

Guidelines for AIRAANZ conference abstracts and papers

Abstracts (non-refereed papers)

- Abstracts should include a title, author/s, institutional affiliation/s and main text formatted as in the example below (single-spaced in Calibri font).
- Page size should be A4 with 2 cm top, bottom and side margins.
- The Abstract title should be centred (in 16 point bold font) with only the first word and proper nouns capitalised. The title should be followed by a one-line space.
- Author, institutional affiliation and email address (left aligned, Calibri 12 point font) follow, with each author listed on a separate line. After all authors include a one-line space.
- The main body of the Abstract (up to 250 words) should be indented 1 cm from the left margin. Text should be in Calibri 12 point font, single spaced, left-aligned.
- The main body of the abstract should be no more than 250 words.
- The abstract should succinctly set out the research question(s), methods used, theoretical focus and major conclusions.
- Please include references (Note: the submission should fit on a single page).

Example

Title of the paper

Jane Bloggs, Griffith University, j.bloggs@griffith.edu.au

James Doe, Griffith University, j.doe@griffith.edu.au

The abstract (max 250 words) should be here. It should succinctly set out the research question(s), the methods used, the theoretical focus and the major conclusions.

Full Papers (refereed)

- Full papers should be between 3,000 and 5,000 words in length (including references, endnotes, tables, appendices and abstract). Papers over this limit will be returned to authors.
- Papers being submitted for refereeing should include the author/s' name, affiliation, email address, full mailing address and telephone number *on a separate page* to facilitate blind peer review.
- Non-refereed papers and final versions of refereed papers should include a title (*centred, 16 point bold font*) with only the first word and proper nouns capitalised. The title should be followed by a one-line space.
- Author, institutional affiliation and email address (*left aligned, Calibri 12 point font*) follow, with each author listed on a separate line. After all authors include a one-line space.
- The main body of the abstract (up to 250 words) should be indented 1 cm from the left margin as in the example above.

Full manuscript guidelines

General

- The manuscript should be in Calibri 12 point font, single spaced, left-aligned. Page size should be A4 with 2 cm top, bottom and side margins.
- Level 1 headings should be bold, 12 point, with a one-line space above and below; level 2 headings should be italic, 12 point, with a one-line space above and no space below. Only the first word of the heading should commence with a capital letter.
- Paragraphs should not be indented
- Tables, figures and graphs should be included in the text (not at the end) and should be numbered sequentially. Headings should be in lower case above the table. Reference to sources should be given at the foot of the table.
- Dates should appear as in this example: 1 June 1993.
- Where appropriate, spell with --ise, --isation, --ising. Abbreviations such as 'e.g.' and 'i.e.' should be spelled out in the text. The use of 'etc.' should be avoided. Percentages should be '%' in tables but 'per cent' in the text. Use an Australian spellcheck. Acronyms can be used after the first instance is given in full text followed by the acronym in brackets. Use the acronym thereafter.
- The use of gender-specific language is not acceptable when referring to a general group of people that could contain members of the other
- Use single quotation marks. Quotations of more than 3 lines should be indented 1 cm from the left and should not have quotation marks.
- Use endnotes, if required. Do not include footnotes. Number endnotes and include them before the reference list. Please minimise the use of endnotes.

Referencing

- Use the Harvard system of referencing. In-text references should include author's name, year of publication and page/s as per the following examples: 'As Daw and Cox (1985: 148) have argued...' or 'Several studies of job design have shown (Knight, Willmott & Collinson 1985: 9)...'.
- Include a reference list at the end of the paper. The list should include all items cited in the text alphabetically by author and, for each author, by year of publication.
- The references should be in 10 pt font and the text be left-aligned.

Examples

Books: Rose, M (1985) *Reworking the Work Ethic*, Batsford Academic, London.

Book chapters: Sheridan, T (1986) 'Servants and Masters? Chifley and the Unions, 1945–9' in E Fry (ed.) *Common Cause: Essays in Australian and New Zealand Labour History*, Allen & Unwin, Sydney, pp. 107–23.

Journal articles: Curtain, R (1987) 'Skill Formation and the Enterprise' *Labour & Industry*, 1(1) pp. 8–38.

Price, R & Bain, G (1976) 'Union Growth Revisited: 1948–74 in perspective' *British Journal of Industrial Relations*, 14(3) pp. 339–55.

For information on formatting and style not covered above, see Snooks & Co (2002) Style Manual for Authors, Editors and Printers, (6th), John Wiley & Sons, Canberra; i.e. the Australian Government Publishing Service (AGPS) style.