



*World
Customs
Journal*

**Style
Guide**

Updated
June 2019

Guidelines for contributors

The *World Customs Journal* invites authors to submit papers that relate to all aspects of customs activity, for example, law, policy, economics, administration, information and communications technologies. The Journal has a multidimensional focus on customs issues and the following broad categories should be used as a guide.

Research and theory

The suggested length for articles about research and theory is approximately 5,000 words per article. Longer items will be accepted, however, publication of items of 10,000 or more words may be spread over more than one issue of the Journal.

Original research and theoretical papers submitted will be reviewed using a ‘double blind’ or ‘masked’ process, that is, the identity of author/s and reviewer/s will not be made known to each other. This process may result in delays in publication, especially where modifications to papers are suggested to the author/s by the reviewer/s. Authors submitting original items that relate to research and theory are asked to include the following details separately from the body of the article:

- title of the paper
- names, positions, organisations, and contact details of each author
- bionotes (no more than 100 words for each author) together with a recent, high resolution (300 dpi), colour photograph for possible publication in the Journal
- an abstract of no more than 100 words for papers up to 5,000 words, **or for longer papers**, a summary of up to 600 words depending on the length and complexity of the paper.

Please note that previously refereed papers will not be refereed by the *World Customs Journal*.

Practical applications, including case studies, issues and solutions

These items are generally between 2,000 and 5,000 words per article. Authors of these items are asked to include bionotes (no more than 100 words for each author) together with a recent, high resolution (300 dpi), colour photograph for possible publication in the Journal. The Editorial Board will review articles that relate to practical applications.

Reviews of books, publications, systems and practices

The suggested length is between 350 and 800 words per review. The Editorial Board will review these items submitted for publication.

Papers published elsewhere

Authors of papers previously published should provide full citations of the publication/s in which their paper/s appeared. Where appropriate, authors are asked to obtain permission from the previous publishers to republish these items in the *World Customs Journal*, which will acknowledge the source/s. Copies of permissions obtained should accompany the article submitted for publication in the *World Customs Journal*.

Authors of papers that have been released online should provide the URL (website) on which the paper was uploaded, and if the paper has been removed from that website, the date that occurred.

Authors intending to offer their papers for publication elsewhere—in English and/or another language—are asked to advise the Editor-in-Chief of the names of those publications.

Where necessary and appropriate, and to ensure consistency in style, the editors will make any necessary changes in items submitted and accepted for publication, except where those items have been refereed and published elsewhere. Guidance on the editors’ approach to style and referencing follows on pages 3 to 7.

Letters to the Editor

We invite Letters to the Editor that address items previously published in the Journal as well as topics related to all aspects of customs activity. Authors of letters are asked to include their name and address (or a pseudonym) for publication in the Journal. As well, authors are asked to provide full contact details so that, should the need arise, the Editor-in-Chief can contact them.

All items should be submitted in Microsoft Word or RTF, as email attachments, to the Editor-in-Chief: editor@worldcustomsjournal.org

Style guide

The World Customs Journal uses Australian spelling, based on the [Macquarie Dictionary](#), and follows the Australian Government *Style manual for authors, editors and printers* (6th Edn). Referencing follows the [American Psychological Association \(APA\) referencing style](#).

Title page

On a separate page or pages, include:

- title of the paper or review
- names, positions, organisations and contact details of each author
- bionotes (no more than 100 words for each author) together with a recent, high resolution, colour photograph for possible publication in the Journal
- an abstract of no more than 100 words for papers up to 5,000 words (this is not needed for reviews of books, publications, systems and practices), **or for longer papers**, a summary of up to 600 words depending on the length and complexity of the paper.

Text of your article or review

Use double or 1.5 spacing for the text of your article or review. Use the following as a guide to the length of your item:

- Research and theory
The suggested length for articles about research and theory is approximately 5,000 words per article. Longer items will be accepted, however, publication of very long items (10,000 or more words) may be spread over more than one issue of the Journal.
- Practical applications, including case studies, issues and solutions
These items are generally between 2,000 and 5,000 words per article.
- Reviews of books, publications, systems and practices
The suggested length is between 350 and 800 words per review.

If your item includes figures (charts and diagrams) and/or tables, number these separately and consecutively with each figure and table labelled to reflect its content and source. A short citation for the source is sufficient, that is, the family name/s of the author/s OR the name of the government agency/department or organisation, followed by the year of publication, and page reference/s. Make sure you refer to the figure and/or table in the text itself. Examples of the labelling conventions are:

Figure 1: Facilitation and control matrix

[insert diagram]

Source: Either Widdowson (2005, p. 92) OR (Widdowson, 2005, p. 92).

