



*World
Customs
Journal*

**Style
Guide**

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Guidelines for contributors

The *World Customs Journal* invites authors to submit papers that relate to all aspects of Customs. In this Guide, you will find all the necessary information about submitting your contribution to the *World Customs Journal* including types of contributions that can be published, submission requirements and style guidelines.

Types of contributions

The World Customs Journal publishes the following types of contributions:

- **Articles** - original articles (3,000–7,000 words) are original contributions following theoretical and conceptual innovation, development of theories and concepts, methodological perspectives, and rigorous empirical analysis.
- **Research notes and commentaries** - research notes (2,000–3,000 words) offer a novel contribution to our understanding of customs and border management. This can include the presentation and discussion of new or updated datasets, the introduction of new data, policy debate, analyses that challenge conventional wisdom, novel theoretical or conceptual insights, as well as practical applications, case studies, issues and solutions.
- **Special reports and reviews** - this category includes various types of contributions (300–1,000 words) such as reviews of books, publications, systems and practices.
- **Letters to editor** - to provide opportunities for readers to engage with items previously published in the Journal we invite Letters to the editor that address, challenge, rebut, or amplify published articles. Before a comment on a published article is accepted for publication, a copy will be sent to the original author giving them the opportunity to submit a brief reply, which will also be published in the same issue of the Journal.

Online Submission

Manuscripts and any additional files/information need to be submitted by the corresponding author through the Scholastica journal management platform. To submit a contribution to the Journal, you must first register as an author on Scholastica at the following link: https://app.scholasticahq.com/users/sign_up

It is assumed that the submission of a manuscript to the *World Customs Journal* means that the contribution is original and has not been previously published elsewhere, it is the final version and it has not been, and will not be, submitted elsewhere else at the same time. If a paper is under review elsewhere, this will be considered grounds for a priori rejection of the manuscript.

All manuscripts must be submitted in Microsoft Word format.

Style guide

The *World Customs Journal* uses Australian spelling, based on the [Macquarie Dictionary](#), and follows the Australian Government [Style Manual](#). Referencing and in-text citations follow [American Psychological Association \(APA\) Style \(7th ed\)](#).

The table below sets out the Journal style preferences and requirements used by the Journal. Following these will reduce the likelihood of your paper being desk-rejected and expedite publication. The spelling and usage list on page 8 of this Guide lists some words that are often used in the Journal.

Abbreviations	<ul style="list-style-type: none"> • Avoid their use in general text • Use in tables, charts, figures, diagrams • Use i.e. and e.g. in lists, diagrams, tables, otherwise use that is and for example, respectively • No full stops within or after abbreviations, e. g. Ltd, WCO, EEC • Use ‘and’ not ‘&’ in lists of authors’ names.
Capitalisation	<ul style="list-style-type: none"> • Minimal.
Currency:	<ul style="list-style-type: none"> • Use IBAN currency codes • No space between the IBAN currency code and the numbers, e. g. Consignments of intrinsic value worth up to EUR150. • Use the same number of decimal places for all the currencies you refer to.
Dashes/hyphens	<ul style="list-style-type: none"> • Hyphens in text, e.g. in-depth, decision-making • Use spaced en dashes (–) sparingly to draw attention, e.g. Three types of customs clearance are now possible – standard, special and IOSS – but only.... • Use unspaced en dashes in ranges of numbers and years, e.g. pp. 76–79.
Dates and decades	<ul style="list-style-type: none"> • List day month year with non-breaking spaces between each, e. g. 5 October 2001 • Don’t add an apostrophe to decades, e. g. 1970s, not 1970’s.
Footnotes	<ul style="list-style-type: none"> • Avoid if possible.
Hyperlinks	<ul style="list-style-type: none"> • Both DOIs and URLs should be presented as hyperlinks (beginning with "http://" or "https://") • Standardise DOIs as starting with https://doi.org/ • In documents to be read online, use live links.
Italics	<ul style="list-style-type: none"> • Limit their use • Italicise titles of books, legal cases, Acts, journals, publications.
Language	<ul style="list-style-type: none"> • Only articles in standard English (English that is clear, correct and unambiguous) will be considered for publication. Submissions that do not meet an acceptable standard of

