



World Customs Journal

Style Guide

Updated
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Guidelines for contributors

In this document, you will find all the necessary information about submitting your manuscript to the *World Customs Journal* including types of contributions we publish, submission requirements and style guidelines.

Types of contributions

The *World Customs Journal* (WCJ) publishes the following types of contributions:

- **Articles** – research articles (3,000–7,000 words) are original contributions following theoretical and conceptual innovation, development of theories and concepts, methodological perspectives, and rigorous empirical analysis.
- **Special reports, reviews and commentaries** – this category includes various types of contributions (500–5,000 words) such as reviews of books and other publications, databases, systems and practices.
- **Letters to editor** – to provide opportunities for readers to engage with items previously published in the WCJ, we invite Letters to the Editor that address, challenge, rebut, or amplify published articles. Before a comment on a published article is accepted for publication, a copy will be sent to the original author giving them the opportunity to submit a brief reply, which will also be published in the same issue of the WCJ.

Online submission

Manuscripts and any additional files/information need to be submitted in by the corresponding author through the Scholastica journal management platform. To submit a contribution to the Journal, you must first register as an author on Scholastica at the following link: https://app.scholasticahq.com/users/sign_up

It is assumed that the submission of a manuscript to the *World Customs Journal* means that the contribution is original and has not been previously published elsewhere, it is the final version, and it has not been, and will not be, submitted elsewhere else at the same time. If a paper is under review elsewhere, this will be considered grounds for rejection of the manuscript.

All manuscripts must be submitted in Microsoft Word format.

Additional files and information

You are asked to include the following details separately from the manuscript:

- name, position, current affiliation, affiliation where the research was conducted, a brief bibliographical note (up to 150 words), ORCID iD and contact details (including email address) of each author.
- a statement disclosing any potential conflicts of interest and any financial interest or benefit that has arisen from the direct applications of your research, as well as a statement disclosing any financial or funding support received

- where the author has used third-party copyrighted materials (pictures, graphs, tables, etc.) in the contribution – the author is responsible for obtaining the relevant permissions, which may include paying any royalties or other fees. Written permission from the copyright owner to use such copyrighted materials shall be provided to the Editors with the submission, before publication can take place.

Style guide and formatting requirements

The *World Customs Journal* uses Australian spelling, based on the [Macquarie Dictionary](#), and follows the Australian Government [Style Manual](#). Referencing and in-text citations follow [American Psychological Association \(APA\) Style \(7th ed\)](#) as well as the [Australian Guide to Legal Citation \(4th ed\)](#) for legal citations.

The table below sets out the *World Customs Journal* style and manuscript formatting requirements. We strongly recommend following these requirements before submitting your manuscript to the Journal. This will reduce the likelihood of your paper being desk-rejected and expedite publication.

GENERAL	
Keywords	<ul style="list-style-type: none"> Keywords are descriptive words for the articles. When anyone searches for published articles, your keywords can help them pull up the appropriate articles for their search terms. Up to 6 key words that encapsulate the principal topics and content of your contribution must be listed in your manuscript. Use lower case for all key words unless they are proper nouns such as names of an organisations, e.g. 'World Customs Organization'. Avoid the use of long phrases as keywords.
Title	Ideally, the title should be between four and 15 words.
Abstract	An abstract of up to 150 words (different from the introduction).
Lede	Include a 30-word description that gives the essence of the article and contains the most important points readers need to know.
Running head	<p>The running head is an abbreviated version of the title of your paper (or the full title if the title is already short):</p> <ul style="list-style-type: none"> ensure it is no more than 50 characters, including spaces and punctuation avoid using abbreviations in the running head the ampersand symbol '&' may be used rather than 'and'.
Anonymisation	The manuscript must be anonymised and should not contain the authors' names, biographies or any author-identifying information. Please remove any author-identifying information from the manuscript before submission.
Appendices	An appendix is placed <i>after</i> the References.

