Cooperative Research Centre for Developing Northern Australia
Publication and referencing guide for researchers

Contents

1. Introduction

This Guide includes an overview of the expected standards and requirements of all published CRCNA -funded research activity materials and referencing guidelines. It must be used in conjunction with the CRCNA Project Report (output) template and the CRCNA Style Guide for Research Activity Materials.

The intention of this Guide is to provide Project Participants with a standard and consistent approach to delivering key research outputs, especially those intended for publication.

1.1 General guidelines

- This Guide uses the Harvard, or parenthetical, style of referencing.

- Please use style precisely as seen in the Guide e.g. italic, bold, brackets etc.

    o Note the use of 'and 'or '&'

- This Guide must be adhered to for all CRCNA publications and documents, including but not limited to:

    o Final project reports (outputs)
    o Report executive summaries and fact sheets
    o Books and book chapters
    o General project fact sheets or case studies
    o Technical reports
    o Magazines
    o Brochures

- Articles available in print, e.g. journals, books, fact sheets are to be referenced as the print type (not as a webpage if downloaded as an identical pdf).

- Please note some publications (including theses) will have specific guidelines for referencing which must be adhered to for publication.

- Any resource not in print (online, radio etc) *must* have a date accessed in the reference.

1.2 Output review process

The CRCNA has developed the [Delivering your final research output guide](#) which clarifies the organisation's expectations around the drafting of report outputs and the review and feedback process.

Generally, draft documents should be provided to the CRCNA in **Word form** with **tracked changes** enabled. This allows for easy and transparent commentary, edits and feedback.

The CRCNA expects the report/ publication author/s provide the CRCNA with an **initial draft version** of the intended output in accordance with the agreed Project milestone (if applicable) and that this document:

    i.   complies with this referencing and publication Guide
    ii.   has been reviewed for grammatical errors and spell checked
    iii.   has been socialised or with other project participants
    iv.   includes strategic recommendations and next steps and that these have been shared with action owners
    v.   has been approved by the Project's Steering Committee (if applicable)
    vi.   names the person/s to conduct the required peer review (for reports and journal articles)

The Project Manager will review the publication draft to ensure it:

    vii.   complies with the above draft checklist
    viii.   complies with expectations set out in the Project Outline
    ix.   delivers strategic recommendations and a pathway to implementation

The CRCNA has the discretion to engage a professional copy editor to review reports before they are published but there is an expectation draft reports have at least been through a preliminary editing process by the author/s.

The CRCNA accepts that from time to time there will be a need for publication authors to continue working on the initial draft, creating versions as it progresses through the feedback and editing process. This process will be coordinated by the Project Manager and all versions of the first draft should capture the version number within the document (front cover and within the footer) and within the document file name. For example: Project Name Draft 1_ V2_[date].

The second draft should be the final draft version before publication and should:

- comply with referencing and publication guide
- have been reviewed for grammatical errors and spell checked
- have been socialised or with other project participants and have approval to progress to publication
- includes strategic recommendations and next steps and that these have been shared with action owners
- incorporate all feedback and edits as agreed
- have been peer reviewed and includes the name of the person/s conducting this review on the inside report cover page.

2. Peer Review principles

Peer review ensures CRCNA funding is spent on the highest quality research which advances knowledge and benefits the community.

The CRCNA expects all final project reports and executive summaries (outputs), journals articles or book chapters prepared as part of the research activities to have undergone a peer review before being submitted as a final, publish-ready version.

The person/s conducting the peer review must be named within the final report (output) and the onus is on the project/reporting lead to organise a suitable peer reviewer/s. This may include:

- the project's Steering Committee, provided they are not directly benefitting from or are involved in the research project
- peer/s from within the same Peer/s from an external tertiary or training facility provided they are not directly benefitting from or are involved in the research project
- any person/s as agreed by the CRCNA

2.1 Six principles of peer review

The CRCNA has agreed on six principles underpinning peer review. These are based on the principles outlined by the Global Research Council and the Australian Code for the Responsible Conduct of Research (NHMR 2018).

These are:

1. **Expert assessment:**

- reviewers should possess knowledge and expertise in the broad context of the research field

- be able to assess specific methodologies and objectives of an application

- consider research that challenges, or changes accepted ways of thinking, which may include innovative, interdisciplinary or collaborative research

2. **Transparency of the review process:**

- the reviewer/s agree to the publication of their name/s within the document being reviewed. For example: "… comments provided by Dr John Smith, ABC University, Townsville, QLD.

