

# **The Gender Relations Centre**

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## *Working Paper Series*

As part of its commitment to publishing new and innovative work on the transformations of gender relations in Asia and the Pacific, the Gender Relations Centre (GRC) calls for contributions to its Working Paper Series (WPS). We are particularly interested in receiving new work that explores how indigenous cultures and histories, colonial influences and recent development processes have interacted to reconfigure the patterns of gender and sexuality in Asia and the Pacific.

Work in progress that addresses the following issues is especially welcome:

- Gender, sexuality, and globalisation in Asia and the Pacific
- Masculinities in Asia and the Pacific
- Feminisms and women's activism in Asia and the Pacific
- Gender, primary health care and HIV/AIDS in Asia and the Pacific
- Discourses and narratives on gender, sexuality, class, and race in Asia and the Pacific
- Gender and development in Asia and the Pacific
- Gender and human rights in Asia and the Pacific

Given the work-in-progress nature of the WPS, authors may welcome helpful comments on their work and, of course, publication here does not preclude subsequent publication in a journal or book.

For enquiries regarding the GRC's WPS, please contact Michelle Antoinette, Research & Publications Administrator, GRC at: [michelle.antoinette@anu.edu.au](mailto:michelle.antoinette@anu.edu.au)

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## GRC Working Paper Series Submission Guide

### *General Points*

From 2005 the GRC's WPS will be published solely in electronic format. The views expressed in the WPS represent those of the authors and not the GRC or the editors. All work submitted must be original and not published elsewhere.

- **Word Length:** Papers submitted for consideration should not exceed 6000 words, though longer submissions of outstanding quality will be considered. Papers must also include:
  - An abstract of no more than 150 words
  - A brief list of keywords (6-10)
  - The author's full name, affiliation and contact details
- **Document Format:** The text should be submitted as a WORD DOC or RTF file, using Microsoft Word.
- **Paragraph Indentations:** Paragraphs other than the first and those directly under subheadings should have a first line indentation of 1 cm, and should not be justified.
- **Sentence Spacing:** Use a single space after a full stop.
- **Spelling:** Use *The Macquarie Dictionary* as the primary spelling reference, which prefers **s** over **z**: organisation, recognised, civilise.
- **Images:** Any images should be in JPEG or GIF with an accompanying attachment in RTF or WORD DOC for the captions. All image permissions and copyrights are the responsibility of the author and should be provided at the time of submission.
- **Other:** Authors must clearly identify and provide relevant reproduction information regarding any specialised characters or symbols that appear in a submitted paper and fall outside the range of symbols included in a standard Microsoft Word package.

**Submission:** To submit your paper to GRC for consideration, please save it as a Microsoft Word document, and send as an electronic attachment to an email message addressed to [michelle.antoINETTE@anu.edu.au](mailto:michelle.antoINETTE@anu.edu.au) or [grc@anu.edu.au](mailto:grc@anu.edu.au). We will acknowledge receipt of your submission by reply email.

In the body of your email please include the following information:

- Name (First name, SURNAME)
- Contact details

## GRC Working Paper Series Style Guide

### *Title Page*

- Please give title, author(s), institutional affiliations(s), and current mailing and e-mailing addresses.

### *Spelling*

- **Use English spelling.** Use *The Macquarie Dictionary* as the primary spelling reference, which prefers **s** over **z**: organisation, recognised, civilise.
- **Abbreviations, contractions and acronyms:** Use full stops after abbreviations (Calif., ed., anon., et al.) but not after contractions which end with the last letter of the word (Qld, Dr, eds). Abbreviated units of measurement do not take a full stop (mm, km, kg); nor do they take an s in the plural. Abbreviations such as i.e., etc., and e.g. are best replaced by 'that is', 'and so on', and 'for example'. They may be used in endnotes. Such abbreviations should not be italicised. Avoid abbreviations which may be unfamiliar to non-academic readers, such as vide, viz., and op. cit. However, abbreviations such as cf. and et seq. may be unavoidable. Do not use full stops in acronyms (UNESCO) or in abbreviations with capital letters (NSW, WA).
- **Acronyms:** spell out at first use followed by acronym in brackets then use acronym throughout the text.
- **Foreign words** in italics.
- **Apostrophes:** Do not use an apostrophe when representing decades of a century (1930s) or when making an abbreviation plural (MPs, NGOs). In general, use s's for the possessive form of names ending with an s (Waters's).
- **Capitalisation:** Capitals should be kept to a minimum. When given in full, proper names of people, institutions and organisations require capitals (the Department of Home Affairs); shortened forms used subsequently do not (the department).

