

Welcome

We have prepared this document to assist you as you prepare your articles for submission to the *Journal of Information Warfare*.

To begin with, please make sure that the proofing language for your article is set to Australian English (Select “Review” from the tabs at the top of the Word screen; then click on the “Language” icon, and select “English (Australia)"); however, take care to maintain the original spelling when quoting material or referring to a specific title, organisation, proper noun, etc. For instance, American English writers would use ‘defense’ while an Australian author would use ‘defence’; likewise, Finland has a ‘Defence Ministry’, but the U.S. has a ‘Department of Defense’.

JIW's style sheet is adapted from the Harvard style, as detailed in the Snooks & Co. 6th edition of the *Style manual for authors, editors and printers* (2002). While many of our conventions follow Snooks to the letter, others do not. Authors should use the information below. If a question arises that is not addressed in this document, consult the *Style manual* or contact Diane Silver at diane.silver@goldbelt.com.

JIW Style Guide

The information below illustrates the appearance and format for page one and all the subsequent pages of your paper. (In the example, **Instructions for Authors** is formatted as the paper's title should be; *AN First* represents the initials and last name of the first author, etc.)

Instructions for Authors

AN First¹, IB Second²

¹*School of Computer and Security Science
Edith Cowan University
Perth, Australia*

E-mail: anfirst@ecu.edu.au

²*School of Justice and Business Law
Somewhere University
Anywhere, United States of America*

E-mail: ibsecond@su.edu

Abstract: *The abstract should summarise the contents of the paper in between 40 and 100 words.*

Keywords: *Information Management, Information Operations, Perception Management*

(Two blank, 12-pt TNR lines should separate the Keywords section from the Introduction.)

Introduction

The text should adhere to the following format:

- Submissions should be made in Microsoft Word, using Times New Roman 12-pt font.
- Margins should be set at 2.54 cm (1 in.) on top, bottom, left, and right.
- Justify right and left margins.
- Use single spacing. (Do not use the “Before” and “After” functions available under “Paragraph”> “Indents and Spacing” except to insert a 3-pt space between figures, tables, and charts and their labels.
- Insert one 12-pt blank line between the top margin and the first line of your paper, which should consist of your title.
- The **Title of the Paper** should be in **TNR 14-Pt Font, Bold** typeface. It should use upper- and lower-case letters, and it should be centred.
- Leave 2 (12-pt) blank lines after the title of the paper.
- The second line of text (Times New Roman 12 pt) should contain author’s(s’) name(s). Do not use first names (only initials without periods). Separate the authors’ names with commas. Centre the text.
- Use superscript numbers to key each name to the affiliation that matches it (order of names and affiliations should also match).
- Leave 1 blank line after the author’s(s’) name(s).
- The third through fifth lines of text (*Times New Roman 12 pt, italic, centred*) should provide the name of affiliation(s) for the first author (or the authors whose affiliation is the same as the first author): for example, the name of his or her university or organisation, his or her department (if applicable), and the location of that affiliation (city, state, country, for instance).
- Insert a blank space between the affiliation information and the author’s e-mail address.
- The e-mail line should be in *italic, 12-pt, TNR font*:

E-mail: anfirst@ecu.edu.au

- If there is more than one author or affiliation, leave 1 blank line between author affiliation sections.
- If two or more authors are from the SAME institution, then the name of the organisation should only occur ONCE. E-mail addresses for all the authors should appear on the same line, in order of the authors’ appearance on the author line. Separate these e-mail addresses with semi-colons:

*E-mail: diane.silver@goldbelt.com; elena.brigham@goldbelt.com;
marla.weitzman@goldbelt.com*

