



AGP Submission and review policy guidelines

1. Submissions must not already have been published in a journal or conference proceedings. Further, they must not be currently under consideration for publication or presentation elsewhere. Papers presented at conferences (not published) are welcome provided the conference organisers do not have a copyright claim to the material.
2. Authors for all accepted articles will need to assign copyright of the article to Academic Global Publications (AGP) by completing an AGP Copyright Assignment Form. Academic Global Publications P/L (AGP) retains copyright of the articles published in its journals. Authors submitting manuscripts for publication warrant that the work does not infringe any existing copyright and indemnify AGP against any breach of such warranty. However, **authors do not give up their right to use their own material.** Authors are not required to seek permission to re-use their own work. As an author you can use your work published by AGP in part or in full, including figures and tables (except where copyright is owned by a third party, in which case you must seek permission again) if you want to do so in a book, in another article written for AGP or another publisher, on your website, or any other use, without asking AGP first. This protects the author's moral rights and their work from plagiarism, unlawful copying and any other infringement of copyright.
3. The full submitted manuscript will be double-blind peer reviewed by at least two members of an international panel of experts (to Australian Commonwealth Government Department of Education, Science & Training (DEST) refereed journal article - Higher Education Data Collection (HERDC) standards <http://www.dest.gov.au/NR/rdonlyres/DE3A5B2E-A277-4424-8A39-35ACBBD338BF/6126/2005HERDCSpecificationsFinal100605.pdf>
4. All papers need to strictly comply with appropriate word count limit and the specified format (see Style and layout requirements).
5. The evaluation criteria applied to manuscripts will be those typically used by major peer reviewed research journals and will be assessed against the following criteria:
 - The importance of the study and its contribution to field
 - The significance and rationale of the study
 - The paper's originality and contribution to knowledge or practice
 - Adequacy of the description of background theory, literature etc
 - Links to previous theory and literature
 - Research design - appropriateness of the research design

- Methodology - validity and appropriateness for study
- Results - appropriate presentation, validity of analysis and soundness of interpretation
- Conclusions - are the conclusions reached adequately supported by the data/evidence/theory?
- Overall structure - whether logical and professionally organised
- Overall clarity of presentation
- References - completeness, recency, format

Each manuscript will be reviewed by the editor and, if judged suitable for this publication, it will be sent to two reviewers for a double blind peer review. Based on their recommendations, the editor will then decide whether the manuscript should be accepted as is, revised or rejected. Results of the peer review will be communicated to the authors by the date specified.

6. The comments provided to authors by the Peer Review Panel members and by the Editors will be constructive and helpful and designed to aid authors in producing articles of a publishable standard. If revisions are recommended, the authors will be responsible for making those revisions. They will also be responsible for submitting the final version of their work by the stated deadline. Articles written by members of the Editorial Board or International Panel of Reviewers will be refereed by independent referees.
7. Abstracts for accepted articles will remain 'free to view' but full articles will be sold as 'pay for view' at a rate determined by AGP from time to time.
8. Successful Authors are not sent a copy of the published article by AGP.

Submitting an article to an AGP journal

Journals in the Academic Global Publications portfolio publish primarily research based articles. Articles should be between 3,500 and 5,500 words in length, typed and emailed to the journal editor as file attachment, or saved to disk (CD or floppy). The articles need to be formatted according the style and layout and referencing requirements of AGP. The preferred formats for the article are Word and RTF. Articles should be accompanied by a structured abstract, up to six keywords, brief biographical details and a full set of cited references.

Please **submit articles** by emailing a file attachment to the journal Editor.

Style and layout requirements for manuscripts submitted to AGP journals

General guidelines

The **language** of the journal and for all submissions is English using Australian English spelling (e.g. organisation, colour, hypothesised, centre).

As a guide, the **word count** of the submission should be between 3,500-5,500 words (counting the structured abstract and body, and not counting titles, references, tables

and figures). Authors should provide a **structured abstract** of up to 200 words. Up to six relevant **keywords** should be provided (list after the author's details).

Author's details - Provide title, full name, affiliation, email address and full international contact details.

Style - For general style conventions please consult the Commonwealth of Australia 2002, *Style Manual for Authors, Editors and Printers*, 6th edn, John Wiley & Sons Australia, Canberra.

Please use the author-date system described in the *Style Guide*. The fifth edition is available electronically (and is also appropriate) at:

http://www.agimo.gov.au/information/publishing/style_manual

Note that only the sixth edition of the *Style Manual* includes citing electronic references. Please refer to the examples of in-text citations and reference list citations provided.

Accepted submissions - Authors of accepted submissions must revise their work following the suggestions (if any) of the reviewers, and submit an electronic copy of the final version as an email attachment to the journal Editor (in Word or RTF format) of the work by the specified deadline.

In addition, each author will need to complete, sign and send to AGP an AGP Copyright Assignment Form prior to publication of the article.

Style guidelines

As the articles are available on the journal website in PDF versions, instructions have been provided to provide consistency in the look of the print version and ease in converting to HTML. Please follow these instructions to encourage efficient editing of the papers and a high quality of production.