### *Text Formatting*

- Please use Times New Roman (12 point) font. Keep formatting as simple and plain as possible. Do not attempt to design your manuscript.
- Everything, including extracts, notes, tables, captions, and bibliography, should be in the same font and type size.
- *Double-space everything*, including notes, tables, bibliography, extracts, and so on.
- Use endnotes (notes at the end of the paper) rather than footnotes.
- Do not use hyphens to break words at the end of lines. Turn off the automatic hyphenation feature on your word processing software. You may, of course, use hyphens in hyphenated compound words that appear in the text.
- If your software does not include an en-dash or an em-dash, use two hyphens (--) for an en-dash and three hyphens (---) for an em-dash. There should be no space before, between, or after the hyphens.

En-dashes are used to connect inclusive numbers, e.g., 1968–1972

Em-dashes are typically used to denote a sudden break in thought, e.g., There was a time—oh wonderful time!—when manuscripts were created on typewriters.

- Use your tab key for paragraph indents. NEVER use your space bar.

- Do not use the letter “el” (l) when you mean the number one (1). Do not use the letter “oh” (capital O or lowercase o) when you want a “zero” (0).

### ***Images***

- Maps, photographs, illustrations and other pictorial elements should be submitted as separate electronic files in .tif, .jpeg, or .gif format. These files should be clearly named and consecutively numbered (e.g. Figure 1; Figure 2; Plate 1; Plate 2).
- ***Do not embed images in the text.*** Authors should clearly indicate where in the text such maps and illustrations are to appear in the following manner <**Figure 1.1 here**> and include relevant headings and captions.
- ***Captions:*** Captions should include where appropriate Artist/Author/Producer; Title/Description of Image; Date of image production; Collection details; Permission/Copyright details; Image dimensions and material properties, etc.
- Please note that any images used or artwork submitted must be the work of the author or *you must gain permission to use and publish these images from the original creator or their agent (dealer, gallery etc) as appropriate.* Authors must then also provide any necessary attributions/credits and permissions for use of these elements.

### ***Tables***

- Tables can be included in the text, and must also be consecutively numbered and include relevant headings and captions.

### ***Italics***

- Italics are used for foreign words and phrases (other than proper names), for titles of published works, plays, CDs, films, television and radio programs.

### ***Numbers***

- Numbers one to ninety-nine are written out in words, except in measurements (41 km away), currency (\$10), percentages (34 per cent) or lists or series containing specific amounts (4 cows, 3 sheep and 24 pigs). Use a comma to separate thousands from 10,000 on.
- Spans of numbers should contain the fewest possible number of digits, for example, use pp. 341-6 rather than pp. 341-346. The same applies for dates, for example 1862-1923, 1904-5, 1987-98.

### ***Referencing***

#### **Quotations**

- Use single smart quotes in the first instance; double smart quotes within a quote. Small quotations of up to three lines should be run in – integrated into the text in the same type size as the text and enclosed in single quotation marks.
- Quotations longer than three lines or thirty words should be set off as block quotations– that is, indented from the left margin, without quotation marks. To set them off from the main text start them in a new line and indent the left margin.
- Punctuation that is a part of the quote should appear within the quotation marks.
- Quotations should be properly sourced and include the page number(s).
- Do not use spaces either side of an ellipsis: the man...went on; once again...Then he stopped.

### In-text references

- Use author-date system (Harvard system).
- In the author-date (Harvard system), a textual citation generally requires only the name of the author(s) and the year of publication (and specific page(s) if necessary). Text reference – references (including references to personal communications) are placed in the body of the text, not as notes. For each quotation or statement specific enough to need a reference, place the citation in parentheses (author's name, year of publication of work quoted or referred to, page(s) cited) at the end of the sentence, thus: ... (Wallmann 1981), or ... (Wallmann 1981: 34). Please note that in general page numbers should be included in all in text citations, this includes both direct and indirect citations.
- When citing works with three authors or more, on first citation provide the names of all the authors in the order in which they appear in your source. In subsequent references to this source, you only need to give the first name followed by 'et al.'
- For works with three or more authors provide the first name followed by 'et al.' every time. All authors names should be provided in the bibliography.
- For ideas that refer to more than one source, the sources are listed in order of publication date, from oldest to most recent.

### Bibliography

- Notes and bibliography/list of references should appear at the end of the article or chapter. The bibliography should include all (and only) works cited or quoted in the main text. This should be arranged alphabetically by author. When citing the same author from multiple publications, the order is from oldest to most recent.
- Where two places of publication are indicated in a reference, use only the first.

