



The Vanguard

Occasional Paper Series

Editorial policies

Submission assessment

Submissions will initially be assessed by the editorial office to ensure they are suitable for publication as part of the series.

The editorial staff will consider whether:

- the topic and content are appropriate
- the writing meets the required quality
- the structure of the argument is clear
- the submission will engage readers
- the referencing shows appropriate research and accuracy.

The editorial office will assess any declarations regarding copyright of the original work or third-party materials, potential conflicts of interest, funding conditions, and cross check authorship details.

Poor quality or inappropriate submissions will be rejected at this stage or returned to authors to redraft. Requests that the author redraft the manuscript should not be construed as an offer to publish or acceptance of the submission once redrafted.

Double-blind peer review process

The Vanguard occasional papers may require double-blind peer review of submitted academic papers. Papers will be reviewed by at least two experts with appropriate subject-matter expertise and neither the reviewers' names nor the authors' names will be disclosed to either party.

The choice of reviewer and all editorial decisions are at the discretion of the editor and managing editor.

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.

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.

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

The Vanguard 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. Declarations provided with submissions must list all contributing authors and confirm they 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 whether clearances were required and have been granted along with supporting documentation.

Time frame 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 office takes any allegation of plagiarism extremely seriously. If plagiarism in a submitted manuscript is 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.publications@defence.gov.au for investigation. 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 will not ask authors to cite from Defence publications 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 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.

When an error occurs within a 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 publication.

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.

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

Access

The Vanguard occasional paper series is an open source publication.

A limited number of each edition are printed and each issue is available via the Defence website.

Those wishing to subscribe or unsubscribe to the series can do so through the [online form](#).

Archiving

In the event that The Vanguard occasional paper series is discontinued and no longer published, either in print or online, the archive will be preserved via an appropriate electronic backup or archive service. The Australian National Library via eDeposit is responsible for archiving Australian Government publications. Archival information on websites can also be accessed via TROVE.