Abbreviations	<ul style="list-style-type: none"> • Do not use abbreviations in the title of your manuscript as well as in headings and subheadings. • Define abbreviations on first use. Insert abbreviation immediately after the phrase you are abbreviating in round brackets. From then on use the abbreviation. • If an abbreviation has appeared in the abstract as well as the text, define it on first use in both places. • Use 'i.e.' and 'e.g.' in lists, diagrams, tables, otherwise use that is and for example, respectively • No full stops within abbreviations, e. g. 'WCO', 'EEC' • For international agreements and conventions, on first mention provide full name/title of the convention/agreement as it appears on the first page of the convention, immediately followed by the short/abbreviated name/title in parentheses (round brackets). After that, use the abbreviated/short name of conventions throughout the manuscript, including in table and figures titles. Do not italicise abbreviations of international agreements. • Use 'and' not '&' in lists of authors' names. • Use 'do not' instead of 'don't' and 'cannot' instead of 'can't'
Capitalisation	<ul style="list-style-type: none"> • Capitalise the first word in the sentence. Use lower case for all other words unless they are proper nouns such as the name of a city, e.g. 'Brussels', a legislative 'Act' or a legislative/regulatory provision such as 'Article'.
Country names	<ul style="list-style-type: none"> • Do not abbreviate names of countries, e.g. use 'United Kingdom', not 'UK', except in tables.
Currency	<ul style="list-style-type: none"> • Use IBAN currency codes: https://www.iban.com/currency-codes • Do not place a space between the IBAN currency code and the numerals. • Use the same number of decimal places for all the currencies you refer to. • Example: Minimum wages are currently AUD19.49 per hour in Australia and THB313.00 per day in Thailand.
Dashes/hyphens	<ul style="list-style-type: none"> • Hyphens in text, e.g. in-depth • Spaced en dash to create a pause in a sentence to add extra meaning, like commas and brackets • Unspaced en dash in ranges of numbers and years (e.g. pp. 76–79).
Dates, decades and centuries	<ul style="list-style-type: none"> • List day month year with non-breaking spaces between elements, e.g. '5 October 2001'.

	<ul style="list-style-type: none"> • Do not add an apostrophe to decades, e. g. 1970s, not 1970's. • Use lower case for centuries. • Write out the names unless you have limited space. • Do not use superscript for 'st', 'nd', 'rd' or 'th'.
Footnotes and Endnotes	<ul style="list-style-type: none"> • Do not use endnotes. Any endnotes must be converted to footnotes. • Minimise use of footnotes and use them sparingly. • Footnotes must not be used for citation purposes. • Use Arabic numbers, lower case, 10pt within the text. • Footnote numbers go immediately after a direct quote. • Footnote numbers should follow any punctuation mark except a dash. • Ensure the numeric citations of footnotes are positioned correctly (i.e. after full stops and commas, but before colons and semicolons, with no space between the note number in the text).
Hyperlinks	<ul style="list-style-type: none"> • For documents available online, use live/active links. • Both DOIs and URLs should be presented as hyperlinks (beginning with 'http://' or 'https://') • Standardise DOIs as starting with https://doi.org/.
Italics	<ul style="list-style-type: none"> • Limit the use of italics. • Italicise titles of books, legal cases, Acts, journals, publications. • Italicise foreign words but not Latin shortened forms, such as 'i.e.' and 'e.g.' • Use italics for full titles of international agreements/conventions, but do not italicise abbreviations. • Use italics for emphasis purposes only to emphasise a particular word or phrase. Do not italicise long phrases, entire sentences or paragraphs.
Language	<ul style="list-style-type: none"> • Only articles in plain English (English that is clear, correct and unambiguous) will be accepted for publication. Submissions that do not meet an acceptable standard of English will be rejected or returned to the author with request to use a language-editing service before resubmission.
Latin words	<ul style="list-style-type: none"> • Write the full Latin word in italics but not the shortened form.
Legal cases	<ul style="list-style-type: none"> • Cases are often known by an abbreviated title. On first mention of the case name, follow it with the abbreviated title in parentheses. For in-text references, write this title in italics

