

# Contemporary Issues

in business and government

## Guide for Authors

### General guidelines

The journal is an English language journal and all submissions must be intelligible in this language as a prerequisite to consideration for publication.

The submission file should be prepared using either OpenOffice, Microsoft Word, RTF, or WordPerfect document file format.

Submission of a manuscript to the *Journal* is held to imply that:

- the manuscript is your (and your co-authors') own original work, and does not duplicate any other previously published work, including your (or your co-authors') own previously published work;
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As part of the submission process, authors are required to check off their submission's compliance with all of the items appearing in the 'Guide for Authors' pack. Submissions may be returned to authors that do not adhere to these guidelines.

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The first page of the manuscript should include the title page. The second page should be the abstract. Text of the article should begin on the third page.

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The following information should be include in the title page (i.e., the first page) of the manuscript

- Title of the manuscript
- Names and affiliations of all authors of the manuscript
- Contact details (email and full postal address) of the Corresponding Author
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## Abstract

The abstract should be no more than 150 words. This should be self-contained and understandable by the general reader outside the context of the full paper.

The abstract should be concise and factual and include the purpose and the key findings of the research reported in the manuscript.

Include a minimum of four and a maximum of six keywords

## Manuscript

Manuscripts should be presented for review following these guidelines:

- Written in **British** English with spelling consistent with the Concise Oxford Dictionary (Simpson & Weiner, 1989) or the Macquarie Dictionary (Delbridge, 2001)
- Double-spaced in 12 point Times New Roman or Arial font
- No 'field codes' inserted into text
- Numbers one to ten (inclusive) should be spelt out and numerals should be used for others

- A single space only at the beginning of each sentence
- No full capitalisation of titles or text (i.e., Journal *not* JOURNAL)
- Word count should be between 4,000 and 6,000 words (including references, tables and figures)
- Sections and sub-sections clearly differentiated but not numbered
- Section and sub-section heading should be concise
- Tables and figures numbered consecutively as they appear in the text and be referred in the text
- All illustrations, figures, and tables are placed within the text at the appropriate points, rather than at the end.
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- Quotations of thirty words or more should be indented, single-spaced, italicised and without quotation marks. Shorter quotations should be included in the text with quotation marks.
- Endnotes rather than footnotes should be used. Endnotes should be consecutively numbered throughout the manuscript with superscript Arabic numerals.

## Citations in text

The method of citation used in the Journal is the author-date system (Harvard system).

The in-text citation should show authors' names and year of publication in parenthesis. If a direct quote is given, the page number must follow the year. If a publication has more than three authors, the reference should always appear as the first author followed by 'et al.' and all authors provided in the reference list. For example, (Smith & Jones, 1994: 23; McIntosh, 1998).

## Reference List

References should be listed alphabetically at the end of the manuscript. Abbreviation of an authorial body should appear after the name of the authorial body in brackets. Journal titles should not be abbreviated. Authors' second initials are to be omitted. American and Canadian States and Provinces should be indicated by their standard abbreviation following the publishing details.

Examples of different sources are as follows:

### ***Journal articles***

Griggs, H. and Hyland, P. (2003) Strategic downsizing and learning organisations. *Journal of European Industrial Training*, 27 (2) pp 177-88.

### ***Electronic journals***

Michael Guth (1999) An expert system for curtailing electric power. *Columbia Science and Technology Law Review*, 3 (2). Available at [www.wvjolt.wvu.edu/v3i2/guth.html](http://www.wvjolt.wvu.edu/v3i2/guth.html). (provide DOI where available)

### **Books**

Hanson, D., Dowling, P., Hitt, M., Ireland, R. and Hoskisson, R. (2002) *Strategic Management - Competitiveness and Globalisation*. Nelson Thomson Learning, Melbourne.

Macmillan, M. (2003) *Paris 1919: Six Months that Changed the World*. Random House Trade Paperbacks, New York, NY.

Rix, P. (2004) *Marketing: A Practical Approach (5th Edition)*. McGraw Hill, Sydney.

### **Theses**

Smith, A. (2003) *Evolving communication through the inference of meaning*. PhD thesis. University of Edinburgh, Edinburgh.

### **Unpublished working papers**

Lee, M. and Turban, E. (2001) *A framework for a trust model in e-commerce*. (Unpublished working paper)

### **Contributed volumes**

Matthew, H. (2001) *The liberal age*. In K. Morgan (ed.) *The Oxford History of Britain*. Oxford University Press, Oxford. 518-81.

### **Conference papers (published)**

McEvoy, G. and Cascio, W. (1989) *The United States and Taiwan: Two different cultures look at performance appraisal*. Proceedings of International Conference of Personnel and Human Resources Management, Hong Kong, pp 421-9.

### **Conference papers (presented only)**

McEvoy, G. and Cascio, W. (1989) *The United States and Taiwan: Two different cultures look at performance appraisal*. Presentation to International Conference of Personnel and Human Resources Management, Hong Kong, April.

### **Electronic citations**

Fur Institute of Canada (FIC) (2004) *About us*. Retrieved: 17 February 2004 from <<http://www.fur.ca/about/index-e.asp>>.

### **Newspapers**

Lawson, M. (2002) *The pain and gain of opting for the outside lane*. *Australian Financial Review*, 19 September p 18.