

Common Errors to Avoid in *JIW* Papers

<p>Acronyms</p>	<ul style="list-style-type: none"> • When authors use acronyms in their papers, they should <u>always</u> capitalise the first letter of the words that are being abbreviated. Some examples include Domain Name Server (DNS); Supervisory Control And Data Acquisition (SCADA); Transmission Control Protocol (TCP); Distributed Denial of Service (DDoS). • In the text of the paper (including the abstract and keyword list), authors should spell out the first appearance of an acronym and follow it with its acronym (in parentheses), for example Domain Name Server (DNS). Once an acronym has been spelled out in the text, authors may simply use the acronym itself for the rest of the paper: DNS. • In the references' section, authors should use the previous item, above, to govern the citation: acronyms should be spelled out completely (observing capitalisation guidelines below) in the references' section and followed (in parentheses) by the acronym itself: Transmission Control Protocol (TCP).
<p>Abbreviations</p>	<ul style="list-style-type: none"> • In references' sections, authors should abbreviate the names of states, countries, etc. A list of ISO "ALPHA-2" Code Abbreviations may be found here: http://www.nationsonline.org/oneworld/country_code_list.htm.
<p>Australian English</p>	<ul style="list-style-type: none"> • Authors should ensure that the text of their papers is written using Australian English spellings. • Although Australian English now generally accepts spellings that use 'z' where 's' has been traditionally used, <i>JIW</i> authors should opt for the 's'; for example, authorise instead of authorize, minimise instead of minimize, organisation instead of organization. • Exceptions to the rule above include material quoted from other sources, titles using other forms of English, for example, American English; and names of departments or other organisations, for example, the United States Department of Defense.
<p>Capitalisation</p>	<ul style="list-style-type: none"> • When including descriptors in reference lists, authors should follow these rules/guidelines. <ul style="list-style-type: none"> ○ Capitalise the first letter of the first word in items such as White paper or BA thesis. ○ Capitalise the first letter of all major words in items such as Executive Order.
<p>Listing Countries in author-Affiliation Lines and in Reference Citations</p>	<ul style="list-style-type: none"> • Authors should include countries in author-affiliation lines on page one and in reference items in the references' section. While the names of cities, states, and countries should be spelled out in author affiliation lines, they should be abbreviated in the references' section. See Abbreviations,

	<p>above, for a link to generally accepted two-letter abbreviations for countries.</p>
<p>Hyphenations, Compound Words, Separate Words</p>	<ul style="list-style-type: none"> • Authors should follow conventional rules for hyphenation: when two words combine to modify a third word, a hyphen should appear between the first two words, for example, risk-based approach, hard-coded password, etc. • Authors should use spell check to determine which words are, according to Australian English, compound words (cyberattack), separate words (cyber risk), or hyphenated words (non-violent).
<p>Figures and Images</p>	<ul style="list-style-type: none"> • Authors <u>must</u> have permission (from other authors, publishers, etc.) to use figures and images taken directly from other published works. Authors should be asked—during the review stage—whether they have sought and received such permissions. • Authors can, of course, draw their own versions of published figures/images and refer to the new figure as being ‘adapted from’ a specific source. • Authors must create and revise figures for black and white printing. Grey scale may work to differentiate meaningful colour variations. • Authors should only use periods in labels that contain or are independent clauses. • Authors should use TNR 10-pt font for labelling a figure, table, or other graphic. • Authors should insert one 3-pt space between the figure/table/graphic and its label. • Authors should make sure that both graphics and their labels are centred on the page. • Authors should insert a regular, 12-pt space after labels of figures, tables, etc. • Authors should use bold typeface for specific graphic identifiers (Figure 1, Table 1) within the text of the paper and in the label for the graphic.
<p>Formatting and Mechanics</p>	<ul style="list-style-type: none"> • Authors should use one space after periods. • Authors should not insert a period before or after hard carriage returns. • Authors should use Times New Roman 14-pt font in boldface for the title of their papers and the headings in the paper. • Authors should make sure the text of their paper is in Times New Roman 12-pt font. • Authors should use single spacing rather than setting a 12-pt space after each paragraph.

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Parenthetical References	<ul style="list-style-type: none"> • Authors may use <i>et al.</i> to refer to a work with more than three authors: (Pan <i>et al.</i> 2014). • Authors should italicise the phrase and make sure a period comes after <i>al.</i> • Authors should note that there are no commas in a standard parenthetical reference: (Corrigan 2008). • Authors who wish to refer readers to a specific page number may do so in this manner: (Lampton 1983, p. 658).
References' Section	<ul style="list-style-type: none"> • Authors using a bibliographic tool for the references' section should turn it off (that is, convert the field to static text) before submitting the paper for editing. • Authors should make sure that their references' sections contain citations for every source used in the paper. • Authors' first initials appear after their last names and a comma. There are no spaces between first and second initials (Andel, TR) and no periods after either initial. • Authors who are citing multi-author works should not use a comma to separate the initial of the penultimate author's first initial and the ampersand that follows: (Carsten, P, Andel, TR, Yampolskiy, M & McDonald, JT).

	<ul style="list-style-type: none"> • Authors should use a colon to separate titles from subtitles: <i>Looking into the future: A second generation of drug research.</i> • Authors should spell out acronyms and abbreviations for items on the reference list and follow with the acronym or abbreviation in parentheses: Department of Defense (DoD). • Authors should not separate items within a single citation with periods. In fact, periods only appear after abbreviations such as pp. or eds. and at the end of each citation. • Authors should use a 2-em dash (which can be found by clicking on the ‘Insert’ tab, selecting ‘Symbol’ from the far right option, clicking on ‘More Symbols’, and selecting the ‘Special Characters’ tab) as a way to indicate the repetition of author or authors in consecutive entries in the references’ list. • However, if more than one author is the same in two consecutive entries, but the authors’ names appear in a different order in the second entry OR additional authors are also listed in the second entry, <i>JTW</i> authors should provide all the authors’ names and first initials in the second reference item. • Rather than inserting ‘In’ for papers that appear as part of a larger work, authors should simply use a comma after the title of the paper and follow that with the name of the work: (Farina, J, Scanlon, M, Le-Khac, NA & Kechadi, MT, 2015 ‘Overview of the forensic investigation of cloud services’, <i>Proceedings of the 10th International Conference on Availability, Reliability and Security (ARES)</i>, IEEE, pp. 556-65). • To record inclusive page numbers, authors should use the complete numeral for the starting page, but only the last numeral or the necessary numerals for the ending page: 220-9, 352-60, 1135-48, 352-402 .
Style	<ul style="list-style-type: none"> • Authors should avoid use of the first-person pronouns (I, we, me, my, mine, our, ours) and second-person pronouns (you, your, yours), unless they appear in quoted material. The paper itself should be written in third person. If references to the authors are necessary, nouns such as ‘the authors’ or ‘the researchers’ should be used. • Authors should avoid contractions, unless they appear in quoted material. • Authors should use spell and grammar checks before submission. While these tools are not always correct, they can be useful.