	English may be rejected or returned to the author with advice to use a language-editing service before resubmission.
Latin words	<ul style="list-style-type: none"> Write the full Latin word in italics but not the shortened form, e.g. <i>exempli gratia</i>
Legal cases	<ul style="list-style-type: none"> If using the abbreviated title, write in italics, e.g. <i>Hamamatsu Photonics Deutschland GmbH Case (Hamamatsu Case)</i>.
Lists (bulleted or numbered)	<ul style="list-style-type: none"> Don't use semicolons (;) or commas (,) at the end of list items Don't use 'and' or 'or' after list items Punctuate according to style, i.e. sentence lists, fragment lists or stand-alone lists (see https://www.stylemanual.gov.au/structuring-content/lists).
Numbers	<ul style="list-style-type: none"> Use a non-breaking space between numbers and their units of measurement, e.g. 2 cm Spell out numbers from 1 to 9 (i.e. one, two, ... nine) Use numerals for numbers 10 and above (i.e. 10, 20, 100, 999) Use commas in numbers with four digits or more, e.g. 1,000; 10,000 Large numbers: use a combination of words and numerals for large, rounded numbers over a million, e.g. 50 billion people Avoid numbers at the beginning of sentences – instead use, e.g. In the year 2021... (rather than: 2021 was the year...).
Ordinals (e.g. first, second, third)	<ul style="list-style-type: none"> Write ordinal numbers up to 'ninth' in words, unless otherwise indicated, e.g. 7th Customs Congress For ordinals of 10th or higher, use numerals with the relevant suffixes, e.g. 50th Don't write suffixes, e.g. -st, -nd, -rd, in superscript.
Quotation marks	<ul style="list-style-type: none"> Single 'quotation marks' are used to show direct speech and the quoted work of others.
Quotes	<ul style="list-style-type: none"> Use block quotes if ≥ 40 words long: <ul style="list-style-type: none"> Indent block quotes on the left by 1 cm Insert reference after full stop at end of quote (unless referenced before quote), no punctuation after reference. In short quotes: <ul style="list-style-type: none"> Place the citation after the quote or at the end of the sentence For narrative citations, include the author and year in the sentence and then place the page number of other location information in brackets after the quote: if the quote precedes the narrative citations, put the page number after the year and a comma If the citation appears at the end of a sentence, put the end punctuation after the closing bracket for the citation.
Referencing style	<ul style="list-style-type: none"> APA (7th ed.): https://apastyle.apa.org/ See examples at https://apastyle.apa.org/style-grammar-guidelines/references/examples

	<ul style="list-style-type: none"> Also see previous issues of the journal, https://worldcustomsjournal.org/archive/
Spacing	<ul style="list-style-type: none"> One space after full stops, colons and semi-colons (not two).
Spelling	<ul style="list-style-type: none"> Use Australian spelling as in the Macquarie Dictionary (online), unless this style Guide shows a different option Specific variations are listed in the wordlist at the end of this Guide.
Use of the word 'Customs'	<ul style="list-style-type: none"> Upper case 'C' when referring to the body that administers the legislation and regulation of governments (when used as a noun), e.g. Some of the main challenges facing Customs are... Lower case 'c' when used in the general sense (when used as an adjective), e.g. customs administrations Treat Customs as singular, not plural (e.g. Customs is...).

Manuscript formatting

We strongly recommend following these submission requirements and instructions before submitting your manuscript to the Journal. This will reduce the likelihood of your paper being desk-rejected and expedite publication.

Please also see [Annotated sample article](#) when preparing your paper for submission.