The next **figure** would be numbered *Figure 2*, and so on, with each figure including a short citation for its source.

Use a similar style for **tables**.

Table 1: [insert label, in italics]

[insert table]

Source: [insert name/s of the author/s OR the name of the government agency/department or organisation and date, then page number/s]

The next **table** would be numbered *Table 2*, and so on, with each table including a short citation for its source.

If you wish to include text in a box (a short case study or an explanatory note), number each box, include a title line, and if appropriate, include the source within the box itself.

In-text referencing

Please follow APA referencing conventions. Examples of in-text referencing styles follow the notes about the Reference list and can also be found on the [APA website](#).

Endnotes

It is best to incorporate explanatory material in the text itself. However, if explanatory notes or acknowledgments other than in-text referencing are considered essential but not appropriate to include as text, please use numbered endnotes (not footnotes), which will appear at the end of your document after the Reference list.

Reference list

The Reference list should provide full citation details of the materials used in preparing your item for publication. Please follow APA referencing conventions.

For research and theory articles, include a reference list at the end of your article. This list will appear **before** your numbered **Notes** list (see guidance about Endnotes above).

For articles that relate to practical applications, including case studies, issues and solutions, it may not be appropriate to include a reference list. This will depend on the background to your article. For example, to protect the identity of an organisation, it may not be possible to cite your source.

For reviews of books, publications, systems and practices, it is not usual to include a reference list. Book reviews, for example, would include a full citation at the start of your review.

Citing print sources – APA

APA referencing is an author-date citation system. In-text citations include enough information to identify the source of information in the reference list. Sources appear in alphabetical order, by family name, in the reference list. Each reference cited in the text must appear in the reference list, and each entry in the reference list must be cited in the text.

When paraphrasing or referring to an idea contained in another work, APA referencing style encourages including a page or paragraph number as this helps the reader locate the information. Where a direct quote is included in the text, a page number should always be included along with the author and year of publication.

One author

In text: ... (Asakura, 2003, p. 57)
or Asakura (2003, p. 57) concluded that ...

In reference list: Asakura, H. (2003). *World history of the customs and tariffs*. Brussels: World Customs Organization.

Two or three authors or authoring bodies

In text: ... including the importance of a goal (Whitney & Packer, 2000, p. 92).
or Whitney and Packer (2000, p. 92) outline steps to ...

In reference list: Whitney, J. O., & Packer, T. (2000). *Power plays: Shakespeare's lessons in leadership and management*. New York: Simon & Schuster.

More than three authors or authoring bodies

- In text: **For the first in-text reference, use all names:**
(Deise, Nowikow, King & Wright, 2000, pp. 174–180)
or Deise, Nowikow, King and Wright (2000, pp. 174–180) provide ...
then, for the second and subsequent in-text references, use the abbreviated title:
... developing a standard value chain (Deise, et al. 2000, p. 207)
- In reference list: Deise, M. V., Nowikow, C., King, P., & Wright, A. (2000). *Executive's guide to e-Business: from tactics to strategy*. New York: John Wiley & Sons.

Second and subsequent editions of a book

- In text: (Viljoen & Dann, 2003, pp. 335–356)
or ... Viljoen and Dann (2003, pp. 335–356) summarise strategies to ...
- In reference list: Viljoen, J., & Dann, S. (2003), *Strategic management*, 4th edn. Frenchs Forest, NSW: Prentice Hall.

Corporate author

- In text: (World Customs Organization, 2004, p. 3)
or ... the World Customs Organization (WCO) (2004, p. 3) has developed guidelines ...
then, for the second and subsequent in-text references, use the abbreviated title:
... that information (WCO, 2004, p. 11) and ...
- In reference list: World Customs Organization (WCO). 2004. *The global information and intelligence strategy*. Brussels: WCO.

Editor

- In text: (Ed. Ratcliffe 2004, pp. 3–6)
or ... edited by Ratcliffe (2004, pp. 3–6) ...
- In reference list: Ratcliffe, J. H. (Ed.) (2004). *Strategic thinking in criminal intelligence*. Annandale, NSW: Federation Press.

No author/editor

- In text: (Macroeconomics, prices, 1983, pp. 43–57)
- In reference list: *Macroeconomics, prices and quantities: essays in memory of Arthur M Okun*. (1983). Oxford: Blackwell.