- the publication author/s will receive appropriate feedback from reviewer/s.

3. **Impartiality:**

- assessments must be free from bias achieved through strict conflict of interest policies, assessor training and rigorous processes

- maintain professionalism in the tone of their comments, ensuring that peer reviews are as constructive as possible

4. **Confidentiality:**

- reviewers must keep all material confidential, including intellectual property (IP) and data.

5. **Integrity and ethical considerations:**

- responsible conduct of research to maintain society's trust in science.

6. **Gender, equality and diversity:**

- the quality of the review process will be enhanced by incorporating the vast talents and resources offered from underrepresented groups across society.

2.2 Peer review criteria and feedback report

The CRCNA understands each tertiary or research organisation / institute usually have their own peer review criteria to assist assessors/ reviewers provide feedback to the report author/s.

The CRCNA encourages the use of these wherever possible, but for those unfamiliar with the formal peer review process, the CRCNA has prepared a Peer review guide with some example questions which may be considered when reviewing a document or report. This document also provides some online sources which may further assist with the process.

Similarly, when is comes to providing feedback on the document or report, most tertiary or research institutions have their own processes in place. For those not familiar with this process you may wish to use the CRCNA's Peer review report template as a guide.

The peer review feedback report should be provided to the CRCNA as per the Finalising your research/project output review process.

2.3 Peer review statement

"The CRCNA recognises the value of knowledge exchange and the importance of objective peer review. It is committed to encouraging and supporting its research teams in this regard.

*The author(s) confirm(s) this document has been reviewed by (***name of reviewer/s***) and approved by the project's Steering Committee and by the research lead. These reviewers evaluated its:*

- *originality*

- *methodology*

- *rigour*

- *compliance with ethical guidelines*

- *conclusions against results*

- *conformity with the principles of* Australian Code for the Responsible Conduct of Research (*NHMRC 2018), and provided constructive feedback which was considered and addressed by the author(s).*

3. Typical report structure

The CRCNA acknowledges report structures may vary to serve different needs. However, as a guide, a typical report may include all or some of the following sections:

- Cover and inside cover page (the CRCNA will add a report cover to all reports once finalised. The inside of this cover page will include acknowledgements, Departmental logos, disclaimer and peer review statement)
- Title page
- Executive summary
- Table of contents
- Lists of appendices, figures, tables and acronyms (following table of contents)
- List of project participants
- Introduction/background to study
- Body of report
- Recommendations (see CRCNA strategic recommendation template for examples of how to format strategic recommendations)
- Conclusion
- References
- Appendices.

Please make sure you include within the report milestones addressed, method and materials/approach to the study, results and discussions, and main findings including highlights.

Cover

The CRCNA will create a cover for the report to maintain consistency and uniformity.

Title page

Please note the Title page is **not** the Report cover. For details on the cover see above.

The title page should be completed as per the *Project report template*.

- If more than one author, list affiliations as set out below:

[Report name]

M. Smith[1], C. Yue[1,2] [1]Affiliation 1, [2]Affiliation 2

- Company logo/s can be added at the bottom of the page if desired.

Margins

Page margins should not be changed from what has been set in the *Project report template* – 2 cm top/bottom; 3 cm left/right.

Footer

Insert the name of the report in the footer as indicated in the *Project report template*, in italic, 7pt.

The page number should be centred in the footer.

Table of contents

- All levels of headings used should appear in the table of contents.
- Include separate lists of appendices, tables and figures (as per the *Project report template*).
- The table of contents has already been set up in the *Project report template* to include all headings using the Heading 1, Heading 2 and Heading 3 style headings (see 'Style Headings' section of this guide).
- Ensure you update the table of contents once your report is complete.

Headings

- Use minimal capitalisation – caps should only be used for the first word in heading only (unless it includes a proper noun or name).

- Insert a line space between the end of one section and the heading of a new section.

- Heading 1 headings should always begin on a new page.

