



Australian Institute of International Affairs
***Australian Outlook* Style Guide**

We're thrilled that you're considering writing for *Australian Outlook*! To make the editing process quick and painless for all parties involved, please ensure that your contribution complies with this style guide.

This guide isn't a comprehensive jaunt through the English language: for anything not covered within, refer to [The Economist Style Guide](#) or email australianoutlook@internationalaffairs.org.au.

1. Article Components

No article is complete without the following. If you don't include them, we will have to make something up for you!

Title: The author knows their article the best and is therefore ideally-placed to name it.

Synopsis: Give readers a teaser of your article—preferably two sentences at most.

Author blurb: Tell us a little about yourself and your educational background/organisation. Include a link to an external URL or email address if you would like to do so. Mention any necessary disclosures here. This should be less than four sentences long.

Length: Submission lengths differ between various *Australian Outlook* content types. If your article is significantly longer than the word lengths listed below, speak to our editorial team.

- Analysis: 800 – 1,000 words
- Fresh Perspectives: 500 – 750 words
- Reading Room: less than 500 words

Headings: *Australian Outlook* is a heading-friendly space. Indicate headings either by increased font size and weight or Microsoft Word/Open Document styles. Please don't use more than three levels of headings.

References: We welcome hyperlinks to freely-accessible online material as *Australian Outlook* is an Internet-only publication. Please don't include in-text/footnote references.

2. File Type

In order to read your contribution we need to be able to open the file: when submitting your article, please ensure that it is in **Microsoft Word** or **Open Document** format.

3. Grammar and Punctuation

Abbreviations: These should be spelt out in full at first mention with their short-form immediately following in round brackets. Don't insert periods between characters. This rule also



Australian Institute of International Affairs
***Australian Outlook* Style Guide**

doesn't apply to terms that have entered common usage such as "sonar", "laser", "Ms" and "Rt Hon". An example of this rule is:

The United Nations (UN) issued the Protocol on Blinding Laser Weapons on 13 October 1995.

Contractions: We appreciate contractions as articles are intended to reflect their authors' opinions.

Dashes and Hyphens:

- Dashes (-) connect parts of a compound word such as all-purpose.
- En-dashes (–) indicate spans: 50 – 100 words.
- Em-dashes (—) separate clauses and are commonly placed where commas or parentheses would be.

Numbers: Numbers ten and below should be spelt out.

Over 50 delegates—representing the five permanent members of the Security Council—were at the meeting.

Spaces: Unless your article is being written on a typewriter, please don't insert more than a single space after periods.

4. Images

We welcome authors' suggestions for images to accompany their articles. If including images in your submission, ensure they are appropriately-sourced and that their use isn't limited by copyright. Australian Outlook editors will make the final decision regarding inclusion of images—but we understand that authors may have topical images to go with their writing.

5. Style and Tone

Australian Outlook articles are intended to reflect their authors' opinions. We are happy for articles to take a less formal tone than is required in academic publishing.