	<p>and use title case (maximal capitalisation). You can then use the abbreviated title throughout the content.</p> <ul style="list-style-type: none"> • Do not capitalise ‘the case’ or ‘this case’. • Example: <ul style="list-style-type: none"> - the important case in the High Court, <i>Commonwealth v Tasmania (Tasmanian Dam Case)</i>. The case saw the Commonwealth... - <i>the State of New South Wales v The Commonwealth (Wheat Case)</i>. The <i>Wheat Case</i> ... • If using the abbreviated title, write in italics, e.g. <i>Hamamatsu Photonics Deutschland GmbH Case (Hamamatsu Case)</i>.
Literature consulted	<ul style="list-style-type: none"> • We encourage authors to consult and cite a broad range of literature including literature from countries and regions other than their own, or that produced by international organisations such as the WCO.
International agreements/conventions	<ul style="list-style-type: none"> • International conventions and agreements are often known by an abbreviated title. On first mention, provide full name/title of the convention/agreement as it appears on the first page of the convention immediately followed by the short/abbreviated name/title in parentheses. • All titles of international conventions/agreements should be in italics. • Example: <i>International Convention on the Simplification and Harmonization of Customs Procedures 1999 (Revised Kyoto Convention)</i>. • After that, you should use the abbreviated/short name/title of the convention/agreement throughout the content of the manuscript.
Lists (bulleted or numbered)	<ul style="list-style-type: none"> • Lists are presented with bullets or numbers, with minimal punctuation. • Do not use semicolons (;) or commas (,) at the end of list items. • Do not use ‘and’ or ‘or’ after list items. Punctuate according to style, i.e. sentence lists, fragment lists or stand-alone lists (see https://www.stylemanual.gov.au/structuring-content/lists).
Numbers	<ul style="list-style-type: none"> • Use a non-breaking space between numbers and their units of measurement, e.g. ‘2 cm’. • Spell out numbers from 1 to 9 (i.e. ‘one, two, ... nine’). • Use numerals for numbers 10 and above (i.e. ‘10, 20, 100, 999’). • Use commas in numbers with four digits or more, e.g. ‘1,000; 10,000’.

	<ul style="list-style-type: none"> • Use a combination of words and numerals for large, rounded numbers over a million, e.g. ‘50 billion people’. • Large, rounded numbers are punctuated with a decimal point, e.g. ‘7.5 billion packages’. • Avoid numbers at the beginning of sentences – instead use e.g. ‘In the year 2021’, rather than ‘2021 was the year’. • Numbers at the end of sentences: use a non-breaking space after the number.
Negative numbers and subtraction	<ul style="list-style-type: none"> • Use the mathematical symbol for the minus sign. Do not use an en dash or a hyphen. • In Unicode, the symbol for minus is U+2212. • The minus sign is: <ul style="list-style-type: none"> - spaced to show subtraction in an equation (for example, 8 – 4) - unspaced to show a negative number (for example, –4).
Oxford/serial comma (the final comma in a list of things)	<ul style="list-style-type: none"> • In general, restrict its use. • Use to prevent ambiguity in complex sentence lists, e.g. use the Oxford comma before the last item if you are using a defining phrase applicable only to that final item.
Ordinals (e.g. first, second, third)	<ul style="list-style-type: none"> • Write ordinal numbers up to ‘ninth’ in words, unless otherwise indicated, e.g. 7th Customs Congress. • For ordinals of 10th or higher, use numerals with the relevant suffixes, e.g. ‘50th’. Do not write suffixes, e.g. -st, -nd, -rd, in superscript.
Quotation marks	<ul style="list-style-type: none"> • Use single ‘quotation marks’ to: <ul style="list-style-type: none"> - show direct speech and the quoted work of others - enclose the title of certain works - draw attention to a word you are defining - where words or phrases are embedded in direct quotes, use double quotation marks.
Quotes	<ul style="list-style-type: none"> • Avoid using quotes excessively. • Use block quotes if more than 40 words long and indent quote on left by 1 cm. • Insert reference after full stop at end of quote (unless referenced before quote), no punctuation after reference • For short quotes: <ul style="list-style-type: none"> - place the citation after the quote or at the end of the sentence - for narrative citations, include the author and year in the sentence and then place the page number or other location information in brackets after the quote: if the quote

