

## Quarterly Access Journal – Submission Guidelines

### What do we publish?

Quarterly Access (QA) is the national publication of the youth networks of the Australian Institute of international Affairs. It is an entirely volunteer based publication providing opportunity for students and young professionals to publish in-depth high-quality articles on global issues of importance. We aim to help inform and foster debate amongst a new generation of leaders.

QA is seeking original, engaging and intellectually rigorous articles that focus on international affairs and have some nexus with Australia. We publish academic essays, book reviews, travel articles, feature articles, and interviews with notable figures or someone who has achieved something out of the ordinary.

### Topics

QA accepts submissions on a number of different topics from women's rights to theories of world politics, identity politics or climate change (and anything in between). It is important that your work presents something new and unique.

It may be useful to have a look through the past issues to see what kind of work and what level of analysis and quality is usually published.

QA is primarily based on discussions relating to Australia and the Asia Pacific region and it is encouraged that authors submit work that is associated with this region. Submissions that do not concentrate on this region will still be considered for publication.

### How long can your submission be?

Each submission will vary and different styles will be different word lengths:

- academic essays (2000-4000 words)
- book reviews (500-750 words)
- travel articles (1000-2000 words)
- feature articles (1000-2000 words)
- interviews with notable figures or someone who has achieved something out of the ordinary. Authors are encouraged to consult with the editorial team before conducting their interview. (800-1200 words)

### What style do we use?

QA has a specific referencing style that all submissions must adhere to. You can download our style guide from the website or by clicking the link below. Please ensure you follow the footnote style, as we do not use in-text referencing.

[Download QA Style Guide](#)

### **Review process: From short-listed to publish**

Once the submission date closes, the QA editorial team will review all the submissions and short list particular pieces. If your submission is short listed, it will then be assigned to an editor for review.

The editor will email you with a revised copy of your work. You will need to review the changes and comments and incorporate this feedback. Once this has happened you will send your revised piece back to your editor. They will then review the changes and if all the feedback has been incorporated your piece will be sent through to the deputy editor and editor-in-chief for a final review.

If your article is approved at this time, you will be published. If you have not addressed the comments and changes from the editor assigned to your work, you may be encouraged to review your work and resubmit it for the next issue.

### **How long does the process take?**

If you wish to submit something to the journal, please be aware the once the submission date closes the QA team endeavor to publish the journal within 3-4 weeks.

This means you will need to be easily contactable and ready to review your work in a timely manner when an editor contacts you.

### **Author Bio**

If you submit to QA, please include a one or two sentence bio we can publish alongside your article.

#### **Example:**

*Mary graduated with a Bachelor of International Relations in 2015, and now works as a researcher in the Department of Politics and Philosophy at RMIT.*

### **Photo**

QA also advises all authors who are short listed for publication to provide a photo to accompany their article. You can find photos using creative commons/flickr (make sure that the copyright is usable and include accreditation). You may also provide your own photo or a photo that belongs to someone you know as long as you have their permission to use it.

### **Submission of pre-published work**

You can submit articles that you have already published elsewhere as long as you have retained full copyright (or if the publisher's copyright expires after a certain period). Please note that these submissions will still be subject to the same editorial process as unpublished submissions.

**Important notice on submitting your work to quarterly access:**

Inclusion is entirely at the discretion of the editor-in-chief. By submitting any articles, stories or creative work to us you warrant that, apart from properly referenced quotations, your submission is your own work and contains no plagiarism. By submitting to us you also warrant that publication by us will not contravene the rights of any third party and that your submission is not defamatory. You also acknowledge that the editor-in-chief or their nominee may edit and amend your submissions before publication and by submitting you also give us license to publish the submission in *Quarterly Access* and on the AIIA/ACCESS websites.

As a not-for-profit publication we are unable to pay contributors for their work.

**For any further questions please email [quarterlyaccess@gmail.com](mailto:quarterlyaccess@gmail.com)**