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Manuscripts

Manuscripts must be written in clear, concise and direct English. Be guided by the *Shorter Oxford Dictionary* but use *-ise* rather than *-ize* where these alternative word endings are permitted. Articles should not exceed 6000 words in length, with text reduced proportionately to allow for figures and tables. Shorter contributions (commentaries, which include both general comments and discussions of earlier papers, research notes and teaching notes) not exceeding 3000 words are welcome. In the case of manuscripts with more than one author, correspondence will be with the first-named author unless otherwise indicated. All manuscripts will be assessed by at least two independent referees using a double-blind process. Final acceptance or rejection rests with the Editors.

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Format

Manuscripts should be typed double-spaced in 12 point font with wide margins (at least 30 mm) on A4 page size. Pages should be numbered sequentially. Use *minimal* word processing formatting: italics and bold are accepted but **avoid special caps, paragraph formatting, headers and footers, and footnotes**, for example.

Where it is necessary to provide a list of items in the text, the items should be numbered 1. 2. 3. etc. Each numbered point should commence flush with the left-hand margin and blank lines should not be left between points. Do **not** use dot points.

Indicate the preferred position for figures and tables in the text; but the figures and tables should be provided separately (see below).

Manuscripts should be presented in the following sequence: (1) title page; (2) abstract and key words; (3) text; (4) acknowledgments; (5) endnotes but only if essential; (6) references; (7) captions for figures; (8) tables (each Table complete with title and footnotes), and (9) figures.

Title page

A *separate title page* should include a title (capitalise the initial letters of the major words), the first name or initials of the author(s) and family name(s) (in capitals), details of their position(s), institutional affiliation(s), full postal and email addresses. Indicate the author to whom correspondence should be addressed. Include a short running title of no more than 40 characters. The title page will not be sent to referees.

Abstract

An abstract of 200–250 words should be supplied on a separate sheet. Include the title of the paper but not the names of the author(s). The abstract should state in condensed form the contribution made by the paper: including (as appropriate) its aims, methods and main findings. It should be informative and should supplement, not duplicate, the title. The abstract should not act as an introduction to the text and statements such as ‘this was discussed’ and ‘conclusions are given’ should be avoided. In general, the abstract should contain no mathematical symbols and statements should not be amplified by examples.

KEY WORDS, ACRONYMS

The abstract should be followed by 6–8 key words and then a list and definition of acronyms used in the text. Acronyms should only be used if they appear more than three times. Abbreviations should be avoided.

Introduction

The introduction should state clearly the context and aim(s) of the paper and outline the paper’s structure.

Two levels of heading may be used. These are:

First order headings

Second order headings

Following the main body of the text are:

ACKNOWLEDGMENTS

Funding sources must be acknowledged, including a frank declaration of the authors' industrial links and affiliations where relevant. The contribution of colleagues or institutions should also be acknowledged.

NOTES

Footnotes should be avoided. Endnotes may be included but only if they are essential. They should be grouped after the Acknowledgments, *not* at the foot of individual pages. Avoid using footnoting programs embedded in word processing packages.

REFERENCES

All works cited in the text should be referenced in a list arranged alphabetically by author. Works by the same author(s) should be listed chronologically. Multiple works by the same author(s) in a single year should be referred to as 1997a, 1997b, etc., based on the order of appearance of the references in the text. References should be checked to ensure that all the citations in the text are included in the list and that all the names in the list occur in the text. All references should be carefully checked for errors prior to submitting the manuscript. Material unavailable in libraries and archives, such as unpublished reports and unpublished conference papers, should not be cited.

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In the text, authors should be referred to in the style 'As Streeton (1997) has argued ...' or 'This assertion has been contested by several researchers (Roberts, 1967; Nolan, 1969; Williams, 1977) ...' or 'His reputation is based on just two works (Lindsay, 1928; 1929).' Text references should always include page numbers for verbatim quotes. Page or chapter numbers should be included for reference to specific points of books or reports. Where several sources are referenced together, these should be referenced in chronological rather than alphabetical order. Reference to works written by two authors should be in the style 'Lillee and Thomson'. Reference in the text to three or more authors should be in the style 'Benaud *et al.*' Personal communications should be referred to in the form '(Don Bradman, personal communication, 1948)'.

References should conform to the following style:

Asian Development Bank, 2005: Country strategy and program update (2005–2006), Papua New Guinea. Retrieved 13 April,

2007 from <<http://www.adb.org/Documents/CSPs/PNG/2005/cspu-png-2005.pdf>>.

Beer, A., Clower, T., Haughton, G. and Maude, A., 2005: Neoliberalism and the institutions for regional development in Australia. *Geographical Research* 43, 49–58.

Doran, J.C. and Hall, N., 1983: Notes on fifteen Australian casuarina species. In Midgley, S.J., Turnbull, J.W. and Johnston, R.D. (eds) *Casuarina Ecology, Management and Utilization*. Commonwealth Scientific and Industrial Research Organization, Melbourne, 19–52.