General	
Keywords	Up to 6 key words that encapsulate the principal topics and content of your contribution must be listed in your manuscript
Title	The title should be between four and 15 words
Abstract	An abstract of up to 150 words (different from the introduction)
Lede	A 30-word description that gives the gist of the article and contains the most important points readers need to know
Running head	<p>The running head is an abbreviated version of the title of your paper (or the full title if the title is already short):</p> <ul style="list-style-type: none"> Ensure it is no more than 50 characters, including spaces and punctuation Avoid using abbreviations in the running head The ampersand symbol (&) may be used rather than 'and'
Anonymisation	The manuscript must be anonymised and should not contain the authors' names, biographies or any author-identifying information. Please remove any author-identifying information from the manuscript before submission
Headings	
Headings	<p>Headers and sub-headers are created using Word's style tool</p> <ul style="list-style-type: none"> Headers and sub-headers do not end with colons or full stops
Title of paper	Times New Roman, bold, 20 pt, centred, sentence case

Title of paper with sub-heading	Times New Roman, bold, 14 pt, centred, sub-heading separated by colon and one space. Use '&' rather than 'and'
Major headings	Times New Roman, bold, 14 pt, centred, sentence case
Sub-headings	Times New Roman, bold, 12 pt, aligned at left margin, sentence case
Numbered headings	Times New Roman, bold, 12 pt, aligned at left margin, sentence case. Only up to three levels. Arabic numerals, with full stop, followed by space before heading, e.g. 1. Features of successful capacity building
	Conclusion is singular and numbered Acknowledgments and References are plural and un-numbered
Body	
Text for body of paper	Times New Roman, 12 pt, justified, 1.5 spacing Only one space between sentences.
Paragraphs: first line	Indented
Paragraphs: numbered	Arabic numerals, with full stop. Aligned at left margin, followed by space before text.
Charts, Figures/Images, Equations and Tables	
Aligning text/numbers/decimal points	Align text to the left. Align numbers to the right. Decimal points in the column should line up.
Titles	Directly before the chart, figure, table: not within it . At left margin. Use 10 pt, minimal capitalisation, full stop at end of title. For example: Table 1. Business processes in a typical trade transaction.
Notes	In 8 pt, immediately after the chart, table, figure For example: Note: SURV, surveillance.
'Source' statements	Follows the chart, figure, table. Use 8 pt: start with the word 'Source:' and then the citation. Insert citation into reference list as well. For example: Source: Directorate-General Taxation and Customs Union, 2022, p. 12.
Tables	Tables are created using Word's table tools
Images	Each image is exactly one JPEG, PNG, or TIFF file inserted into the manuscript docx
Equations	Equations are built using Word's equation builder
Footnotes	
	<ul style="list-style-type: none"> • Arabic numbers, lower case, 10 pt within the text • Footnote numbers go immediately after a direct quote • Ensure the numeric citations of footnotes are positioned correctly (i.e. after full stops and commas, but before colons)

	<p>and semicolons, with no space between the note number in the text)</p> <ul style="list-style-type: none"> Footnote numbers follow any punctuation mark except a dash
In-text citations	
Use author's name and year	<p>Examples: (Grainger, 2007, p. 4) and (Widdowson & Holloway, 2009)</p> <p>In in-text citations, use et al. for all citations for sources with three or more authors</p>
Where only one page is referenced:	Example (Widdowson & Holloway, 2009, p. 24)
Where more than one page is referenced:	Example (Widdowson & Holloway, 2009, pp. 24–30)
For multiple in-text references:	List in alphabetical order.
Spell out group authors on first use	<ul style="list-style-type: none"> If the group name appears first in a narrative citation, include the abbreviation before the year in parentheses, separated with a comma, e.g. The United Nations Centre for Trade Facilitation and Electronic Business (UN/CEFACT, 2005) described... If the group name first appears in a parenthetical citation, include the abbreviation in square brackets, followed by a comma and a year, e.g. (United Nations Centre for Trade Facilitation and Electronic Business [UN/CEFACT], 2005) Do not include an abbreviation for a group author in a reference list entry
Personal communications	<p>For example: (A Williams, personal communication, October 11, 2022).</p> <p>Do not include personal communications in the reference list.</p>
References without a date	Instead of the year, use n.d., e.g. (Widdowson, n.d.) or Widdowson (n.d.)
Reference list	
	References are labelled either "References" or "Works Cited"
	Use full stop at end of each reference, except where there is a hyperlink
When the publisher is the same as the author	<p>When the publisher is the same as the author, omit the publisher from the source element, e.g. United Nations Environment Programme. (2000). <i>Cartagena Protocol on Biosafety to the Convention on Biological Diversity</i>. https://bch.cbd.int/protocol/background/</p>
Edited book	<p>Rogowski, R. (2015). Autopoiesis in Law. In J.D. Wright (editor-in-chief), <i>International Encyclopedia of the Social & Behavioral Sciences</i> (2nd ed. Vol. 13). Elsevier. www.researchgate.net/publication/278410087_Autopoiesis_in_Law</p>

