

Guidelines for Contributors

Communities, Children and Families Australia is the professional journal collated by the Australian College for Child and Family Protection Practitioners [with support from the Institute for Child Protection Studies, of the Australian Catholic University, and the ACT Office for Children, Youth and Family Support, of the Department of Disability, Housing and Community Services]. Through the journal the College seeks to promote practice research, teaching and learning in the area of improving outcomes for vulnerable children, families and the communities they live in. It aims to promote the profile and professionalism of people working with vulnerable children and families in statutory and non-statutory practice. It also seeks to reflect the current views about and by the child protection profession by encouraging cross-disciplinary, cross sectoral thinking and research.

The Journal is interested in publishing review articles and original research, practice and theoretical articles on individual, family, group and community work; ethical and professional behaviour; and value, ideological and ethical debates facing the profession. Contributors are requested to identify the section for which they wish their articles to be considered:

1. Empirical or theoretical article
2. Practice paper

All articles submitted for publication are subject to peer review (articles are reviewed with due respect for authors' confidentiality). The Editorial Board has authority for determining the editorial content of the journal and may make minor alterations to articles on their own initiative. The Editorial Board may accept or return articles for amendment and reserves the right to refuse any articles for publication. The decision of the Editorial Board is final.

Articles must be the original work of the author(s) and are submitted on the understanding that the content has not been published or submitted for publication elsewhere.

Copyright

Papers accepted for publication become the copyright of the Journal and authors will be asked to sign a transfer of copyright form. In signing the transfer of copyright it is assumed that the author(s) has obtained permission to use any copyrighted or previously published material. All authors must read and agree to the conditions outlined in the Copyright Assignment Form. Articles cannot be published until a signed Copyright Assignment Form has been received.

Preparation of articles

Contributors should submit **one electronic copy** of an article to the Editorial Board. Articles should be written in a clear, concise, direct style and adhere to the following requirements:

1. Typed, double-spaced.
2. All pages should be numbered consecutively in the top right hand corner of each page, beginning with the title page.
3. Top, bottom and side margins should be at least 3cm.
4. Empirical and theoretical articles should not exceed 4000 words; and
5. Practice papers should not exceed 1000 words.

The following guidelines apply, where applicable, to all submitted articles:

Title page: The title page should contain (i) the title of the paper (no more than 12 words); (ii) the full name(s) of the author(s); (iii) the name and address of the institution(s) to which the work should be attributed; (iv) the position held by the author(s); and (v) the mailing address, telephone and facsimile numbers and email address of the author responsible for correspondence about the article and to whom requests for proofs and reprints should be sent.

Abstract and key words: All articles must include a brief, but informative, abstract of no more than 150 words. The abstract should summarise the context or background for the study and

should state the study's purposes, basic procedures, main findings and principal conclusions.

Text: Authors should consider the use of appropriate subheadings to identify specific sections of their article. All articles should include an introduction that provides a background to the article, describes its purpose and outlines its relevance to the child protection field.

Acknowledgements: The source of financial grants and other funding and the contribution of colleagues or institutions should be acknowledged. Personal thanks and thanks to anonymous reviewers are not appropriate.

References: The Journal uses the Author, Date (Harvard) System of referencing. References should be indicated in the text, giving the author's surname and year of publication (with page number if necessary). Note that initials are only added to surnames within text to distinguish between authors of the same surname. Where a reference contains the names of more than two authors, all names are given the first time the reference is cited; on subsequent occasions only the first name followed by 'et al.' is required. At the end of the article references are arranged in alphabetical order of authors' surnames and chronologically for each author. The author's surname is placed first, followed by the year of publication in parentheses; examples are as follows:

Books:

Smith, N.J. & Jones, M. (1979), *A Companion Guide to Good Authorship*. Social Work Press, Sydney.

Journal articles:

Wright, O.R. (1969), Summary of Research on the Selection Interview Since 1964. *Personal Psychology*, 22, 391-413.

Chapter or article within a book compiled or edited by others:

Morris, J.S. (1986), The art of the review. In: Warren E.G. (ed.), *Innovations in Editing*, Bromley Press, Sydney, 8-20.

Electronic material:

Swan N. & Tonkin, A. (2003), The health report: Mystery over hidden risk factors for heart disease is cleared up. ABC Radio National [homepage on the internet]. Australian Broadcasting Corporation, Australia; [cited 11 September 2003]. Available from URL: <http://www.abc.net.au/rn/>

For further information please consult the *Style Manual for Authors, Editors and Printers* (2002), Sixth edition, John Wiley & Sons Australia, Brisbane.

Appendices: These should be placed at the end of the paper, numbered in Roman numerals and referred to in the text. If written by a person other than the author of the main text, the writer's name should be included below the title.

Spelling: Spelling should conform to the usage of the *Macquarie Dictionary* and abbreviations should be kept to a minimum. Single quotation marks as opposed to double are recommended. Frequent or lengthy quotations should be indented (no quotation marks are then necessary) and placed in italics.

Articles that do not comply with the style and format requirements will be returned without review.

Please send all articles via email, for the attention of The Editorial Board, Communities, Children and Families Australia, at: accfpp@bigpond.net.au

Author material archive policy

Authors who require the return of any submitted material that is accepted for publication should inform the Editor after acceptance. If no indication is given that author material should be returned, the Australian College for Child and Family Protection Practitioners will dispose of all hardcopy and electronic material two months after publication.