

Australian Journal of Defence and Strategic Studies

Editorial policies

Submission assessment

Submissions are initially assessed by the editorial office to ensure they are suitable for the journal and meet submission guidelines.

The editorial staff will consider:

- Does the manuscript conform to the submission guidelines?
- Is the content appropriate for the journal?
- Is the written standard of the submission of sufficient quality?
- Will the submission educate, interest and engage readers

The editorial office will also check that the author has provided sufficient information to ensure clarity of copyright approval for any third party materials included in the submission or other supplementary materials. They will assess any declarations regarding potential conflicts of interest, funding conditions, timelines and cross check the details provided for authorship.

Poor quality or inappropriate submissions may be rejected at this stage or returned to authors to redraft to conform with the guidelines. Requests that the author redraft the manuscript should not be construed as an offer to publish or accept the submission once redrafted.

Double-blind peer review process

The Australian Journal of Defence and Strategic Studies requires double blind peer review of submitted academic papers, that is, the reviewer's name will not be disclosed to the author/s and author/s name will not be revealed to reviewer/s.

When submitting manuscripts for consideration authors should remove any identifying information and provide a separate cover sheet. All effort will be made in to



ensure that correspondence and document properties/metadata maintain the confidential information of writers and reviews. Submissions once accepted for peer review will be allocated to expert reviewers or editorial board members of suitable expertise in the subject area.

The choice of reviewers and all editorial decisions are at the discretion of the editor in consultation with the editorial board.

Reviewers may consider the following.

- Is the purpose/thesis/argument clearly stated and the conclusion effectively reasoned?
- Does the author provide an original point of view?
- Is the structure clear, logical and interesting?
- Is the submission likely to inform or advance research, scholarship and academic discussion in the subject area?
- Is the submission likely to be informative, useful and of interest to defence strategists and planners or policy decision makers?
- Is the writing quality and style appropriate and clear to an interested reader who may not be expert in the area?
- Has the author appropriately cited and evidenced their argument, and where applicable, is the research methodology sound and ethical?
- Are the figures, tables or illustrations provided with the article (where applicable) appropriate, clear and meaningful?
- Is the title appropriate, clear and meaningful?
- What are the manuscripts strengths and weaknesses, are key references missing and how could it be improved?

Although it is ultimately the decision of the editorial board, peer reviewers may also consider whether an article is suitable for a journal of defence and strategic studies published by the Australian Defence Force.

They will also be asked to notify the editorial office if they have any concerns the author or authors may have plagiarised material (including self-plagiarised), the paper is poorly referenced or includes third party copyright material without permission.

The reviewer provides a report (up to 2 pages) recommending the submission be accepted, redrafted (with minor or major changes) or rejected.

The report will also provide feedback on how the submission meets the criteria, its strengths/weaknesses and advise on ways to improve the manuscript to feedback to the author and editor. The report will be sent to the editorial office.

Reviewers will notify the editor to raise concerns they may have regarding real or perceived conflicts of interest with their role as a reviewer of a submission.

Where the reviewer has recommended a submission be rejected or redrafted, the peer review report will be forwarded to the author, who may then redraft and resubmit. When a manuscript is resubmitted the editorial office will consider how effectively the author has responded to the feedback and addressed the peer review report recommendations. Resubmission does not guarantee the paper will be accepted for publication or for a second review.

Submissions recommended for publication through the peer review process will be collated for consideration by the editorial review board, who will then recommend a short list of submissions for publication to the editor. The editorial office will decide on the final content and composition of each issue.

Successful authors will be contacted and asked to sign publication agreements awarding mutually agreed copyright terms.

Once accepted for publication, submissions will undergo copy-editing, and design layout and production proofing processes. The editorial office may correspond with authors to clarify and confirm editorial changes if necessary. Authors will generally not be provided with proofs of the final manuscript due to time and budgetary constraints.

As far as possible, the peer review process will be timely and transparent. Responses to authors to notify them of receipt of their submissions should be sent within a month.