Number of author names listed in a reference	Provide surnames and initials for up to 20 authors in a reference entry. If there are 21 or more authors, use the ellipsis after the 19th, followed by the final author name (no ampersand). In in-text citations, use et al. for all citations for sources with three or more authors.
Order of works with same author/same date	Put a lowercase letter after the year in both the in-text citation and the reference list entry, e.g. 2020a, 2020b. For references with no date, use n.d.-a, n.d.-b, etc.
Publisher location	Do not include publisher location (city, state, etc.) after publisher name in a reference
URL retrieval information in references	The words "Retrieved from" or "Accessed from" are no longer necessary before a URL. The only time the word "Retrieved from" is needed is in those rare cases where a retrieval date is necessary (see p. 290, 9.16 of APA 7th edn). URLs in references begin with "http://" or "https://"
Journal articles in other languages	Provide an English translation, e.g. Chikvadze, V., & Yampolskaya, T. (1967). О системе советского права [On the system of Soviet law]. <i>Soviet State and Law</i> , 9, 84–90.
Book chapters in other languages	For example: Gwardzińska, E. (2016). Jednolite egzekwowanie nieprzestrzegania regulacji celnych warunkiem koniecznym do równego traktowania przedsiębiorców na rynku unijnym [Uniform enforcement of compliance with customs regulations as a prerequisite for equal treatment of entrepreneurs on the EU market]. In T. Stanisławiszyn & T. Nowak, (Eds), <i>Prawo celne i podatek akcyzowy: blaski i cienie dziesięciu lat członkostwa Polski w Unii Europejskiej: stan prawny na 1 stycznia</i> (pp. 411–425).
Unpublished works	For example: Royal Melbourne Institute of Technology University Transnational Security Centre. (2021). <i>Survey Result from Container Control Programme's Women's Professional Development Programme (CCP WPDP)</i> [Unpublished].
European Court of Justice cases	For example: European Court of Justice. (2017, December 20). Case C-529/16 (Hamamatsu), ECLI:EU:C:2017:984.
Thesis/dissertation (unpublished)	For example: Walsh, T. (2020). <i>The identification, elaboration, and legislative implementation of the principles of customs law; national regional and global experience</i> . [Doctoral dissertation, University College Cork].
FaceBook post	For example: Singapore Customs. (2020, March 9). Woman in Customs. [Status update]. Facebook. https://www.facebook.com/profile/100064755758546/search/?q=women%20in%20customs
Online newspaper	For example: Abbey, E. E. (2015, May 27). <i>Destination inspection companies to cease operations Sept 1</i> . Graphic Online. www.graphic.com.gh/news/general-news/destination-inspection-companies-to-cess-operations-sept-1.html