	<p>precedes the narrative citations, put the page number after the year and a comma</p> <ul style="list-style-type: none"> - if the citation appears at the end of a sentence, put the end punctuation after the closing bracket for the citation.
Spacing	<ul style="list-style-type: none"> • One space after full stops, colons and semicolons (not two).
Spelling	<ul style="list-style-type: none"> • Use Australian English spelling and, when there is more than one option, select the first listing in the Macquarie Dictionary (online), unless this style guide shows a different option. • In general, use one ‘s’ or ‘t’, not two, for words such as: ‘focused’ and ‘benefiting’. • In general, use ‘s’ not ‘z’ when embedded: <ul style="list-style-type: none"> - ...isa... Example: organisation - ...ise... Example: economise, recognise. • Exceptions: <ul style="list-style-type: none"> - In words that are quoted directly and use...iza..., ...ize, or...isi... - In registered names/titles, for example, World Customs Organization, World Trade Organization.
Usage	<ul style="list-style-type: none"> • Use hyphens and title case for phrases such as: ‘Customs-to-Customs’, ‘Customs-to-Business’ and ‘Business-to-Business’. Exception: ‘Private Public Partnerships (PPP)’. • Do not use it without hyphens: ‘Customs to Customs’, ‘Customs to Business’ and ‘Business to Business’.
Units of measurement	<ul style="list-style-type: none"> • Do not place a full stop after a unit of measurement. • Use capitals only if the unit represents a proper name. • Units do not have a plural or possessive form. • Start of a sentence: write out the unit in full. • Insert non-breaking space after unit of measurement e.g. ‘4 °C’, but not before percentages e.g. ‘25%’. • No space before or after < and > symbols.
Use of the word ‘Customs’ vs ‘customs’	<ul style="list-style-type: none"> • Use upper case ‘C’ when referring to the body that administers the legislation and regulation of governments (when used as a noun). • Use lower case ‘c’ when used in the general sense (when used as an adjective), e.g. ‘customs administrations’ or ‘customs duty’. • Treat Customs as singular, not plural, e.g. ‘Customs is...’.
Tone and first-person pronouns	<ul style="list-style-type: none"> • Use a formal tone. Avoid using first person pronouns such as ‘I’, ‘we’, ‘us’, ‘ours’.

HEADINGS	
Headings	<p>Use Word's style tool to create headings and subheadings</p> <ul style="list-style-type: none"> Headings and sub-headings do not end with colons or full stops. All headings and subheadings must be numbered up to three levels, i.e. '1.', '1.1', '1.2.1'. Use Arabic numerals, with full stop, followed by space before heading, e.g.: <p>1. Features of successful capacity building</p>
Title of paper	Times New Roman, bold, 16 pt, aligned at left margin, sentence case.
Subtitle of paper	If your paper has a subtitle, insert it immediately after the title separated by a colon and one space.
Authors	Times New Roman, 12 pt, aligned at left margin, title case.
Major headings	Times New Roman, bold, 14 pt, aligned at left margin, sentence case.
Subheadings	Times New Roman, bold, 12 pt, aligned at left margin, sentence case.
Conclusion, Acknowledgments and References	<ul style="list-style-type: none"> 'Conclusion' is singular and numbered. 'Acknowledgments' and 'References' are plural and un-numbered.
BODY	
Text for body of paper	<ul style="list-style-type: none"> Times New Roman, 12 pt, justified, 1.5 spacing. Insert only one space between sentences.
Paragraphs: first line	<ul style="list-style-type: none"> Not indented. Avoid using one-line or one-sentence paragraphs. Merge such paragraphs with other ones.

