

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’.

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

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

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

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” to insert spaces between paragraphs.)
- 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 12pt) 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 also be centred. They should provide the name of affiliation(s) for the first author: name of department, etc.; name of institution and place of institution; and e-mail address, respectively.
- If there is more than one author, leave 1 blank line between author affiliation sections.
- If authors are from the SAME institution, then the name of the organization 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: anfirst@ehc.edu; ibsecond@ehc.edu; urthird@ehc.edu

- Leave 2 blank lines after the e-mail address(es).
- The **Abstract** should follow those two blank lines. It should be italicized 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. Capitalize Each Major Word of Each Major Section Heading.
- Leave 1 line between paragraphs, after figures and diagrams, and between sections.
- Each **Minor section of your paper** should be in **TNR 14 pt, bold** typeface. Capitalize 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 these 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 space.
- **Major Headings** should be set to **Times New Roman** font with **14 pt** using **Title Case** and **Bold**.
- **Minor headings** should be set to **Times New Roman** font with **14 pt** using **Sentence case and bold**.
- Only use “double quotation marks” for “actual quotes from other texts”; use ‘single quotes’ to ‘highlight’ expressions.

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; use a 3 pt spacing before the label for the table or figure; leave a single 12 pt blank line between the label and the text of the paper.
- Do not indent paragraphs.
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- 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 diagrams only where necessary.
- Please embed the graphics into the document.
- Any exhibits (tables, figures, illustrations, etc.) should be placed as close as possible to the first reference made to it. Each reference to a figure or table should use bold for the type of graphic and number: **Figure 1** represents
- Exhibits should be numbered and identified by a brief description in Times New Roman 10 pt, such as ‘**Figure 1:** Web portal development analysis’.
- This identification should appear below the actual figure.
- From the “Home” tab, select “Paragraph”; select “Indents and Spacing”. Set “Before” to 3 pt.
- Do not forget to label all diagrams.
- Make sure that diagrams will print clearly in black and white.
- Please ensure diagrams are scalable, that is, can be resized.
- Please do not include scanned images from other publications.

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 the 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 is used for 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 should 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), (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. 110-13).
- 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 "(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 an appropriate Universal Resource Locator (URL) and date viewed.
- 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, U.S.A.

- **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, U.S.A.

- **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*, eds. J Butts & S Sheno, Springer-Verlag, Heidelberg, Germany, 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, U.S.A.

- **An article by a single author appearing in a journal with both (or either) volume and issue numbers.** (If issue number is not given, simply move from volume to page numbers.)

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

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

Tehrani-poor, 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.

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

Chapple, M 2011, 'Anatomy of a spam attack', *BizTech*, 7 Dec, 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>.

- **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.

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

—— & 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, Germany, 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, consult the style guide itself:

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

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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 Mike McGill (mmcgill@gbpts.com) and Leigh Armistead (larmistead@gbpts.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:

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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 that can be resized, if necessary.

Questions

Publication or other general questions should be directed to Mike McGill (mmcgill@gbpts.com) and Leigh Armistead (larmistead@gbpts.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 Mike McGill (mmcgill@gbpts.com). This copy must be received before or along with the final ready-for-publication paper.

The undersigned warrant that

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