

Instructions for contributors

Submission of manuscripts

Please send an electronic copy in an editable format (e.g. .doc) to Managing Editor, Ben Green, at Griffith University in Brisbane, Australia [email: editorial@joacm.org].

Please attach to every submission a covering letter confirming that all authors have agreed to the submission and the article is not being considered for publication by any other journal.

Content and style

JOACM adheres to a rigorous double-blind peer review policy in which the identity of both the reviewer and author are always concealed from both parties. Manuscripts should be submitted free of identifying features including authors' names and affiliations. The full name of each author with current affiliation and contact details plus a short biographical note should be supplied in the cover letter.

Manuscripts of 6,000-8,000 words including notes and references will be accepted for review.

Manuscripts should contain, in the following order:

- (i) title page with full title and subtitle (if any);
- (ii) abstract of 100-150 words;
- (iii) up to 10 key words;
- (iv) main text with each new paragraph indented;
- (v) numbered end notes;
- (vi) alphabetical references section using the Harvard system (see examples below).

Specific style requirements:

- (i) Manuscripts to be submitted in 10pt Arial font, 1.5 line spacing, all paragraphs justified, with a line break in between paragraphs;
- (ii) UK English spelling (e.g. "-ise");
- (iii) in-text references in Harvard style (see examples below);
- (iv) quotations exceeding 40 words in indented block form;
- (v) technical terms and acronyms to be defined when first used;
- (vi) acronyms and abbreviations without points (e.g. USA, Dr);
- (vii) gender-neutral pronouns ("they" instead of "he/she") unless the intention is to refer to a specific gender;
- (viii) single quotation marks for all in-text quotes, with double quotes inside if required;
- (ix) dates in the form 1 January 2015;
- (x) zero to nine written alphabetically, 10 and above written numerically.

Tables: All tables should have short descriptive captions and sources indicated beneath.

Figures: All graphs, diagrams, photographs and illustrations should be referred to as figures and numbered consecutively (e.g. "Figure 1"). Photographs and illustrations should be provided separately in TIFF format. Short descriptive captions and sources should be provided for all figures. Authors are responsible for obtaining permissions from copyright holders where required and permission letters must be supplied.

Examples of referencing

In-text:

Author (year: page*)

*Page numbers must be provided for all quotes and where paraphrasing an idea from a particular page.

Green (2015: 15) claims that...

...or so it has been claimed (Green, 2015: 15).

References section:

Book:

Bohm A & Chaudhri DP (2000). *Securing Australia's future: An analysis of the international education markets in India*. Sydney: IDP Education Australia.

Book chapter:

Foote JS (1998) Rayburn, the workhorse. In: Dennis EE and Snyder RW (eds) *Covering Congress*. New Brunswick, NJ: Transaction, 139–146.

Journal article:

Leonard V & LeBrasseur R (2008). 'Individual assignments and academic dishonesty: Exploring the conundrum', *The Australian Educational Researcher*, 35(1): 37-56.

Website:

Sweet M (2010) The shot of PR that could undermine trust in public health policy. Crikey, 29 September. Available at: <http://www.crikey.com.au/2010/09/29/the-shot-of-pr-that-couldundermine-trust-in-public-health-policy/>

Copyright and proofs

Authors are responsible for obtaining permissions from copyright holders where required and permission letters must be supplied.

Authors will receive proofs of their articles after acceptance and before publication. Prompt attention to final proof checks will ensure timely publication.

Reviews

JOACM includes a section in which books and other significant contributions to the field are reviewed. Books for review and manuscripts of reviews should be sent to one of the journal's book

review editors, Dr Kerrie Foxwell-Norton [email: k.foxwell@griffith.edu.au] or Dr Arne Hintz [email: HintzA@cardiff.ac.uk] with a CC to Managing Editor, Ben Green [email: editorial@joacm.org].