CHARTS, FIGURES, EQUATIONS AND TABLES	
Usage	<ul style="list-style-type: none"> Minimise the use of charts, figures, equations and tables in your manuscript and only include them if they ‘add value’ to your paper. Charts, figures, equations and tables must be adequately explained in the body of the text to warrant their inclusion in the paper.
Aligning text/ numbers/decimal points	<ul style="list-style-type: none"> Align text to the left. Align numbers to the right. Decimal points in the column should line up.
Titles	<ul style="list-style-type: none"> Insert titles of Figures and Tables directly before the figure or table and not within it. Aligned at left margin Use 10 pt, minimal capitalisation, full stop at end of title. For example: ‘Table 1. Business processes in a typical trade transaction.’.
Notes	Present notes in 8 pt, immediately after the chart, table or figure. For example: ‘Note: SURV, surveillance.’
Source	<ul style="list-style-type: none"> Cite the source immediately after/below the chart, figure, table. Use 8 pt: start with the word ‘Source:’ followed by an in-text citation. Insert full citation into reference list as well. For example: ‘Source: Directorate-General Taxation and Customs Union, 2022, p. 12.’ Each table and figure must have a source, e.g. ‘Source: Author.’ or ‘Source: Widdowson (2022).’
Tables	<ul style="list-style-type: none"> Tables are created using Word’s table tools. Tables must be in portrait orientation not landscape.
Images	Each image is exactly one JPEG, PNG, or TIFF file inserted into the manuscript docx.
Equations	Equations are built using Word’s equation builder and are labelled, e.g. ‘Equation 1’.
IN-TEXT CITATIONS	
Use author’s name and year	<ul style="list-style-type: none"> Examples: (Grainger, 2007, p. 4) and (Widdowson & Holloway, 2009).

	<ul style="list-style-type: none"> In in-text citations, use ‘et al.’ for all citations for sources with three or more authors.
Where only one page is referenced	Example: (Widdowson & Holloway, 2009, p. 24).
Where more than one page is referenced	Example: (Widdowson & Holloway, 2009, pp. 24–30).
For multiple in-text references	List in alphabetical order.
Spell out group authors on first use	<ul style="list-style-type: none"> If the group name appears first in a narrative citation, include the abbreviation before the year in parentheses, separated with a comma, e.g. The United Nations Centre for Trade Facilitation and Electronic Business (UN/CEFACT, 2005) described... If the group name first appears in a parenthetical citation, include the abbreviation in square brackets, followed by a comma and a year, e.g. (United Nations Centre for Trade Facilitation and Electronic Business [UN/CEFACT], 2005). Do not include an abbreviation for a group author in a reference list entry.
Personal communications	<ul style="list-style-type: none"> For example: (A Williams, personal communication, October 11, 2022). Do not include personal communications in the reference list.
References without a date	Instead of the year, use n.d., e.g. (Widdowson, n.d.) or Widdowson (n.d.).
REFERENCE LIST	
Label	References are labelled either ‘References’ or ‘Works Cited’.
Full stop	Use full stop at the end of each reference, except where there is a hyperlink.
When the publisher is the same as the author	When the publisher is the same as the author, omit the publisher from the source element, e.g. ‘United Nations Environment Programme. (2000). <i>Cartagena Protocol on Biosafety to the Convention on Biological Diversity</i> . https://bch.cbd.int/protocol/background/ ’

Edited book	For example: Rogowski, R. (2015). Autopoiesis in Law. In J.D. Wright (editor-in-chief), <i>International Encyclopedia of the Social & Behavioral Sciences</i> (2nd ed. Vol. 13). Elsevier. www.researchgate.net/publication/278410087_
Number of author names listed in a reference	Provide surnames and initials for up to 20 authors in a reference entry. If there are 21 or more authors, use the ellipsis after the 19th, followed by the final author's name (no ampersand). In in-text citations, use et al. for all citations for sources with three or more authors.
Order of works with same author/same date	<ul style="list-style-type: none"> Put a lowercase letter after the year in both the in-text citation and the reference list entry, e.g. '2020a, 2020b.' For references with no date, use n.d.-a, n.d.-b, etc. When an article cites works by multiple authors with the same surname, APA style requires the inclusion of initials to disambiguate between the references.
Publisher location	Do not include publisher location (city, state, etc.) after publisher name in a reference.
URL retrieval information in references	<ul style="list-style-type: none"> The words 'Retrieved from' or 'Accessed from' are no longer necessary before a URL. The only time the word 'Retrieved from' is needed is in those rare cases where a retrieval date is necessary, such as when the page's content is likely to change over time (e.g. if you're citing a wiki that is publicly edited) (see p. 290, 9.16 of the APA Style Guide, 7th edn). URLs in references begin with 'http://' or 'https://'
Journal articles in other languages	Provide an English translation, e.g. 'Chikvadze, V., and Yampolskaya, T. (1967). О системе советского права [On the system of Soviet law]. <i>Soviet State and Law</i> , 9, 84–90.'
Book chapters in other languages	For example: 'Gwardzińska, E. (2016). Jednolite egzekwowanie nieprzestrzegania regulacji celnych warunkiem koniecznym do równego traktowania przedsiębiorców na rynku unijnym [Uniform enforcement of compliance with customs regulations as a prerequisite for equal treatment of entrepreneurs on the EU market]. In T. Stanisławiszyn & T. Nowak, (Eds), <i>Prawo celne i podatek akcyzowy: blaski i cienie dziesięciu lat członkostwa Polski w Unii Europejskiej: stan prawny na 1 stycznia</i> (pp. 411–425).'
Unpublished works	For example:

