

AUR Style Guide

Contributors should send digital manuscripts as attachments in Word format to editor@aur.org.au.

Manuscripts in this context refers to papers (comprising scholarly articles for peer review and opinion pieces), book reviews or replies and letters. Papers should be between 2,000 and 7,000 words, although longer contributions will be considered. Scholarly articles should be accompanied by an abstract that would not usually be longer than 150 words.

Scholarly articles are sent to a minimum of two referees, in accordance with Australian Government requirements for blind peer review.

The author's full contact details should be provided at the start of the paper or review, including email address and telephone number. The editor renders scholarly articles 'anonymous' for the double blind peer review process.

It is presumed that authors have followed the standard scholarly ethical practices involved in seeking to have their work published. Authors should take their lead from the Australian Code for the Responsible Conduct of Research.

Document settings

Papers (whether scholarly articles or opinion pieces) should be submitted as a single file, in 10pt Times New Roman, with document language set to <English - United Kingdom>

The following style requirements should be adhered to:

Spacing (in Word, go to <Home | Paragraph>:

- set Spacing Before and After to '0'
- set Line Spacing to 'single'

Style

Avoid the use of abbreviations, except for well-known organisations or processes.

Use 'per cent' rather than '%' in the text. Use '%' in tables and figures where space is constrained.

Use 's' rather than 'z' in words such as 'organise' (analyse, recognise, etc.).

Insert a single space at the end of sentences.

Use single quotation marks except for quotes within a quote, which should be indicated by double quotation marks. All quotes of more than 50 words should be indented and placed in a separate paragraph.

Dates thus: 30 June 2010.

Neither male nor female pronouns should be used to refer to groups containing persons of both sexes.

Do not use numbered sections.

Do not use underlining.

Do not use footnotes, endnotes or any headers or footers except for page numbers (bottom of page, centred).

Avoid the use of abbreviations, except for well-known organisations or processes.

Authors should ensure that the material cited in the text matches the material listed in the References.

Tables & images

Tables and figures should be incorporated into the text close to where they are first referred. In general, 'tables' comprise data, and 'figures' comprise everything else (graphs, photographs, etc.).

Tables and figures should have separate numbered sequences, and titles should be above for tables, and below for figures. Figures should be prepared in black and white. Graphs with coloured bars or lines are often illegible in black-and-white print. Where possible, tables and figures should be supplied in editable vector format (Excel, EPS) rather than raster images.

References

References are to be cited according to APA Publication Manual 6th edition (with minor exceptions).

If you have used Endnote software to generate references, please disconnect it before submitting your contribution.

References in the text should be given in the author-date style:

King (2004) argues ...

or

as various authors (King, 2004; Markwell, 2007) argue ...

Two co-authors should be cited as

(Smith & Jones, 2013).

When naming co-authors in running text, use 'and'; in all other instances, use '&' between authors' names:

According to Smith and Jones (2013), xyz happened.

More than two authors cite as

(Jones *et al.*, 2011).

Page references must be used for direct quotations, and should be shown thus:

(King, 2004, p. 314).

Page references should be used for direct quotations.

The reference list should be placed in alphabetical order at the end of the paper, utilising the author-date system.

For a reference to a book:

Gall, M., Gall, J. & Borg, W. (2003). *Education Research: An introduction* (7th ed.). New York: Allyn & Bacon.

For a journal reference:

King, D.A. (2004). What different countries get for their research spending. *Nature* 430, 311-316.

For a reference to a chapter in a collection:

McCollow, J. & Knight, J. (2005). Higher Education in Australia: An Historical Overview, in M. Bella, J. McCollow & J. Knight (eds). *Higher Education in Transition*. Brisbane: University of Queensland Press.

For a web reference:

Markwell, D. (2007). *The challenge of student engagement*. Retrieved from http://www.catl.uwa.edu.au/__data/page/95565/Student_engagement_-_Don_Markwell_-_30_Jan_2007.pdf.

Do not include retrieval dates for web references unless the source material may change over time.

Book reviews

Book reviews should be sent to the Editor, editor@aur.org.au.

Our policy is to review books dealing either with tertiary education or with matters pertinent to issues in tertiary education.

Book reviews should usually be between 200 and 1,500 words.

Please provide a digital image of the book cover, or a URL to a website at which one can be found.

The layout of a book review should be

- <Caption> (devise a caption of a few words' length. This is optional; the editor will happily devise a caption.)
- <Book title> by <Given name> <Surname> (of author/s)
- ISBN, Publisher, No. pages, Year of publication
- Revised by <Given name> <Surname> (of book reviewer)

Reviews & letters

AUR welcomes letters of response to articles published in the journal. We also encourage longer responses to articles. Note the layout requirements for scholarly papers and opinion pieces.

Responses should be a maximum of 1,000 words.

More information at www.aur.org.au