

THE MONSOON PROJECT STYLE GUIDE

The *Monsoon Project* is an academic blog affiliated with Crawford School of Public Policy at the Australian National University (ANU). The uniqueness of the *Monsoon Project* lies in it being student-run and focusing on publishing the new and young voices on key issues affecting the Asia-Pacific region. We welcome submissions from all students, including undergraduates and postgraduates from all disciplines.

Unsolicited posts are welcome, though publication is not guaranteed, and revisions are almost always requested. Acceptance of articles is based on quality alone. All points of view are welcome.

General guidelines for posts are that they should be:

- **no longer than 800 words**
- **Must make a clear point to the reader through a mixture of analysis and opinion**
- **attributed to individuals (not an organisation or anonymous author) and**
- **Assertions must be backed up by evidence through sources provided as hyperlinks (not footnotes).**

All articles accepted for publication will be published under a [Creative Commons Attribution-NonCommercial-ShareAlike 3.0 Unported License](#).

Authors who have affiliations that readers should be aware of, or conflicts of interest, must declare them (either in the body of their submission or in their byline). If you are unsure whether a particular affiliation or interest should be disclosed, please discuss this with the Editor at the time of submission.

Detailed style guidelines for posts are laid out below. Please follow them, but don't be intimidated. We run a flexible and informal blog. We do try hard to avoid spelling and grammar mistakes. When in doubt, be consistent!

Submission and editing:

- Send in a full draft article to contact@themonsoonproject.org. In your email, include your full name, and what you are studying.
- If accepted for possible publication, your piece will be sent back to you with the Editor's requested edits, any questions, and comments.
- Once both The *Monsoon Project's* editorial team and the writer are happy with the final piece it will proceed to publication.
- The final piece is then approved for publishing. The Editor of the *Monsoon Project* reserves the right to give final approval for publishing a piece.

Article guidelines:

- Use short paragraphs. Be brief. Express your ideas in short, succinct and direct language.
- Make and argue a clear point from the beginning of your piece. Back up your arguments with evidence and a conclusion.
- Academic blogging requires writing for a public audience that is non-specialist and may not have any knowledge of your chosen topic. Use language that is accessible and readable.
- Avoid academic jargon.
- If you wish to use an acronym, write out the full title of a name first and then provide its acronym in brackets immediately after. You may then continue to use the acronym for the rest of the article.
- Assertions must be backed up with evidence by way of links. If in doubt if whether an assertion needs a link, put one in.
- If you speak of a particular event, institution or scholarly work, please hyperlink to a source into the words that have described given event, institution or scholarly work.
- Include your byline at the end of your article. Bylines must follow the below format;

“[Your full name] is a [year of study] studying a [your degree that you are currently studying] at the [name of the institution you are studying at].”

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Language

- We prefer ‘ise’ rather than ‘ize’ and ‘am’ rather than ‘amme’ spellings (as in ‘authorise’ and ‘program’), unless in proper nouns.
- It is acceptable to start a sentence with ‘And’ and ‘But’.
- Ampersand (&) may be used in tables, otherwise use ‘and’.
- Use ‘per cent’, not ‘percent’ or ‘%’.
- Use UK English. If in doubt, check the [Oxford English Dictionary](#).

Punctuation

- Only quoted speech should be in double quotation marks. For everything else, use single quotation marks.

- Keep punctuation inside quotation marks if it is part of the quote, otherwise place it outside. If the final punctuation in a quote is a question or exclamation mark, don't use a full stop after the closing quotation mark.
- The use of **hyphens** (-) is a complicated business. We take a 'less is better' approach, particularly where a word or prefix is common (cooperate, macroeconomic, well, pre, post, de, anti, extra, sub, dis). But sometimes hyphens are needed. Use them with care for compound words ('set-up' as a noun, but not 'set up' as a verb), compound adjectives placed before their nouns ('ill-fitting suit') and multi-word numbers ('two-thirds', 'twenty-five'). Also use them to avoid ambiguity (re-form rather than reform) and to refer to a range (May-September, 1999-2013). Finally, use hyphens when the suffix begins with the same vowel the prefix ends in (semi-industrial), and when the suffix begins with a capital letter (un-Australian).
- Use a dash with a space or a longer dash without spaces:
- to add an explanation or information, and to introduce a word, phrase or clause that amplifies, summarises or contrasts with what has been said
- to signify a brief, abrupt change in the direction of the sentence
- as an alternative to brackets.

Titles

- Minimal capitalisation should be used for **titles**.
- **Official titles** should be capitalised unless they are being used in a generic way or in the plural ('... according to the Minister for Defence. In the minister's view, the policy was a failure.').
- The **titles of organisations** and institutions should be capitalised except when used in a generic way (The Australian National University; Government of Papua New Guinea; Rio Tinto; but, the university, the government, the company, the forum, the report).

Numbers, Dates and Amounts

- Numbers **ten and under** should be written as words. Numbers above ten may be written in numerals.
- Numbers may be written as numerals to open a sentence ('19 people attended the meeting.').
- **Centuries** should be counted in words ('Nineteenth-century economists say that in the sixteenth century ...').
- **Date format:** 25 January 2012; The forum will be held on Monday 25 January; The conference will run from 25-27 January.
- Include **currency** when referring to dollar amounts other than the Australian dollar.
- Indicate currency thus: \$US, US\$ or USD. As always, be consistent after you make your choice.

- An AUD or USD conversion rate should be provided for lesser known currencies on first reference (1 million kina is approx. \$A457,000).

Formatting

- Italics should be used for book titles, films, television series, song titles, ship names, and non-English words.
- Underlining should be avoided.
- Use a single space between sentences.
- Pieces should not contain dot (bullet) points of full sentences

Referencing

- In blog posts, hyperlinks should be used wherever possible in place of footnotes under terms such as ‘this report’, ‘this post’, ‘announced’, ‘launched’, etc. Please ensure links are correct and do not direct readers to password protected or subscription only pages.
- The [Crawford School of Public Policy style of referencing](#) should be used where references are necessary.

The Monsoon Project would like to acknowledge the DevPolicy blog, housed at Crawford School of Public Policy, for letting us adapt elements of their style guide.