- Leave 2 blank lines after the e-mail address(es).
- The **Abstract** should follow those two blank lines. It should be italicised and be no longer than 100 words. The aim is to provide a concise overview of your paper.
- Leave 1 blank line after the abstract.
- Include a (horizontal) list of **Keywords** contained in your article. *The Words Should Be in Italics, and Each Significant Word (other than prepositions, articles, and coordinating conjunctions) Should Begin with a Capital Letter.*
- Leave 2 blank lines after **Keywords** before commencing your paper with the **Introduction**. Each **Major Section of Your Paper** should be in **TNR 14-pt**,

Bold typeface. **Capitalise Each Major Word of Each Major Section Heading.**

- Leave 1 line between paragraphs, after figures and diagrams, before and after blocked-off quotations, before and after lists set apart from the text of the paper (with or without bullets or numbers), and between sections.
- Each **Minor section of your paper** should be in **TNR 14-pt, bold** typeface. Capitalise only the first letter of the first word in the heading and any proper nouns, acronyms, etc.
- Text should be written in the third person.

The remainder of this document reviews some of our guidelines and provides more detailed information and examples.

Additional Information

As papers are published both in a hard-copy format and online, please do not use auto-formatting or any other style. Please adhere to the style as specified; variation may mean your article is not included for publication. Also, if you use a bibliographic tool to prepare your list of references, please turn that field off before you submit your article.

Length of papers

- Papers (title, abstract, main text) should normally not exceed 6000 words in length.
- Longer papers may be rejected.

Font

- Times New Roman, 12 pt, single spaced.
- **Major Headings** should be set to **Times New Roman** font (**14 pt**) using **Title Case** and **Bold**.
- **Minor headings** should be set to **Times New Roman** font (**14 pt**) using **Sentence case and bold**.
- Only use “double quotation marks” for “actual quotes from other texts”; use ‘single quotes’ to ‘highlight’ expressions; *italicise* words in languages other than English.

Layout

- Margins should be set at 2.54 cm (1 in.) on top, bottom, left, and right.
- All regular text is to be left and right justified. Graphics (tables, diagrams, figures, etc.) and their labels should be centred.
- Paragraphs should have a single 12-pt blank line between them.
- New sections should have a single 12-pt blank line between them.
- Leave a single 12-pt blank line before figures and tables; leave a single 3-pt blank line before the label for the table or figure; leave a single 12-pt blank line between the label and the text of the paper that follows the figure or table.
- Do not indent paragraphs.
- Do not number sections.
- Do not use footers or headers.
- Do not add page numbers.
- Do not use Style.
- Do not use borders/shading.

- Do not use footnotes.
- Do not use abbreviations such as ‘e.g.’ (use, instead, ‘for example’) or ‘i.e.’ (use, instead, ‘that is’).
- Do not shorten words; for example, ‘don’t’ should be ‘do not’.
- In short, keep all formatting to the simplest form.

Diagrams

- Use exhibits (tables, figures, diagrams, illustrations) only where necessary.
- Any exhibits should be submitted as jpeg or PDF attachments (300 dpi resolution)—with labels to identify them (see below).
- Each reference to an exhibit should use **bold** for the type of graphic and number: ‘**Figure 1** represents . . .’.
- Exhibit attachments should include a number and brief description in Times New Roman 10 pt, such as ‘**Figure 1:** Web portal development analysis’.
- This identification should appear below the actual exhibit.
- From the “Home” tab, select “Paragraph”; select “Indents and Spacing”. Set “Before” to 3 pt.
- Do not forget to label all exhibits.
- Make sure that exhibits will print clearly in black and white.
- Please ensure exhibits can be resized.
- Please do not include scanned images from other publications.
- Secure permission to include any images generated and/or published by others.

Documentation style

The documentation style for the *Journal of Information Warfare* is adapted from the Harvard style, as detailed in the Snooks & Co. 6th edition of the *Style manual for authors, editors and printers* (2002). In general, this style calls for in-text citations and a reference list at the end of the paper.

In-text citations

Citations should be in Harvard style.