- Headings should be kept to a maximum of three levels of headings:

  - 1 [Heading 1]

  - 1.1 [Heading 2]

  - 1.1.1 [Heading 3]

Style headings

- Body text (Arial, 11 pt, left-justified, 8 pt spacing after)

Heading 1

(numbered) (Arial, 16 pt, bold, left-justified, page break before, 18 pt spacing after)

Heading 2 (Arial, 13 pt, bold, left-justified, 6 pt spacing after)

Heading 3 (Arial, 11 pt, bold, italic, left-justified, indented 0.5cm, 8 pt spacing after)

Un-numbered heading

(Arial, 16 pt, bold, left-justified, page break before, 0 pt spacing after)

- **Table/Figure captions** (Arial, 9 pt, bold, left-justified, 10 pt spacing before, 9 pt spacing after)

- Long quote (Arial, 11 pt, left-justified, 8 pt spacing after, indented 1cm left and right)

Note: Un-numbered headings are used for Appendices. See 'Appendices' section of this guide for further information.

Dot points/Numbering

- Dot points should be left-aligned, flush with the left-hand margin. The text should be indented to 0.75cm.
- A secondary tier of dot points can be used if necessary, with a dash indented to 0.75cm and text indented to 1.5cm.

  - First-tier of dot points
  - Second-tier of dot points

- Numbering should be in the format of 1. 2. 3. etc. Second-tier should only be used when showing priority or chronology, or if points are identified elsewhere within the document.
- A secondary tier of numbering can be used if necessary, with an a) etc. indented to 0.75cm and text indented to 1.5cm.

  1. First-tier of numbering
     a) Second-tier of numbering

- Dot points that follow on in a sentence structure from the lead-in statement should not have caps or full stops for each point. The second last bullet point should be followed by a comma and 'and' if the bullet points follow on from the lead-in sentence. The lead-in sentence should be followed by a colon.

A list of dot points is:

- indented like this
- has no caps or punctuation except in the second last point, and
- finishes with a full stop.

Dot points that are complete sentences in themselves should be punctuated as such (i.e. with capitals and full stops). The lead-in statement to these should also be followed by a colon.

Body text

- Acronyms must always be spelt out in full in the first instance, followed by the acronym in brackets. The acronym can then subsequently be used on its own.
- Use English Australian or UK spelling rather than American (i.e. 'fertiliser' rather than 'fertilizer').

- Body = 11 pt; line spacing = 1.5

- Text should be left justified.

- Use single quotation marks. Double quotation marks should be used only when quoting within a quote.

- Publication titles should be in italics, and without quotation marks.

- Minimal capitalisation is to be used – caps only for proper nouns or names.

- One space after full stops.

- Underlining should not be used for body text.

- Long quotes (i.e. more than around 30 words long) should be separated out from the text as a block quotation.

   Blockquotes should be treated like this:

      'They should be preceded by a colon, with the quote on the following line using the 'quote' style (see 'Style Headings' section of this style guide). Quotes should be enclosed in single quotation marks, and the in-text reference should include the page number (see 'Referencing' section of this style guide)' (Reference details).

Numbers

- Spell out numbers 1-9, numbers 10 and above use numerals – i.e. one, two, three, four, five, six seven, eight, nine, 10, 100. Exceptions are:
   - when numbers are accompanied by an abbreviated unit of measurement (5 km)
   - in a mathematical context (e.g. for equations, ratios)
   - decimal numbers
   - when used in a related series of numbers provided for comparison
   - in tables.

- Use of commas with numbers:
   - *In-text:* Use commas between every three digits, except if number is four digits long (1000, 10,000, 100,000, 1,000,000).
   - *In tables:* Commas should be used for numbers of four or more digits if they are in a table where large numbers are lined up along one another. Make sure comma use in tables is consistent.

- Numerals are used for percentages followed by '%'. (10%; 10–20%; between 10 and 20%)

- Measurements should have a space between the numeral and unit of measurement (i.e. 2 mm, 5 kg). No space is required for currency ($20), percentage (30%) or degree (45°C)

- Ratios – no space either side of the colon (20:1)

- Decimal places – ensure the same number of decimal places for all quantities being compared (e.g. in a table). Decimal points less than one

should have a 0 in front.

