

GUIDELINES FOR ENERGI 2009 FULL PAPER SUBMISSION

- **Note: papers that do not conform to these guidelines (including referencing guidelines) will not be accepted.**

General requirements:

- Your written paper should be between 1800 and 2000 words and not exceed 5 A4 pages, using the formatting below and including references, tables, figures and abstract.
- All text therein should be in Times New Roman 12 pt font (excluding title which is 14pt).
- Single line spacing is required.

Margins:

- Top and bottom=2.54 cm (Word default)
- Left and right=2.54 cm (Word default)
- All text (excluding headings) should be justified.
- Include figures and tables within the text.

Handy tips:

- Use Australian spelling e.g. spell ageing with an “e” unless it appears otherwise in direct quotes or titles of papers/journals
- Use conventional academic style language and grammar e.g. do not use “n’t” – that is, write “would not” rather than “wouldn’t”
- Keep the style clear and simple and avoid (or at least briefly define) jargon or specialist terminology

Fonts and headings:

- Title of paper – 14pt capitals, bold, centred, blank line below
- Author’s name – Sentence case, centred, bold, blank line below
- Author’s Faculty or Centre and University – Sentence case, italics, centred, blank line below

EXAMPLE:

TITLE

Author’s Name

Academic affiliation

- No more than 3 levels of headings
- Heading 1
 - You must include headings at this level and suggested headings are provided below.
 - Sentence case, aligned left, bold, blank line above.
- Heading 2
 - Not necessary (i.e. only include if required)
 - Sentence case, aligned left, italics and underline, blank line above.
- Heading 3
 - Not necessary (only include if required)
 - Sentence case, italics, justified (part of paragraph)

Main headings:

Please use the following headings (or approximations):

- Abstract
Your abstract should be no more than 250 words.
- Research Question
Briefly outline your research question, the relevant background and why it is important.
- Methods
Outline the methods you have used/will use (e.g. participant observation, semi-structured interview, survey, content analysis, etc) including participants and how they were recruited, independent and dependent variables etc. Describe the issues you have faced or anticipate facing (if any) and how these will be resolved.
- Results to Date (if any)
- Implications for policy and practice
Emphasise the impact, or potential impact, of your research. Provide evidence of cross-disciplinary links and/or relevance where appropriate.
- Summary
- References

Referencing:

Must conform to the American Psychological Association (APA) guidelines as per <http://www.lib.monash.edu/tutorials/citing/apa-a4.pdf>

Limit number of references to 15.

- **To submit** your paper please **save** it as “ENERGI2009 Full Paper Your Surname” in **Word** and **email to** energi09.sphc@med.monash.edu.au by **31 August 2009**.
- You will be **notified** of your **paper** being **received** within **5 days**.
- You will be **notified of** the **review** process by **28 September 2009**.