- The text itself and the in-text citation should provide readers with both author’s (or authors’) name(s) and date of publication—for instance, ‘Smith (1979) was first to note this trend’; or ‘Research conducted at the University of Texas, San Antonio first identified this trend (Smith 1979)’.
- Two or three authors of the same text are included in in-text citations: McFadden, Jones, and Arnold (2010) or (McFadden, Jones & Arnold 2010). Note that ‘and’ is used between the last names of the last two authors for references in the text of the paper, while the ampersand replaces ‘and’ in parenthetical references.
- More than three authors are referred to using *et al.*; thus, in-text references would appear as follows: (Anderson *et al.* 1982) or Anderson *et al.* (1982). Note, however, that the full list of authors’ names and initials must be given in the references’ section at the end of the paper.
- Multiple publications by the same author within the same year are differentiated with small Arabic letters: Jones (1983a), (Jones 1983b).
- In-text references for direct quotes (paraphrases and summaries) may also include the page numbers where the quote (or borrowed material) can be found: Best (2007, p. 3) or (Gupta 2007, pp. 110-1).

- If the author is unknown or is an organisation, the full title or name of the organisation should be given for the first in-text citation (National Security Agency). Afterwards, a shortened version of the title, the organisation name, or acronym is used (NSA 1985).

These examples of in-text citations are provided for quick reference:

- **One author of one text:** (Langner 2011)
- **Two authors of the same text:** (McFadden & Arnold 2010)
- **Three authors of one text:** (Stouffer, Falco & Scarfone 2011)
- **More than three authors of a single text:** (Tehranipoor *et al.* 2011)
Again, note that the names and initials of all the authors should appear in the reference list.
- **When there is more than one author and the authors are identified in the text, use *and* instead of the ampersand to connect their names:** ‘McMinn and Butts (2012) have argued. . .’.

But

When the authors are identified in the parenthetical reference but not in the text, use the ampersand between their names: ‘Experts now believe the opposite is true (McMinn & Butts 2012)’.

- **To cite two or more works at one point in the text of the article, use one in-text parenthetical reference:** (McFadden & Arnold 2010; Tehranipoor *et al.* 2011). Note that the citations are separated by semi-colons.

Blocked-off quotations or items

Should you choose to include a quotation of some length (more than 30 words) or to insert a list into your paper, please place the text in a free-standing block of single-spaced lines.

- Blank lines should separate the block quote or list from the text that immediately precedes it and the text that immediately follows it.
- The text of the material should be indented one-half inch from the left margin.
- There is no need for quotation marks with blocked-off quotations, unless they appear in the original.
- End the material with a period. For quoted material, be sure to include a parenthetical citation *after* the period. (Jones 148)

References

The **References**’ list should appear at the end of the article and, using the Harvard style of documentation, should provide sufficient description to enable the reader to locate all publications referred to in the text.

- The first reference should appear immediately beneath the **References** heading (no line space); leave a single 12-pt blank line between subsequent entries.
- References should be arranged in alphabetical order by surname of first-named author, then date.
- References to government or corporate entities as authors should appear and be alphabetised on the reference list by full title (such as ‘National Security Agency’) but be followed by abbreviations, acronyms, etc., if applicable, in parentheses ‘(NSA)’.

- Multiple works by the same author(s) should be arranged in chronological order; as noted above; multiple works published in the same year should be distinguished by small Arabic letters after the date (2009a; 2009b) *and* arranged on the citation list in alphabetical order based on a letter-by-letter analysis of title (excluding words such as ‘the’, ‘a’, ‘an’, etc.).
- Unpublished works or private communications are to be mentioned within the text but may be omitted from the reference list.
- References to electronic documents should include date viewed and the appropriate Universal Resource Locator (URL): viewed 7 December 2017, <<http://www.cs.wustl.edu/~jain/cse571-07/ftp/ids.pdf>>.
- Names of countries should be abbreviated using the guidelines found at <www.nationsonline.org/oneworld/country_code_list.htm>.
- Please ensure that all the references in the text are in the list of references at the end (and vice versa).