Text – spelling, capitalisation, punctuation

- cf. (full stop after, no italics)
- e.g. (not 'eg', 'eg.' or 'e.g.,'). Preceded by a comma if included in the body text (not necessary if the example is in brackets)
- et al. (full stop after, no italics)
- etc. (full stop after)
- For example, (comma following)
- i.e. (same as 'e.g.')
- p. (for single pages)
- pp. (for plural pages)
- Program (not 'programme')
- versus (not 'vs').
- Italics should be used for:
  - book/journal titles
  - legislation
  - scientific names of animals/plants
  - foreign words/phrases.

- Organisations should be referred to in the singular rather than plural (e.g. 'the CRCNA is…' rather than 'the CRCNA are…').
- Plurals – shortened words/phrases do not use apostrophes to make plural (i.e. VOCs not VOC's).

Date format

- Dates should be listed as 25 June 2020.
- 25–28 June 2020 (for more than one day).

  Note: En rules (not hyphens) should be used to show periods, figures and distance. En rules can be inserted by using the key command: Ctrl + Num -

- 2020-21, or 1999–2000 if spanning across the millennium.
- The 1990s (no apostrophe required).

Tables/Figures

- Use 10 pt text for tables, unless it doesn't fit properly in which case it can be reduced to 9 pt.
- Use 9 pt italic text for footnotes.
- Tables and figures should fit in between the document margins and not extend outside of this.
- Tables and figures should be labelled Table 1, Table 2 / Figure 1, Figure 2 etc. (not 1.1, 2.1 etc.)
- All tables and figures **must** be referred to in the report text.

Table/figure headings

- Table headings go above the table.
- Figure headings go below the figure.
- The entire heading should be bold.

Appendices

- Use un-numbered heading style (see 'Style headings' section of this style guide) for 'APPENDIX [ ]'
- Use letters rather than numerals, e.g. Appendix A, Appendix B etc.
- Immediately underneath add the Appendix name in Arial, bold, 14 pt, 20 pt spacing after:

APPENDIX A

This is an example Appendix heading

4. Referencing

- All in-text references must be included in and correspond to the Reference list.
- In-text citations are listed in alphabetical order when more than one appears in the same place.
- Listings in the Reference list which start with the same author but have different subsequent authors should be listed alphabetically by author and should go from least number of authors to most number of authors.

    i.e. Loxton, M 2018, Loxton, M & Smith, L 2016, Loxton, M & Smith, L 2018,
    Loxton, M, Kenny, E & Smith, L 2017,

- The Reference list should list items by the same author chronologically.
- 'et al.' should not be used in the Reference list – all authors need listing.
- No indentation is required for the Reference list.
- Remove hyperlinks from website references

4.1 Reference list

Journal article	One author	Surname, Initials YEAR, 'Title of article', *Journal name,* vol. #, Issue no. #, pp. XX-XX. e.g. Johnson, SM 1997, 'Analysis of bee behaviour in Africa', *International Bee*, vol. 24, no. 2, pp. 35-41.
	Multiple authors	Surname, Initials, Surname, Initials & Surname, Initials YEAR, 'Title of article', *Journal name,* vol. #, Issue no. #, pp. XX-XX. e.g. Johnson, SM, Smith, J & Bartholomew, C 1997, 'Analysis of bee behaviour in Africa', *International Bee*, vol. 24, no. 2, pp. 35-41. NB: Must list all authors, regardless of how many there are.
	No author	Journal name YEAR, 'Title of article', vol. #, Issue no #, pp. XX-XX. e.g. *International Bee* 1997, 'Analysis of bee behaviour in Africa', vol. 24, no. 2, pp. 35-41.
Book	General	Surname, Initial YEAR, *Book title*, Publisher, Place of publication. e.g. Pratton, G 2005, *Parallel parking for beginners*, Springer press, London.
	Editor listed as the author	Surname, Initial (ed.) YEAR, *Book title*, Publisher, Place of publication. e.g. Smith, R (ed.) 2005, *Parallel parking for beginners*, Springer press, London.
	Author and editor both listed	Surname, Initial YEAR, *Book title*, ed. Initial Surname[of editor], Publisher, Place of publication. e.g. Pratton, G 2015, *Parallel parking for beginners*, ed. R Smith, Springer press, London.
	Book edition and/or volume (omit either if not available)	Surname, Initial YEAR, *Book title*, X edition, vol. X, Publisher, Place of publication. e.g. Pratton, G 2015, *Parallel parking for beginners*, 3rd edition, Springer press, London.
	No author or editor listed e.g. a dictionary	*Book name* YEAR, edition, publisher, Location. e.g. *The Macquarie dictionary* 2008, 4th edn, Macquarie University Press, Sydney, NSW.
Book chapter	Book and chapter by the same author	Surname, Initial YEAR, 'Chapter name', in *Book title*, Publisher, Place of publication. e.g. Pratton, G 2015, 'Perils of parked cars', in *Parallel parking for beginners*, Springer press, London.
	Book author and chapter author/editor different	Surname, Initial YEAR, 'Chapter name', in Initial Surname, *Book title*, Publisher, Place of publication. e.g. Pratton, G 2015, 'Perils of parked cars', in R Smith (ed.) *Parallel parking for beginners*, Springer press, London.
Theses		Surname, Initial YEAR, 'Thesis title', Type of thesis, University name, University Location. e.g. Shirvington, K 2019, 'Bioremediation of the dirtiest place in the world', PhD thesis, University of South Australia, Mawson Lakes.