Reviewers will return submissions with their recommendations within six weeks unless otherwise arranged or discussed with the editorial office. Where delays arise, reviewers will contact the editorial office so alternative reviewers can be canvassed if necessary.

Authors should be expected that the editorial office and peer reviewers:

- treat them with honesty, courtesy and transparency
- treat submissions with proper dignity, and fairness
- conduct a peer review process that is rigorous and timely.

The published article will constitute the final definitive and citable version of the scholarly record.

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Authors must also verify the copyright status of any supporting third party materials used within their submission and where required gain permission for the reuse and publication of these materials. Proof they have attained permission from the copyright owner should be provided with the submission. Third party supporting materials may include line art, diagrams, data, photographs, artwork, charts, tables and figures, maps, infographics, digital images or screen captures from video or films.

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Concurrent submissions and withdrawals

Authors should not submit previously published manuscripts or articles that are under consideration elsewhere.

Authors should notify the editorial office in writing of any change in circumstances that may affect the publication of the manuscript or to request the withdrawal of a manuscript from consideration.

Honoraria

AJDSS does not pay for articles or provide royalty payments but may on occasion pay modest honoraria.

Authorship and contributors

The authorship of research or a scholarly article should be clear. Confirmation should be provided on the title page of each submission that all listed contributing authors have agreed to the version of the article submitted and the arrangement of names. The contact details of all authors should be provided as consent will be verified at the part of the submission assessment process.

Clearances

Personnel on active duty, academics working for other institutions, and other public service and civilian personnel may need to seek official clearances prior to submission and should contact their relevant public affairs or communications departments for advice. Please indicate when submitting manuscripts that clearances have been granted.

Time frames for decisions

The editorial office will endeavour to respond to all submissions within a month of receipt to advise whether a manuscript has been forwarded for peer review or rejected. The peer review process can take up to six months.

Plagiarism

The editorial board and office of AJDSS takes any allegation of plagiarism extremely seriously. If plagiarism in a submitted manuscript be detected via spot checks or through the peer review process the manuscript will be rejected and returned to the author.

Any complaints or concerns regarding plagiarism should be raised with the editor via cdr@defence.gov.au for investigation by the editor and/or consideration by the editorial board. Plagiarism includes copying text, data, supplementary materials or ideas without suitable attribution or only minor modification.

Citation manipulation

Citation rates are not to be inappropriately increased. Authors should not disproportionately cite from their own work. The editorial office of AJDSS will not ask authors to cite from the journal to artificially boost citation rates. Peer reviewers will not suggest a submission be redrafted to include citations from their own work for the purpose of increase citation rates.

Allegations of misconduct

Concerns regarding the legal or ethical integrity of research or alleging misconduct such as plagiarism, falsification or fabrication should be addressed to the editor. All such allegations are taken very seriously and will be investigated.

Appeals

If an author feels they have a strong case for their work to be reconsidered for publication they can appeal the decision. Appeals should be made in writing and sent

via email to cdr.publications@defence.gov.au for consideration by the editor and/or the editorial board.

Concerns may be directed to the correspondence section for publication within the journal. These should be submitted via email with the subject line - Correspondence submission. When an error occurs within the publication or a correction is required the editorial office will make all reasonable effort to correct the record within the printed and online versions of the journal.

Complaints

Complaints and comments relating to material published, or on editorial management and decisions, may also be submitted for consideration to cdr.publications@defence.gov.au with the subject line: Complaints.

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Authors are responsible for the factual accuracy of their articles and ADC Publications and its editorial review board accepts no responsibility for errors of fact.

Post publication discussion

AJDSS encourages discussion and invites contributions to its correspondence section. The editorial office will endeavour to provide an accurate and fair representation of correspondence received where a greater number of submissions are received than can be published.

Access

The AJDSS is an open source publication. A limited number of each issue of AJDSS are printed for distribution to universities, libraries, academics, stakeholders and subscribers. In addition, each issue is available online via www.defence.gov.au/adc/publications.

Those wishing to subscribe or unsubscribe or to register to receive an email notification when a new issue is available can do so via the general online form available on the AJDSS webpage.

Archiving

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