The following entries are provided for easy reference:

- **A book with a single author.**

Walzer, M 1977, *Just and unjust wars*, Basic Books, New York, NY, US.

- **A book or other monograph with additional publication details.**

Stouffer, K, Falco, J & Scarfone, K 2011, *Guide to Industrial Control Systems (ICS) security, Special Publication 800-82*, National Institute of Standards and Technology, Gaithersburg, MD, US.

- **A chapter or article within a book with editors.**

McMinn, L & Butts, J 2012, ‘A firmware verification tool for programmable logic controllers’, *Critical infrastructure protection VI*, J Butts & S Sheno (eds), Springer-Verlag, Heidelberg, DE, pp. 58-69.

- **A work whose author or first author is the same as the first author of the previous item on the reference list.**

—2005, *A thousand plateaus: capitalism and schizophrenia*, forward and trans. Brian Massumi, University of Minnesota Press, Minneapolis, MN, US.

If more than one author is the same in two consecutive entries, but their names appear in a different order in the second entry OR additional authors are also listed and change the authors’ order of appearance in the second entry, provide all the authors’ names and first initials in the second entry.

- **An article by a single author appearing in a journal with both (or either) volume and issue numbers.**

Langner, R 2011 ‘Stuxnet: dissecting a cyberwarfare weapon’, *IEEE Security and Privacy*, vol. 9, no. 3, pp. 49-51.

If issue number is not given, simply move from the volume number to inclusive page numbers: vol. 9, pp. 49-51.

- **An article in a journal with more than three authors, volume, and/or issue number information.**

Tehranipoor, M, Salmani, H, Xuehui, Z, Xiaoxiao, W, Karri, R, Rajendran, J & Rosenfeld, K 2011, 'Trustworthy hardware: Trojan detection and design-for-trust challenges', *Computer*, vol. 44, no. 7, pp. 66-74.

- **A work with corporate authorship.**

Dell 2012, *Lifecycle of an Advanced Persistent Threat*, viewed 19 September 2013, <<http://www.redteamusa.com/PDF/Lifecycle%20of%20an%20Advanced%20Persistent%20Threat.pdf>>.

SmartLabs Technology 2007, *Insteon developer's guide*, 2nd edn, 16 August, viewed 11 May 2017, <http://cache.insteon.com/pdf/INSTEON_Developers_Guide_20070816a.pdf>.

Threat Analysis Group (TAG) 2010, *Threat, vulnerability, risk—Commonly mixed up terms*, 3 May, viewed 12 August 2017, <<https://www.threatanalysis.com/2010/05/03/threat-vulnerability-risk-commonly-mixed-up-terms/>>.

- **A government publication.**

HM Government (UK), *National strategy 2016-2021*, viewed 1 August 2017, <https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/567242/national_cyber_security_strategy_2016.pdf>.

United States Defense Intelligence Agency (DIA) 2017, *United States Defense Intelligence Agency report: Building a military to support great power aspirations*, Defense Intelligence Agency, viewed 2 August 2017, <<http://www.dia.mil/Portals/27/Documents/News/Military%20Power%20Publications/Russia%20Military%20Power%20Report%202017.pdf>>.

United States Department of Defense (DoD) 2015, *Cyber strategy*, Washington, DC, viewed 20 May 2016, <https://www.defense.gov/Portals/1/features/2015/0415_cyber-strategy/Final_2015_DoD_CYBER_STRATEGY_for_web.pdf>.

- **A work in a foreign language.**

Dubov, D 2014, 'Kibermogushchestvo kak bazis obespecheniia "tsifrovogo" suvereniteta v sovremennom mire: Kliuchevie podkhody' ('Cyberpower as a fundamental concept for digital sovereignty in the contemporary world: Key aspects'), *Oborona i bezopasnost'*, vol. 4, no. 25, pp. 123-35.

