

## Instructions for Authors

Submissions, normally with a length of approximately 8000 words in the case of an article or 3,000 in the case of a regionally-topical question, should be sent as an email attachment in *MS Word, Times New Roman 12, A4, double-spaced* format please to the Commissioning Editor Adela Alfonsi at [adela.alfonsi@adelaide.edu.au](mailto:adela.alfonsi@adelaide.edu.au). The physical address is: School of History and Politics, the University of Adelaide, Australia.

A separate cover sheet must include the paper's title, name(s) of the author(s), affiliation(s), and full address(es) for correspondence, including e-mail address(es). The title of the paper must only head the first page of the manuscript, followed by an abstract of 150-200 words and three or four key words or short phrases. Acknowledgements, notes (if used) and references must follow the main text in that order. Tables must be printed one per page, while figure and plate captions must be on a separate sheet. Papers should be written in a clear, economical style using gender-neutral language. Spelling should follow the *Collins English Dictionary*, while care should be taken that the format follows that used in the current issue of *Journal of Indian Ocean Region*. Specific requirements are noted below.

**Headings** Up to three levels of headings may be used and these must be clearly differentiated on the manuscript.

**Measurements** Should be given in SI metric units throughout unless it is important to retain historical or foreign units, in which case SI equivalents must be given in parentheses.

**Quotations** Should be enclosed in single quotation marks. Quotations longer than about 30 words or two lines of text should be indented from each margin, preceded and followed by a blank line, and should not be enclosed by quotation marks.

### Notes

Must be kept to an absolute minimum and listed at the end of the text. *Footnotes are not permitted.*

**References** This journal uses Taylor & Francis Standard APA reference style (see detailed guide below). References should be cited in the text in the form (Chaturvedi & Doyle, 1998, p. 56; Forbes, 2001, pp. 45 –47; Rao, 2002). The reference list should contain only references cited in the text and should be ordered alphabetically at the end of the manuscript. *It is crucial that all elements of each reference are included.*

**Tables** Should be typed on separate sheets, numbered consecutively with Arabic numerals, and kept as simple as possible with a minimum of dividing lines. Their preferred locations should be marked in the text.

### Figures and plates

Photographs should be referred to as 'Plates' and line-drawings as 'Figures' and each sequence numbered consecutively with Arabic numerals. All Plates and Figures must be clearly identified on the reverse with the short title of the paper and the Plate or Figure number. Their preferred locations should be marked in the text. All illustrations should be prepared at about 1.5 times the final printed size and lettering and symbols must be appropriate for the required level of reduction. Remember that the Editors will wish to reproduce illustrations at the smallest practical size that allows for ready interpretation by readers. Figures must be uncluttered and drawn in such a way as to be clear and as self-explanatory as possible. High cartographic standards are expected. Photographic prints must have sufficient contrast to reproduce adequately as half-tones. Original illustrative material will be requested on acceptance of the paper.

## Final version

Once a paper has been accepted for publication, authors are required to consider any changes suggested by the referees and the Editors and to then submit the corrected version in a standard word processing format, along with one printed copy. *Microsoft Word suitable for Macintosh is the preferred format.*

## Edited paper

The edited paper will be sent to the first author for checking and corrections must be notified to the Editor via e-mail in the shortest possible time. There may or may not be an opportunity for authors to check final page proofs, so careful checking at this earlier stage is crucial.

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