Text area - A4 paper size. Margins: 2.5cms top and bottom, 2.5 cms left and right.

Format - use Times New Roman 12 point for the main body of text; bold for sub-headings. The main text and headings should be left aligned. Paragraphs should not be indented and a clear line should separate two paragraphs. Submissions should be one-line spaced.

Headings - keep short, relevant and not numbered. Use minimal capitalisation (i.e. only capitalise the first word in the heading). Leave one line above the heading and one line below the heading. If a heading is directly followed by a lower level heading leave one line between them.

Footnotes - should be kept to a minimum and for substantive observations only and identified by consecutive numbers.

Page numbers - do not include page numbers in your submission. These will be added later by the editors to ensure page numbers can be used in citations for the article.

Tables and figures - should be kept to a minimum and provided within the text. Please keep tables and figures in a simple format. Centre figures and tables between the margins with one blank line above and below each.

Insert the text 'Figure (or Table) n: description' in 12 point font at the top of the figure/table and in bold. Use minimal capitalisation in headings. Number tables and figures using 1, 2, 3 etc.

Insert the source of the table or figure at the foot of the table in 12 point font. If the figure or table is an original, use the words:

Source: Developed for this research (paper)

For example:

Table 1: The factor analysis and reliability test of research constructs

Construct	Cumulative %	Alpha Value (P)
Work Values	54.255	0.7
Work Attitudes	50.004	0.7
Work expectations	64.38	0.7

Source: Developed for this research

Quotations - Use single quotation marks only (except for quotes within quotes). Quotations of more than about thirty words should be indented from the text margin and set in smaller type (11pt), without the use of quotation marks.

Preferred structure to be used for research based manuscripts

Manuscripts submitted for review will need to follow a traditional format for journal publications, normally using the following structure:

Title page - consists of the title of the manuscript. Leave two blank lines after the title and then give the name and affiliation of each author including department, institution, country, full international phone number and email address left aligned. Please do not put any acknowledgements or thanks here, but place them in an optional 'Acknowledgements' section at the end of the document before the reference list.

Structured Abstract - place on a separate page following the title page. The structured abstract should be no more than about 200 words in length, Times Roman 12pt and left justified. The structured abstract is to be set out under headings below:

Abstract

Title:

Keywords: (up to six keywords)

Category of paper: (Research paper, Practice paper, Conceptual paper, Case study, Literature review)

and include 4-6 of the following sub-headings:

Purpose of the research/paper:

Methodology: (if applicable)

Findings:

Implications for theory: (if applicable)

Implications for practice: (if applicable)

Value of the paper: (identify for academics, practitioners, managers, consultants, researchers and/or students of business and management)

and also the following details:

Number of pages:

Number of tables/figures:

Section headings: (list consecutively the headings used in the paper)

The body of the paper

The body of the paper should include at least the following major headings:

Introduction

Literature review

Methodology

Results and discussion

Conclusions

Acknowledgements - This is an optional section. Acknowledgements or appreciation to individuals for assistance with the manuscript or with the material reported should be included and appear at the end of the article before the References.

Reference list - Start the references list with the heading 'References'. Type the references in 12pt. See the section on referencing for the required author-date referencing styles.

If you have any inquiries about this formatting, please contact the Editor.

Preferred structure to be used for case study based manuscripts

Case studies citing actual organisations and people are preferred. However, when actual organisations and people are used, a **written release** from the people identified in the case and from a senior officer of the organisation who has authority to provide a release is required before the case can be published. The release should be signed and dated and in a form similar to the following:

‘ I (name of person) agree to my name being used for the purposes of the case study concerning (insert title of case study) and grant my approval for the case study to be published in the (insert name of journal)’

‘ I (name of person and position in organisation) agree to the identification of (insert name of organisation) for the purposes of the case study concerning (insert title of case study) and grant my approval for the case study to be published in the (insert name of journal). I have the authority to issue such an approval’

The releases will be required to be sent to the journal editor should the case be accepted for publication.

Manuscripts submitted for review as case studies will normally need to adopt the following structure:

Title page - consists of the title of the article. Leave two blank lines after the title and then give the title, name and affiliation of each author including department, institution, country, and email address left aligned. Please do not put any acknowledgements or thanks here, but place them in an optional Acknowledgement section at the end of the document.

Structured Abstract - place on a separate page following the title page. The structured abstract should be no more than about 200 words in length, Times Roman 12pt and left justified. The structured abstract is to be set out under heading below:

Abstract

Title:

Keywords: (up to six keywords):

Category of paper: (Case study)

and include 4-6 of the following sub-headings:

Purpose of the case study:

Findings:

Implications for theory: (if applicable):

Implications for practice: (if applicable):

Value of the case study: (identify for academics, practitioners, managers, consultants, researchers and/or students of business and management).

and also the following details:

Number of pages:

Number of tables/figures:

Section headings: (list consecutively the headings used in the paper)

The body of the case study

The body of the case study should normally include at least the following major headings:

Introduction

Background to the case (including the problem statement)

Literature relevant to the case

Situation audit (evaluation of the organisation's current situation, opportunities and problems). This should be more diagnostic rather than descriptive.