YouTube video	For example: Bolloré Transport & Logistics. (2016, December 7). <i>Tema Port Expansion Project – MPS Tema – Bolloré Ports</i> [Video]. YouTube. www.youtube.com/watch?v=qBcm-GUkz
Webpages/documents	Author, A. A. (Date). <i>Title of web page</i> . Publisher/Site sponsor name. URL For example: Organization for Economic Cooperation and Development and European Observatory on Infringements of Intellectual Property Rights. (2018). <i>Trade in counterfeit goods and free trade zones: evidence from recent trends</i> . OECD Publishing/EUIPO. http://dx.doi.org/10.1787/9789264289550-en If you are taking information from the website or web document, then you must cite the information as per the instructions given above. However, if you are simply referring to the fact that the website exists, then you include the URL for the home page in the text, and you do not include an entry in your reference list.
Appendices	
	An appendix is placed <i>after</i> the References

Spelling and usage

Use Australian English spelling.

<p>In general, use ‘s’ not ‘z’ when embedded: ...isa... Example: organisation ...ise... Example: economise, recognise</p> <p>EXCEPTIONS:</p> <ul style="list-style-type: none"> • In words that are quoted directly and use...iza.....ize, or...isi... • In registered names/titles, for example, World Customs Organization, World Trade Organization
<p>In general, use one ‘s’ or ‘t’, not two, for words such as: focused benefiting</p>
A
<i>ad valorem</i> (in italics)
advance reporting
ageing
anti-dumping
Art. (abbrev for Article in legal terminology)
Asia-Pacific
Authorised Economic Operator
B
bilateral
C

coordinate
coordination
cooperate
cooperation
cross-border trade/trading/operations
COVID-19 (disease) or coronavirus disease
D
data-bank
<i>de minimis</i> (in italics)
dispatch
E
everyday
Example: everyday occurrence
e-commerce
end-to-end supply chain integrity
,etc. (use a comma before)
East Asia
F – H
favour
fixed-cost component
focused
hard disk
Harmonization Work Programme
I – L
in-depth Example: in-depth study
Least-developed countries (LDCs)
license (verb)
licence (noun)
M – N
macroeconomics
master degree/masters degree/master's degree: Use 'master degree'. When referring to a specific qualification, use 'Master of [area of study]':
member states (no capitals)
most-favoured nation
New Year
non-tariff barriers
North Africa
non- (use a hyphen for a compound word, e.g. non-concessional)
O
one-stop shop
one-stop border posts
ongoing
P - Q
per cent (% in tables and in brackets)
policymaker
prearrival

program
post-import
R
real-time (e.g. real-time cargo tracking systems)
re-engineering
S
side-by-side
small-and-medium-sized enterprises (SMEs)
SME (small-and-medium-sized enterprise)
so-called
socioeconomic
South Asia
South-East Asia
South-East Asian
stand-alone
straightforward
supply chain security
supply chain management
sub nom. (<i>sub nomine</i>)
T
textbook
, that is, (use comma before and after)
20-foot container
20-foot equivalent unit (TEU)
Time-in-port
Twofold
V
value added
vs (versus)
W - Z
wellbeing
whole-of-government [e.g. response]
well suited (for...)
World Business Organization (ICCWBO)
WTO members
x-ray

Usage

Use:	Do NOT use:	Rule/Exceptions
Customs-to-Customs	Customs to Customs	Use hyphens and Upper Case
Customs-to-Business	Customs to Business	Use hyphens and Upper Case
Business-to-Business	Business to Business	Use hyphens and Upper Case
Private Public Partnerships (PPP)		

Additional files and information

You are asked to include the following details separately from the manuscript:

- name, position, current affiliation, affiliation where the research was conducted, a brief bibliographical note (up to 150 words), ORCID iD and contact details (including email address) of each author.
- a statement disclosing any potential conflicts of interest and any financial interest or benefit that has arisen from the direct applications of your research, as well as a statement disclosing any financial or funding support received
- where the author has used third-party copyrighted materials (pictures, graphs, tables, etc.) in the contribution – the author is responsible for obtaining the relevant permissions, which may include paying any royalties or other fees. Written permission from the copyright owner to use such copyrighted materials shall be provided to the Editors with the submission, before publication can take place.