

# **THE INTERNATIONAL GRAMSCI JOURNAL**

**REFERENCING GUIDE  
FOR SUBMISSION OF  
MANUSCRIPTS**

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## **Manuscript layout**

### **Font**

Times New Roman

### **Article Title**

[Capital Letters; 16 Point type Times New Roman; bold]

### **Subheadings**

[bold; 12 point; no indent]

### **Paragraphs**

[separated from subheadings by one line; no indent; justified]

### **Spacing**

[entire manuscript and list of references at 1.5 lines]

### **Footnotes/endnotes**

[Not accepted; if you have something to say put it in the body of the article]

### **Document layout**

equal on the left and right hand sides at 3.3cm

equal at top and bottom at 3cm

### **Quotations**

If quoting, use “double quotation marks” for short quotes of less than two lines.

For longer quotes (as per below), start with a colon:

...and then either start with the ellipses if you are not giving the whole sentence, as in the beginning of this quote, or start with a capital letter if you are. Either way you should keep your quote as a block and leave a one-centimetre margin on each side. And, of course, indented quotes should be in 10 point.

Leave one space between your indented quote and the next paragraph.

Use one space only for all punctuation (no double spaces).

### **Em dash**

[use spaces on either side]

## **IN-TEXT REFERENCING GUIDE FOR THE INTERNATIONAL GRAMSCI JOURNAL**

*The International Gramsci Journal* is an online journal that accepts submissions in English Italian and Spanish. As online presentation is not conducive to moving between footnotes and text we have adopted a Harvard style system for in-text referencing. Basic information within the text is presented in the form of author, date of publication: page number(s). Page numbers are critical and must be used at all times when available, except if the work as a whole reflects the argument to which an author refers.

The references at the end of articles contain all of the relevant publication details that others may use to consult the sources that authors have cited.

No footnotes or endnotes are accepted.

### **In text references:**

#### **(a) From a book or edited book**

(Fontana, 2008: 60-63)

#### **(b) From a Journal Article**

(Ruccio, 2005: 35-39)

Note that the full page numbers are provided at the end page reference.

#### **(c) From a Newspaper**

(New York Times, 2008: A4)

If it is possible to identify a section of the newspaper please do so.

#### **(d) Online reference**

(US Department of State, 2008) ] Author, date, page if possible.

Often when using online sources it can be very difficult to locate a particular fact or claim on a web page. If the online source is available in PDF page numbers should be included. Full website is listed in references.

### **Complications**

When you use more than one source by the same author published in a particular year they must be differentiated. This is done by using letters of the alphabet starting with at 'a' and moving on to 'b', then 'c' and so on. For example:

(Kennedy 1988a: 3; Kennedy 1988b: 356).

## **List of References**

Only sources cited in the text should be listed in your References. The full name of single authors should be given. Where there is more than one author the initials for given names are acceptable. If in doubt include as much information as possible so that others may find the sources you have used. The basic format is:

Author family name, given name. Date of Publication. Title of Work (in italics), Publishing House, Place of Publication, page numbers (where required).

Examples of how to reference different sources are:

### **(a) Book**

Irving, Helen. 2004. *Five Things to Know about the Australian Constitution*, Cambridge University Press, Cambridge.

### **(b) A chapter in edited book**

Sage, Caroline. 2001. 'The Courts and the Separation of Powers in a Contemporary Context', in Glenn Patmore (ed.), *The Big Makeover: A New Australian Constitution*, Pluto Press Australia, Annandale, NSW, pp. 35-49.

For two or more editors use (eds).

### **(c) An article in a scholarly or academic journal**

Taylor, Julie. 2004. 'Human Rights Protection in Australia: Interpretation Provisions and Parliamentary Supremacy', *Federal Law Review*, 32 (1), pp. 57-77.

Note that the name of the journal is italicised.

### **(d) A magazine article**

Pooley, Eric. 2007. 'The Fox in the Hen House', *Time*, 9 July, pp. 42-48.

### **(e) A Newspaper article**

Gittins, Ross. 2005. 'Howard at Risk of Losing the Battlers', *The Sydney Morning Herald*, 9 March, p. 15.

### **(f) an online source**

McKenna, Michael. 2000. 'First words: A Brief History of Public Debate on a New Preamble to the Australian Constitution 1991-99', *Parliament of Australia, Parliamentary Library, Research Paper 16, 1999-2000*, Available: <http://www.aph.gov.au/library/pubs/rp/1999-2000/2000rp16.htm> (Date of access: 7 March 2008)

**(g) Multiple authors of a refereed conference paper**

Curtis, S., Lefoe, G., Merten, M., Milne, C. and Albury, R. 1999. 'Passing through the pain barrier: making a flexibly delivered degree'. *Paper presented at the HERDSA Annual International Conference, 12-15 July, Melbourne*. Available: <http://herdsa.org.au/vic/cornerstones> (Date of access: 25 June, 2007)

**Quoting from sources**

**(a) Example of a short quotation (in-text)**

In the 1970s and 1980s Foucault (1988: 16) became interested in “the rules, duties and prohibitions of sexuality, the interdictions and restrictions associated with it”, not simply with the acts that were permitted.

**(b) a longer direct quotation**

Rose gives a particularly useful definition of ‘governmentality’, as:

... all endeavours to shape, guide, direct the conduct of others, whether these be the crew of a ship, the members of a household, the employees of a boss, the children of a family or the inhabitants of a territory. And it also embraces the ways in which one might be urged and educated to bridle one’s own passions, to control one’s own instincts, to govern oneself. (1999: 3)

[Note that in a long quotation the words are indented and in 10pt, but do not have quotation marks]

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**Please refer to the template for information on fonts, font size, spacing, subheadings, alignment, document layout etc.**

**For any specific questions on referencing not covered above please contact Charles Hawksley: [charlesh@uow.edu.au](mailto:charlesh@uow.edu.au)**