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 multi-dimensional 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, 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, 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 re-publish 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

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
Single space the text of your article or review with an additional line space between paragraphs. 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]

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 a Source statement within the box itself (for examples, see World Customs Journal 2013, vol. 7, no. 1).
In-text referencing

Examples of in-text referencing styles follow the notes about the Reference list.

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.

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

1. One author
   
   In text: … (Asakura 2003, p. 57)
   
   or Asakura (2003, p. 57) concluded that …
   

2. 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 …
   

3. More than three authors or authoring bodies
   
   In text: For the first in-text reference, use all names:
   (Deise, Nowikow, King & Wright 2000, pp. 174-80)
   
   or Deise, Nowikow, King and Wright (2000, pp. 174-80) 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)
   

4. Second and subsequent editions of a book
   
   In text: (Viljoen & Dann 2003, pp. 335-6)
   
   or … Viljoen and Dann (2003, pp. 335-6) summarise strategies to …
   
   In reference list: Viljoen, J & Dann, S 2003, Strategic management, 4th edn, Prentice Hall, Frenchs Forest, NSW.
5. 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*, WCO, Brussels.

6. Editor

**In text:** (ed. Ratcliffe 2004, pp. 3-6)

*or* … edited by Ratcliffe (2004, pp. 3-6) …

**In reference list:** Ratcliffe, JH (ed.) 2004, *Strategic thinking in criminal intelligence*, Federation Press, Annandale, NSW.

7. No author/editor

**In text:** (Macroeconomics, prices 1983, pp. 43-57)


8. Chapter in book

**In text:** … in managing compliance (Widdowson 2005, pp. 91-9)

*or* Widdowson (2005, pp. 91-9) provides a structured approach …


9. Journal article

**In text:** … international trade (Wolffgang & Natzel 2008, p. 39).

*or* Wolffgang and Natzel (2008, p. 39) comment that …


10. 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 …


11. 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

1. 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 …

2. Journal article retrieved from a database
   In text: (Horton 2000, p. 360)
   or Horton (2000, p. 360) maintained that …

3. Newspaper article retrieved from a website
   In text: … (Clark 2003, p. 13)
   or Clark (2003, p. 13) refers to …

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).

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, …

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)
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)


These citation styles are based on the Style manual for authors, editors and printers 2002, 6th edn, rev. Snooks & Co., John Wiley & Sons, Milton.

For further guidance, please contact the Editor-in-Chief at: editor@worldcustomsjournal.org