

Notes for Contributors

- 1 Original articles which are concerned with contemporary issues, developments and policymaking may be submitted for consideration for publication in the ELRR, provided they have not been published elsewhere or are not under consideration for publication elsewhere.
- 2 Articles submitted to ELRR are subject to a double-blind refereeing process. Electronic submission is preferred. Otherwise, three hard copies should be submitted.
- 3 Submissions should be up to **8,000** words and contain an abstract of less than **150** words describing the major points made in the paper and the main conclusions reached.
- 4 Copyright of articles published in ELRR is vested in the journal, the CAER and the IRRC. Permission to reprint should be sought from the Editors. This will be granted in normal circumstances.
- 5 Manuscripts should be typed single spaced on one side of paper sized 155mm x 235mm. A separate title sheet should provide the contributors' names, affiliation details and postal and email address. Do not include the contributors' names on the first page of the article, but please do include the title of the article.
- 6 If you use acronyms or abbreviations, use the full title the first time, followed by the acronym in brackets.
- 7 Mathematical notation should be provided in both symbols and words. Articles of a mathematical nature should also contain a clear statement of the arguments in plain English, with substantial amounts of mathematical material placed in an index.
- 8 Quotations of four lines or more should be indented. Shorter quotes should be included in the body of the text.
- 9 Endnotes, which should be kept to a minimum, should be numbered serially and included at the end of the article.
- 10 Tables and Charts or Figures should be numbered consecutively and included at the end of the text in Word or RTF format. Indicate their approximate placement in the text and provide titles and captions (citations) for each.
- 11 In-text references should include the author's name, year of publication and page: 'Chapman (1983: 230) has argued ...'; 'Many questioned the equality of working Japanese women (Sano 1983: 420)'. Where an author has more than one publication in the same year, use alphabetical ordering to distinguish: for example, (Dabscheck 1986b: 46).
- 12 A references list should be included at the end of the text. This should cite all works referred to. The reference list should be arranged in alphabetical order by author.
- 13 Authors are responsible for obtaining permission to quote from or reproduce the copyright work of others, including graphs and tables.

Examples

For Books

Hagan, J. (1981) *A History of the ACTU*, Longman Cheshire, Melbourne.

For Chapters within Books

Deery, S. (1989) 'Unions and technological change', in G.W. Woods and D.H. Plowman (eds.), *Australian Trade Unions: An Industrial Relations Perspective*, Macmillan, Melbourne, Second edition, pp. 269–287.

For Articles in Journals

Whitehead, T. (1987) 'Stocks and flows: Current policy issues in Australia', *Economics*, 22 (2), pp. 10–17.

Citing from Internet Sources

A web page with an author:

Winston, J. (1999) A look at referencing, Available: <http://www.aaa.edu.au/aaa.html> [accessed 20 October 2000].

An unauthored web page:

(1999) Available: <http://www.aaa.edu.au/index.html> [accessed 20 October 2000].