For further guidelines on completing the bibliography, please see the example references below:

#### **A. Single-author book**

White, L. (1990) *The Comforts of Home: Prostitution in Colonial Nairobi*, The University of Chicago Press, Chicago.

#### **B. Co-authored book**

Perkins, R., & Bennett, G. (1985) *Being a Prostitute: Prostitute Women and Prostitute men*, Allen & Unwin, Sydney.

#### **C. Edited book**

Delacoste, F. & Alexander, P. (eds) (1988) *Sex Work: Writings by Women in the Sex Industry*, 2<sup>nd</sup> edition, Cleis Press, San Francisco.

Spyer, P. (ed.) (1998) *Border Fetishisms: Material Objects in Unstable Spaces*, Routledge, London.

**D. Chapter in edited book**

Doezema, J. (1998) 'Forced to Choose: Beyond the Voluntary v. Forced Prostitution Dichotomy', in eds K. Kempadoo and J. Doezema, *Global Sex Workers: Rights, Resistance, and Redefinition*, Routledge, New York, pp. 34-50.

**E. Report**

International Labour Organization (2004) *Research Report on Direct Sex Workers in Sihanoukville Municipality, Cambodia*, International Labour Organization, Phnom Penh.

Australian Bureau of Statistics (1985) *Domestic Travel and Tourism Survey, Australia, 1973*. Cat. no.9216.0., Australian Bureau of Statistics, Canberra.

**F. Dissertation/thesis**

Kempadoo, K. (1994) *Exotic Colonies: Caribbean Women in the Dutch Sex Trade*, PhD Thesis, University of Colorado.

**G. Conference paper**

Taylor-Schunter, B. (2001) 'Where the Children Sit', paper presented at the 2<sup>nd</sup> Annual International Conference on Gender & Indochina, Bangkok, March 3-4.

**H. Journal article**

Levine, P. (1996) 'Rereading the 1890s: Venereal Disease as "Constitutional Crisis" in Britain and British India', *The Journal of Asian Studies*, vol. 55, no.3, pp. 585-612.

**I. Review**

Luker, V. (2003) *Review of 'A Solomon Islands Chronicle: As Told by Samuel Alasa'a'*, *The Asia Pacific Journal of Anthropology*, vol. 4, nos. 1&2, pp.150-151.

**J. Article in a newspaper with a by-line.**

Basili, H. (2001) 'Saving sex slaves', *The Sydney Morning Herald*, 12 April, pp. 24-5.

*The Cambodia Daily* (2003) 'Sex-Worker Poll Lowers Nationwide Estimates', 3 November, pp. 1-3.

**K. Internet document and other electronic media**

This could include sources from the Internet, compact disk products, electronic journals or other electronic sources.

Cambodia Today, in cooperation with the NGO Forum on Cambodia (2005) 'Child Prostitution, Trafficking and Sex Workers in Cambodia – a resource file', electronic document, available at [http://www.ngoforum.org.kh/Development/Docs/child\\_prostitution.htm](http://www.ngoforum.org.kh/Development/Docs/child_prostitution.htm), accessed 20 January.

#### **L. Audio/visual material**

The details required are the same as for a book, with the form of the item (eg videorecording, tape, etc.) indicated prior to the title.

Hawkins, R. (videorecording) (2000) *Since the Company Came: A Story from the Rainforests of the Solomon Islands*, Ronin Films, Canberra, ACT.

If no author is given, the title is used as the first element of the reference. Alphabetise the entry by the first main word of the title in the bibliography.

*Hacker Attack* (videorecording) (1995) Sydney, SBS.

#### **M. Work Accepted for Publication**

Eves, R. (In Press) "Black and White, a Significant Contrast": Race, Humanism and Missionary Photography in the Pacific', *Ethnic and Racial Studies*.

#### **N. Work Submitted for Publication or Unpublished Work**

Eves, R. (n.d.) *Speaking for Itself: Art, Meaning and Power among the Lelet of New Ireland (Papua New Guinea)*, unpublished ms., Gender Relations Centre, Australian National University.

#### **O. Series**

Simons, R. C. (1996) *Boo!: Culture, Experience and the Startle Reflex*, Series in Affective Science, Oxford University Press, New York.

#### **P. Edition**

McTaggart, D., Findlay, C. & Parkin, M. (1995) *Economics*, 2nd edn, Addison-Wesley, Sydney.

#### **Q. No Author or Editor**

If no author is given, the title is used as the first element of the reference. Alphabetise the entry by the first main word of the title in the bibliography.

*The CCH Macquarie Dictionary of Business* (1993) CCH Australia, North Ryde, NSW.