Gellatly, D.C., 1971: Possible Archaean rocks of the Kimberley region, Western Australia. In Glover, L.E. (ed.) *Symposium on Archaean Rocks*. Geological Society of Australia Special Publication 3, 93–101.

Gunn, M., 1995: Homeless women denied emergency shelter. *The Australian* (30 November), 5.

Oppenheimer, J., 1970: A history of land use in the Walcha district. Unpublished B.A. (Honours) thesis, Department of History, The University of New England, Armidale.

Taylor, T.G., 1951: *Australia a Study of Warm Environments and their Effect on British Settlement*. Methuen, London and Dutton, New York, 6th ed.

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Journal titles must be given in full and should include all definite and indefinite articles. The original wording should be retained in the case of publications in languages other than English.

Formulae and numerical expressions

Measurements should be given in SI units unless quoting from historical or similar sources, in which case SI equivalents must be given in parentheses. Note that, with the exception of the symbols %, ‰, ° and °C, there should be a space between the number and the unit. Compound units should be expressed in the form m s^{-1} and $\text{kg m}^{-1} \text{s}^{-1}$. A full stop should be used to denote the decimal point. In the case of numbers larger than 9999, each set of three digits should be separated by a space rather than by a comma. A similar rule should be adopted for digits to the right of the decimal point. A zero should be given before the decimal point in numbers less than one. Except where they represent measurements, integers lying between one and nine should be spelled in full. Avoid beginning sentences with a numeral.

Where currencies other than Australian dollars are cited the Australian equivalent (A\$) should be included in parentheses.

Equations should be typed centrally in the column and numbered serially in parentheses on the right-hand margin in the following fashion:

$$E = mc^2 \quad (1)$$

Where E = energy (J), m = mass (kg) and c = velocity of light in a vacuum = $2.99 \times 10^8 \text{ m s}^{-1}$.

If necessary, reference should be made in the text to equation (1), etc. For simple fractions the solidus (/) should be used instead of a horizontal line. The use of fractional powers rather than root signs is recommended. The valence of ions should be given in the form Ca^{2+} and CO_3^{2-} , rather

than as Ca^{++} and CO_3^- . Isotope numbers should precede the symbol: for example, ^{14}C .

Quotations

Short quotations should be enclosed within single quotation marks. Quotations longer than about three lines of text should not be enclosed by quotation marks. Instead, they should be fully indented two spaces from the left-hand margin and preceded and followed by a blank line.

If words are omitted in the middle of a quotation, the omission should be marked with three stops (an ellipsis) ... This device is also used at the beginning and/or end of a quotation to indicate that part of the sentence has been omitted. The ellipsis should be treated as a word. That is, a space should be left between it and an adjacent word. Explanatory interpolations should be marked using square brackets.

Illustrations

All illustrations (graphs, diagrams, maps and photographs) are referred to in the text as figures. Figures should be numbered according to their sequence in the manuscript. Both in the main body of the text and in parentheses, figures should be referred to as Figure 1, etc. Figures should be designed so they may be reduced to fit the width of one column (69 mm) or one page (143 mm) of the journal. The maximum depth of a figure after reduction should be 184 mm. Originals of figures should be no more than twice these final sizes. Ensure that lettering and linework will bear reduction to the final size of reproduction. In particular, all letters should be at least 2 mm high after reduction. Use lower case lettering rather than capitals and use bar scales rather than numerical scales. Include information on the units used.

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Contributors have the option of supplying colour Figures (diagrams, maps or photographs) which will be published online in colour at no cost to contributors. However, these Figures will appear in black and white in the printed journal. Since colour Figures may not reproduce well in black and white, it is desirable that good quality black and white versions of all Figures are provided. In particular, use symbols or well-contrasted shading rather than colour in line drawings and maps.

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Figure 1 Figure captions should be written in lower case lettering. The source of information in figures should be

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Each figure, caption and legend must be understandable without reference to the text.

Figures must be supplied in files separately from the text.

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Authors should note the limitations imposed by the size and layout of the journal when organising tables. Tables should be numbered using Arabic numerals according to their sequence in the text. Both in the main body of the text and in parentheses, tables should be referred to as Table 1, etc.

Each table should be preceded by a caption in the following format:

Table 1 Table captions should be written in lower case lettering (*Source*: Pacioli, c. 1510).

Column headings in tables should be brief, but explanatory. Units of measurement should be given in parentheses. Vertical lines should **not** be used to separate columns. Ditto marks should be avoided. Ensure that the figures in each column are correctly aligned, noting in particular that decimal points should be in vertical alignment. Use a tab, not spaces, to separate data points in tables. If a table editor function is used, ensure that each data point is contained within a unique cell (that is, do not use carriage returns within cells). Explanations essential to the understanding of the table should be given in footnotes at the bottom of the table.

The table, caption and footnotes must be understandable without reference to the text.

Tables can be included in the same file as the text, but located at the end, after the captions for figures.

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