Conferences	Posters, presentations or abstracts	Surname, Initial YEAR, 'Title of presentation', X presented at name of conference, Location, Date. e.g. Loxton, F 2011, 'Novel methods for testing hydrocarbons in teeth', poster presented at the International Meeting for Teeth, Brussels, Belgium, 3-6 February.
	Paper or proceedings	Surname, Initial YEAR, 'Title of paper', in *Name of proceedings/book*, name of conference, Location, Date, pp X. e.g. Loxton, F 2011, 'Novel methods for testing hydrocarbons in teeth', in *Teeth in 2011*, International Meeting for Teeth, Brussels, Belgium, 3-6 February, pp. 46.
Media or news	Media release with author	Surname, Initial YEAR, *media release title*, media release, organisation, place of publication, date. e.g. Keith, C 2018, '*Spicing up the North*, media release, CRCNA, Townsville, 14 November.
	Media release with company as author	Organisation YEAR, *media release title*, media release, Place of publication, date. e.g. CRCNA 2019, '*Projects tap pulse of North*, media release, Townsville, 20 June.
	Newspaper article print	Surname, Initial YEAR, 'Article title', *Newspaper name*, date, p.X. e.g. Naidu, R 2012, '*Call for action on a world soil crisis*', The Courier Mail, 14 November, p. 39.
	Newspaper article online	Surname, Initial YEAR, 'Article title', Newspaper name, date, page number if given, Viewed day month year, <URL>. e.g. Naidu, R 2012, '*Call for action on a world soil crisis*', The Courier Mail, 14 November, viewed 15 December 2012, <www.thecouriermail.com/asdfeasdasdfgfasd.htm>.

Internet resources	Website	Author/organisation Year (that the site was created or last revised), name of source sponsor, place of the sponsor, retrieved from: <URL>. e.g. CRCNA (2018), CRCNA, Townsville, Queensland. Retrieved from: www.crcna.com.au/projects
	Web document no author	*Title* Year, version number (if applicable), description of the document (if applicable), name of source sponsor, place of the sponsor, retrieved from: <URL>. e.g. *How to do things better*, internal webpage, CRCNA, Townsville, Queensland. Retrieved from: www.crcna.com.au/resources
	Web document no date	Author/Organisation n.d., *Title*, version number (if applicable), description of the document (if applicable), name of source sponsor, place of the sponsor. Retrieved from: <URL>. e.g. Beveridge, A (n.d.), *Industry training program*, internal webpage, CRCNA, Townsville, Queensland. Retrieved from: www.crcna.com.au/education/html
	Fact sheet (online)	Author/Organisation n.d., *Title*, version number (if applicable), description of the document (if applicable), name of source sponsor, place of the sponsor, viewed Day Month Year, <URL>. e.g Beveridge, A (2019), *Northern Australia*, fact sheet, CRCNA, Townsville, Queensland. Retrieved from: www.crcna.com.au/publications/pdf.
	Blog	Author or Alias YEAR, *Title of site*, format, viewed date, <URL>. e.g. Norton, A (2013), *Observations from Carlton's lone classical liberal*, weblog, viewed 17 May 2010. Retrieved from: www.norton.com/liberal
Unpublished	Manuscripts	Surname, Initial YEAR, 'Title of manuscript', name of person in possession of manuscript, location of manuscript. e.g. Dabner, D (2011)., 'Draft guidelines for managing exhaust fumes in high-rise carparks', in possession of the author, Sydney, Australia.
	Personal communications	Surname, Initial YEAR, type of communication, date. e.g. Christoph, PR (2013)., interview, 31 May.
	Email	Surname, Initial YEAR, email, date, <email address>. e.g. Dabner, D (2001), email, 15 June, <dabnerd@unisa.edu.au>