Chapter in book

- In text: ... in managing compliance (Widdowson, 2005, pp. 91–99)
or Widdowson (2005, pp. 91–99) provides a structured approach ...
- In reference list: Widdowson, D. (2005). Managing risk in the customs context. In L. De Wulf & J. B. Sokol (Eds), *Customs modernization handbook*. Washington, DC: World Bank.

Journal article

- In text: ... international trade (Wolfgang & Natzel, 2008, p. 39).
or Wolfgang and Natzel (2008, p. 39) comment that ...
- In reference list: Wolfgang, H-M & Natzel, J. (2008). The further development of customs law by the security amendments and modernised customs code. *European Journal of Economic Law*, 19(1), 39–44.

Newspaper article – if the authorship is evident

- In text: ... (Singer, 2006, p. 13)
or ... in a recent article about money, Singer (2006, p. 13) suggests ...
- In reference list: Singer, P. (2006, 17 December). What should a billionaire give—and what should you?. *New York Times*, p. 13.

Newspaper article – if the authorship is not obvious

- In text: (*Sydney Morning Herald*, 24 January 2000, p. 12)
or ... in the *Sydney Morning Herald* (24 January 2000, p. 12).
- In reference list: No entry is required in the Reference list if this format is used.

Citing internet and electronic sources**Journal article retrieved from an electronic journal**

- In text: ... (Kieck, 2010, p. 10)
or ... in outlining the benefits, Kieck (2010, p. 10) draws attention to ...
- In reference list: Kieck, E. (2010). Coordinated border management: unlocking trade opportunities through one-stop border posts. *World Customs Journal*, 4(1), 3–13.

Journal article retrieved from a database

- In text: (Horton, 2000, p. 360)
or Horton (2000, p. 360) maintained that ...
- In reference list: Horton, S. (2000). Competency management in the British civil service. *International Journal of Public Sector Management*, 13(4), 354–68. Retrieved from Emerald database.

Newspaper article retrieved from a website

- In text: ... (Clark, 2003, p. 13)
or Clark (2003, p. 13) refers to ...
- In reference list: Clark, E. (2003, 13 July). Enforcement, not shortage of laws, at the heart of spam's virulent growth. *Canberra Times*. Retrieved from www.canberratimes.com.au

Citing a Standard, Convention or Agreement**For a Standard**

- In text: ... (World Customs Organization, 2012).
or ... proposed in the World Customs Organization's *SAFE Framework of Standards* (WCO, 2012).
- In reference list: World Customs Organization (WCO). (2012). *WCO SAFE Framework of Standards to secure and facilitate global trade*. Brussels: WCO. Retrieved from www.wcoomd.org/en/topics/facilitation/instrument-and-tools/tools/~/_media/5_5F00628A9F94827B58ECA90C0F84F7F.ashx

For a Convention

- In text: ... the general public interest (UNODC, 2003, p. 183).
or As the United Nations Office on Drugs and Crime (UNODC, 2003) observes, ...
- In reference list: United Nations Office on Drugs & Crime (UNODC). (2003). *United Nations Convention against corruption* [UNCAC]. Retrieved from www.unodc.org/documents/treaties/UNCAC/Publications/Convention/08-50026_E.pdf

For an Agreement

- In text: ... implementing this Agreement on Trade Facilitation (World Trade Organization, 2013) ...
or if the World Trade Organization has been referred to earlier and abbreviated: ... in the Agreement on Trade Facilitation (WTO, 2013, p. 6)
- In reference list: World Trade Organization (WTO). (2013). *Agreement on trade facilitation*. Ministerial decision of 7 December 2013. Retrieved from www.wto.org/english/tratop_e/tradfa_e/tradfa_e.htm

Other citations**Email – NEVER cite email addresses without permission of the owner of the address**

In text: Professor W Felgate provided details in an email on 11 August 2014.

In reference list: Only to be included if permission to include the email address has been granted, and if it is considered helpful to your reader:
 Felgate, W. (2014). Email, 11 August, wfelgate@hometown.com

Source material in a language other than English – include an English translation, for example:

In text: ... (Altemöller, 2000)

In reference list: Altemöller, F. (2000). Welthandelsordnung und einzelstaatliche Umweltschutzpolitik – Ein Widerspruch [‘World trade order and national environmental politics – a contradiction’?], *Rabels Zeitschrift für ausländisches und internationales Privatrecht* [*The Rabel Journal of Comparative and International Private Law*], 213–255.