Alternatives (the strategic options or analysis of actions that are viable solutions to the case)

Critical issues/recommendations

Implications for theory/practice

Conclusions

Reference list - Start the references list with the heading 'References'. Type the references in 12pt. See the section on referencing for the required author - date referencing styles.

Acknowledgements - This is an optional section. Acknowledgements or appreciation to individuals for assistance with the manuscript or with the material reported should be included and appear at the end of the article after References.

If you have any inquiries about this formatting, please contact the Editor.

Citation guide

Use the author-date referencing style from the Commonwealth of Australia 2002, *Style Manual for Authors, Editors and Printers*, 6th edn, John Wiley & Sons Australia, Canberra.

The 5th edition of the *Style Manual* is available online and is also appropriate: http://www.agimo.gov.au/information/publishing/style_manual

Citations in the text

All references to books, articles and other sources are to be identified at an appropriate point in the text by name of author, year of publication, and pagination (within parentheses). Footnotes are to be limited to substantive observations only.

1. Insert the sequence (Name year, page reference) into the running text for a citation to a literature reference (Jones 2003, pp. 23-33). Name is the surname of the author and year is the year of printing.
2. If the author's name is used in the text, follow it by the year of publication and a page reference, for example: 'As described by Black and Lines (1998, p. 230)...' If the author's name is not in the text, insert at an appropriate point (Name year of publication, page reference), for example: 'Overseas research on workplace learning suggests that web-based delivery of training provides many advantages to learners (Keystone 2001, p.14)'. Where three authors are involved, cite all names in the in-text citation. If there are more than three authors, only the surname of the first-listed author is used, followed by the expression, et al. (or and others), for example: 'Ball, et al. (2002) explored...'; '... this issue has been previously explored (Ball et al. 2002). For institutional authorship with no specific author's name on the title page, the name of the sponsoring organisation is cited, for example: 'Unemployment is a prime issue for youth (DEST 2003)'; 'A report of the Centre for Regional Development (2003) provides...'.
3. Provide page numbers if you are quoting directly from another work. If the idea refers to a whole piece of work, you don't have to provide page numbers. For online sources, it is not always possible to include page numbers. Please only include page numbers from online sources if you have cited a copy of an original printed document (e.g. a PDF copy). Don't provide the print copy page numbers of an online source (e.g. a Web page) in the citation.
4. Separate multiple citations by semi-colons, for example: 'Social inquiry provides a new focus to business research (Brown 1999; Sparkle 2000; Walter 2001)'. Use running lower case letters if you refer to more than one article of an author of the same year (e.g. Jones 1999a, 1999b).

5. Hypertext links may link to other URL's on the World Wide Web or to other locations in the same document. The location and destination of links should be specified in brackets within the text of the article or reference list within <angle brackets>, for example: As explained previously in <Important issues> Keller (2001) has provided... ; A working example of this model is available online at <<http://www.online.models.com.uk/wow.html>>.

Reference list

List all items cited in the text alphabetically by author and for each author, by year of publication under a main heading titled References. List all the authors-do not use et al.

To be compatible with the *Style Manual* (6th edn) use headline capitalisation for the titles of journals and newspapers, and sentence capitalisation for the titles of books, journal articles, newspaper articles, book chapters, films and unpublished material (including theses).

Books:

O'Shea, T., & Self, J.A. 2005, *Wealth and health in Australia: A sociological perspective*, Prentice-Hall, Sydney.

Journal articles:

Beasley, R.E., & Vila, J.A. 2004, 'The identification of business graduates' learning environment: A case study', *Journal of Business Studies*, vol. 1, no. 2, pp. 209-222.

Conference proceedings:

Tsio, F. 2003, 'Social impacts of global boom and bust', in *Proceedings of the International Business and Social Inquiry Conference, Hawaii, 2003*, ABSI, Lismore, NSW, pp. 115-123.

Web pages:

Intergovernment Panel on Social Change 2002, *National Systems of Innovation*, viewed 21 October 2002, <<http://www.grida.no/climate/ipsc/papers/055.htm>>.

Online journal articles:

Kilpatrick, S. 2001, 'Re-focusing on training and lifelong learning', *Education in the 21st Century Journal*, vol. 2, no. 1, viewed 22 October 2002, <<http://www.edC21.au/papers/29.html>>.

[Note: Only provide page numbers if you viewed a version of the original print article on the website. Do not provide your printer's page numbers.]

Journals from electronic databases:

Falk, J. 2002, 'Partnerships and networks', *Journal of Regional Development*, vol. 5 no. 2, pp. 45-55, viewed 3 September 2002, Proquest 500 (database).

[Note: If you have viewed a print version of the original article you can include page numbers. If you viewed a text only or web version of the paper, don't include page numbers.]

Electronic mail lists:

Green, M. <green@grass.com.au>2002, 'Awareness of new training practices', list server, 4 December 2002, <<http://www.mksa.net.au/listserv/>>