Legal, regulatory, government	Patent	Surname, Initial YEAR, *Patent title*, Patent type patent #. e.g. Jones, R 2011, 'Plastic-free biodegradable bin liners', Australian Patent 2001851366545.
	Standard	Organisation YEAR, *Name of standard*, standard number, organisation, location. e.g. SAI Global 2007, *Food and beverages for human consumption*, ANZS23958.3, SAI Global, Singapore.
	Act	*Name of act YEAR* (Jurisdiction) e.g. *Copyright Act 1968* (Commonwealth)
	Bills	Name of Bill YEAR (legislative body) e.g. Anti-terrorism Bill 2004 (House of Representatives)
	Legislation	Must be cited **exactly** as it appears on the official document, including capitalisation, spelling and abbreviations. Use the full title, not the short title (this is for citations).
	Departmental print	Department name YEAR, *publication name*, publisher, Location. e.g. Department of finance and administration 2010, *Annual report 2009-2010*, DFA, Canberra.
Multimedia	Radio program	*Program title* YEAR, radio program, Radio station, Location, Date. *NT Country Hour*, radio program, ABC Rural Radio, Darwin, 14 March.
	DVD/movie	*Movie/DVD title* YEAR, format, Production company, location. Author and production credits. e.g. *Fahrenheit 9/11* (2004), DVD, Columbia TriStar Home Entertainment, Culvert City, California. Written, produced and directed by Michael Moore.
	TV show	*Program title* YEAR, description, station, location, date. e.g. *The economic state of Bulgaria (*2011), television documentary, SBS television, Sydney, 27 August.

2.2. In-text citations

One author	(Surname YEAR) E.g. (Johnson 1997)
Multiple authors	(Surname & Surname YEAR) or (Surname, Surname & Surname YEAR) e.g. (Johnson, Smith & Bartholomew 1997) If more than 3 authors: (Surname *et al* YEAR) e.g. (Johnson *et al* 1997)
Name incorporated in text	Surname (YEAR) or Surname, Surname and Surname (YEAR) e.g. Johnson (1997) or Johnson, Smith and Bartholomew (1997)
More than one citation	(Surname YEAR; Surname YEAR) e.g. (Johnson 1997; Hartley 2001)
More than one citation, same author, different year	(Surname YEAR, YEAR) e.g. (Johnson 1997, 2003)
More than one citation, same author, same year	(Surname YEARa, YEARb) e.g. (Johnson 1997a, 1997b)
No author	(Journal name YEAR) e.g. (International Bee 1997)
If directly quoting	(Surname YEAR, p. #) e.g. (Johnson 1997, p. 47)
From a secondary source	(Surname, cited in Surname YEAR, p. #) e.g. (Brown, cited in Smith 2005, p. 22)
Personal communication	(Surname, Initials YEAR, pers. comm., date). e.g. (Jones, RK 2013, pers. comm., 9 June).
Edited publications	(ed. Surname YEAR) e.g. (ed. Jones 2001)
Unknown or uncertain publication dates	(Surname and [n.d. (no date), c. (circa),? (doubtful), unpub (unpublished)] YEAR) e.g. (Jones n.d.) or (Jones c. 1920) or (Jones 1883?)
Anonymous	(*Title* YEAR) e.g. (*Three little pigs* 1794)

Corporate publication	(Corporation YEAR) e.g. (CSIRO 2010)
Multimedia	(*Title* YEAR) e.g. (*Three little pigs* 1794)
Legislation	Short for to be written in full and italicised for the first citation, then without the year and italicisation on subsequent citations. If two jurisdictions have similarly named legislations, clarification is to be put in parentheses at the end of the title e.g. *Copyright Act 1977* (Cwlth) or *Copyright Act 1977* (Qld)