- **An article from an online periodical.**

Chapple, M 2011, 'Anatomy of a spam attack', *BizTech*, 7 December, viewed 18 August 2016, <<http://www.biztechmagazine.com/article/2011/12/anatomy-spam-attack>>.

- **An article from an online periodical with an author, title of article and periodical, date of creation or production, date of viewing, and URL.**

Zetter, K 2010, 'SCADA System's hard-coded password circulated online for years', *Wired*, 19 July, viewed 21 April 2013, <<http://www.wired.com/threatlevel/2010/07/siemens-scada/>>.

- **A document within a website.**

Santamarta, R 2012, *Project basecamp: Attacking ControlLogix*, Digital Bond, viewed 21 April 2013, <http://reversemode.com/downloads/logix_report_basecamp.pdf>.

Note that Basecamp and ControlLogix are capitalised because they are proper nouns.

- **Papers presented at conferences, etc. and published as proceedings.**

Agrawal, D, Archambeault, B, Rao, J & Rohatgi, P 2003, 'The EM side-channel(s)', *Cryptographic Hardware and Embedded Systems—CHES 2002: Proceedings of the 4th International Workshop*, eds. BS Kaliski, Jr, CK Koc & C Paar, LNCS 2523, pp. 29-45.

Boryczka, U, Probierz, B & Kozak, J 2016, 'Automatic categorization of email into folders by Ant Colony Decision Tree and social networks', *Proceedings of the 8th KES International Conference on Intelligent Decision Technologies—KES IDT 2016, Part II*, Springer International Publishing, Cham, CH, pp. 71-81.

- **A work published as the proceedings of a conference in both print and online forms.**

Kocher, P, Jaffe, J & Jun, B 1999, 'Differential power analysis', *Advances in Cryptology—CRYPTO 2009: Proceedings of the 29th Annual International Cryptology Conference*, ed. S, Halevi, Springer-Verlag, Heidelberg, DE, pp. 789-792, viewed 21 April 2013, <<ftp://ftp.mrynet.com/pub/os/DEC/vmsone/vmsone.com/~decuslib/vmssig/vmslt99b/net/dpa.pdf>>.

For additional information, contact Diane Silver (diane.silver@goldbelt.com), or consult the style guide itself:

Snooks and Co. (rev.) 2002, *Style manual for authors, editors and printers*, 6th edn, John Wiley & Sons, Ltd., Milton, Qld, AU.

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Publication

The editors and/or reviewers reserve the right to refer papers back to authors for correction or editing before publication.

Submission Details

Submissions should be made via e-mail to Elena Brigham (elena.brigham@goldbelt.com). Questions, comments, and concerns should be addressed to Diane Silver (diane.silver@goldbelt.com).

File types

Please submit your paper as a Microsoft Word file.

Files to send

Unless asked to do otherwise, please send only the following files:

1. Final paper prepared according to the specifications above.
2. Author Declaration Form, which appears as the last page of this document.
3. A short biography (of a few sentences) for each author to be included in the journal.
4. A photo of each author as a jpeg attachment.

Questions

Publication or other general questions should be directed to Diane Silver (diane.silver@goldbelt.com), Elena Brigham (elena.brigham@goldbelt.com), and Leigh Armistead (leigh.armistead@goldbelt.com).

Journal of Information Warfare Author Declaration Form

Following notification of acceptance of a paper, the author(s) should submit a signed copy of this declaration by e-mail to Elena Brigham (elena.brigham@goldbelt.com). This copy must be received before or along with the final ready-for-publication paper.

The undersigned warrant that

- s/he/they are the copyright holders for the paper,
- the paper is accurate in all factual respects,
- the contents have been cleared for publication by any organisation having the capacity to preclude their publication, and,
- the approval of the copyright owner has been secured for any material which has been previously published.

Paper title: _____

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Author's(s') signature(s):

Date: _____