	Royal Melbourne Institute of Technology University Transnational Security Centre. (2021). <i>Survey Result from Container Control Programme's Women's Professional Development Programme</i> (CCP WPDP) [Unpublished].
European Court of Justice cases	For example: <i>European Court of Justice</i> . (2017, December 20). Case C-529/16 (<i>Hamamatsu</i>), ECLI:EU:C:2017:984.
Citing Treaties and Other International Agreements	<ul style="list-style-type: none"> References for treaties/international conventions should include the name of the treaty/convention/other agreement; the signing or approval date; and a URL if available In text, provide the name of the treaty/convention and the year. See https://blog.apastyle.org/apastyle/2013/09/citing-treaties-and-other-international-agreements.html Also refer to the Australian Guide to Legal Citation 4th edition for guidelines on how to cite international conventions and agreements.
Thesis/dissertation (unpublished)	For example: Walsh, T. (2020). <i>The identification, elaboration, and legislative implementation of the principles of customs law; national regional and global experience</i> . [Doctoral dissertation, University College Cork].
Facebook post	For example: Singapore Customs. (2020, March 9). Woman in Customs. [Status update]. Facebook. https://www.facebook.com/profile/100064755758546/search/?q=women%20in%20customs
Online newspaper	For example: Abbey, E. E. (2015, May 27). <i>Destination inspection companies to cease operations Sept 1</i> . Graphic Online. www.graphic.com.gh/news/general-news/destination-inspection-companies-to-cess-operations-sept-1.html
YouTube video	For example: Bolloré Transport & Logistics. (2016, December 7). <i>Tema Port Expansion Project – MPS Tema – Bolloré Ports</i> [Video]. YouTube. www.youtube.com/watch?v=qBcm-GUkz
Webpages/ documents	<ul style="list-style-type: none"> Author, A. A. (Date). <i>Title of web page</i>. Publisher/website owner name. URL.

	<ul style="list-style-type: none">• For example: Organization for Economic Cooperation and Development and European Observatory on Infringements of Intellectual Property Rights. (2018). <i>Trade in counterfeit goods and free trade zones: evidence from recent trends</i>. OECD Publishing/EUIPO. http://dx.doi.org/10.1787/9789264289550-en• If you are taking information from the website or web document, then you must cite the information as per the instructions given above. However, if you are simply referring to the fact that the website exists, then you include the URL for the home page in the text, and you do not include an entry in your reference list.
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Sample manuscript outline

Title of article

First Author¹, Second Author²

¹ University of Chicago, Department of Sociology, ² University of California, Los Angeles, Department of Anthropology

Abstract

Keywords: (separated by semicolons; sentence case)

1. Introduction (Number > full stop > space)

1.1. Heading 2

1.1.1. Heading 3

Figure/Table 1. Title.

Note: Figure/Table 1 notes.

Source: Regular text (colon > space > italics then regular text).

2. Methods

3. Results/Discussion

4. Conclusion (not plural)

Acknowledgments

References

Appendices