in black and white.

Captions. Captions to figures should be concise and comprehensive, and should be understandable without reference to the text. Include definitions of any symbols used and define or explain all abbreviations.

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Proofs

After acceptance and prior to publication, authors will receive an e-mail notification with an attached PDF page proof. Page proofs should be carefully proofread for any copyediting or typesetting errors. Authors should ensure that any renumbered tables, figures, or references match text citations and that figure captions correspond with text citations and actual figures. Please return proofs promptly (ideally within two weeks) of receipt of the email, with any corrections either inserted in the PDF or clearly explained in an accompanying note.

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