

farm policy journal



Australian
Farm Institute

instructions for authors



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The *Farm Policy Journal* is a quarterly publication produced by the Australian Farm Institute, an independent farm policy research institute established in 2004. The Journal welcomes submissions of papers on issues pertinent to government policies concerning agriculture and regional communities. The Journal is an approved publication in the DEST Register of Refereed Journals. Submissions may be subject to peer review.

The Journal is published four times per year, with publication dates in the first week of March, June, September, and December. Each edition is approximately 64 pages. It is an A4 size publication, professionally designed with a four-colour cover and two-colour text and graphics throughout. The formatting of text for the Journal generally follows the *Style manual for authors, editors and printers* (2002), 6th edn, revised by Snooks & Co., John Wiley & Sons, Milton, Queensland.

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Submission

The preferred word processing program is MS Word. Submit the document as an email attachment to romanok@farminstitute.org.au. Alternatively, a version can be provided on a computer disk or CD, preferably in PC format.

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Document Layout

Page size: A4, 210mm x 297mm, portrait orientation
Margins: Top and Bottom Page = 25mm, Left and Right Page = 30mm

Font

- Do not number headings or subheadings, paragraphs or itemised lists in the text (bullet points are acceptable for itemised lists)
- Do not end headings with full stops
- Headings should be brief
- All headings positioned on the left margin, Helvetica Font, Bold text and typed on a separate line
- Major headings – Helvetica Font, type size 14 pt, Title case (except for words such as ‘if’, ‘and’, ‘is’, ‘the’ etc)
- First order sub-heading – Helvetica Font, type size 12 pt, only the first letter is capitalised
- Second order sub-heading – Helvetica Font, type size 11 pt, only the first letter is capitalised
- Body Text – Times New Roman, type size 11 pt, unjustified
- Footnotes – Times New Roman, type size 8 pt; separated from the text with a horizontal line and marked with superscript numbers.

Paragraphing

- Use the blocked and spaced paragraph style – meaning no indentation for first lines with 1 line spacing between paragraphs
- Paragraphs should not be split by an illustration or table. The illustration or table should be placed at the end of the paragraph (or as close as possible to the reference to it in the text)
- Number all pages.

Paper Format

Papers should be 3500–4000 words in length. Longer or shorter lengths will be considered. Papers need to be written and argued clearly so they can be easily read by an informed, but non-specialist, readership and should be submitted with an abstract of no more than 300 words preceding the main text. The abstract should be brief and informative, and should be written in the past tense as a single paragraph. It must be self-contained; that is, the reader should not need to refer to parts of the paper to understand the abstract.

Language

Use concise English without jargon or colloquialisms. Avoid repetitive use of long sentences and the passive tense. The spelling should conform to that of the Australian Macquarie Dictionary.

Title

The title should be short, specific and informative, but should not make an assertive claim about the conclusions of the article or paper. Type the title at the top of the first page in Bold Helvetica Font, type size 16 pt in title case.

Authors’ Names and Addresses

Give initials and surnames in capitals without stops. Separate the authors names with a comma. Type a single full postal address below the authors’ names. If there is more than one address, provide all as footnotes.

Biographies

Every paper should include a biography for each author of 50–75 words (up to a maximum of 150 words in total where there is more than one author). A high resolution photo (at least 300dpi density) of the author(s) should be supplied in a JPEG, TIFF or EPS format.

Tables

Tables should:

- be clear and easy-to-read
- be complete enough to be understood without continual reference to the text, but contain only the data needed for the reader’s understanding
- be as simple as possible
- use horizontal lines to separate the table from the title, and footnotes and headings from data. Do not use vertical lines in the body of the table
- have a table heading and number, both of which are placed **above** the table in the same type size as the body text of the paper
- present the body of the table in type size 10
- have clear column and line headings that accurately describe the type of information in the table. Capitalise only the initial letter of column and line headings. Left align all line headings. Centre align all column headings in bold font
- align all data entries to the right of the column

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- align all text entries to the left of the column
- have any explanatory notes placed immediately below the table as a footnote
- include a reference if the entire table is copied from another source
- be placed as close as possible after the paragraph in which the text reference to it occurs.

Figures

Figures should:

- be simple and effective
- be complete enough to be understood without continual reference to the text, but contain only the data needed for the reader's understanding
- have a title and number, both of which are placed **below** the figure in the same type size as the body text of the paper
- have both axes clearly labelled
- present the key to any symbols used below the figure, but above the figure title
- have any explanatory notes placed immediately below the figure as a footnote
- include a reference if the entire figure is copied from another source
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Example:

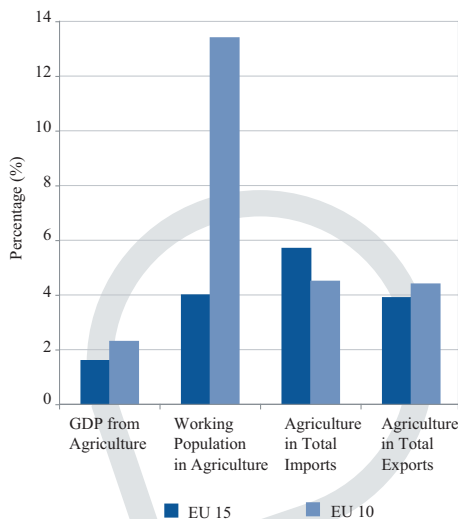


Figure 1: Role of agriculture in EU 15 and EU 10.

Source: Marsh 2005

References

The Australian Farm Institute uses the author–date referencing system, sometimes called the ‘name–year system’, which you will find in the *Style manual for authors, editors and printers* (2002), 6th edn, revised by Snooks & Co., John Wiley & Sons, Milton, Queensland.

In-text citations should take the following format:

- 1 author
This approach (Hodkinson 1995) suggests that ...
- More than 1 author
This approach (Hodkinson 1995; Starr 1991) suggests that ...
- More than 3 authors such as work by Malinowski, Larsen, Ngu and Fairweather is cited thus:
(Malinowski et al. 1999)
Malinowski et al. (1999) have found ...

The names of all the authors should, however, be provided in the reference list.

Reference lists should take the following format:

- Book
Merry, G 1997, *Food poisoning prevention*, 2nd edn, Macmillan Education Australia, Melbourne.
- Journal article
Marchelier, PM & Jughes, RG 1997, ‘New problems with foodborne diseases’, *Medical Journal of Australia*, vol. 275, pp. 771–5.
- Media releases
Watersmith, C 2000, *BHP enters new era*, media release, BHP Limited, Melbourne, 1 March.
- Published proceedings
Bourassa, S 1999, ‘Effects of child care on young children’, Proceedings of the third annual meeting of the International Society for Child Psychology, International Society for Child Psychology, Atlanta, Georgia, pp. 44–6.
- Internet web sites
Department of Finance and Administration 2001, Department of Finance and Administration, Canberra, viewed 7 August 2001, <http://www.finance.gov.au>
- A document within a web site
Anderson, J (Minister for Transport and Regional Services) 2000, *CASA approves avgas contamination test*, media release, 23 January, Department of Transport and Regional Services, Canberra, viewed 7 February 2000, http://www.dotrs.gov.au/meia/anders/archive/2000/jan_00/al6_2000.htm

Units and Numbers

- Use International System of Units (SI) units
- Use numerals for numbers over nine
- Always use numerals for numbers that are accompanied by a symbol
- Always use words for numbers that start a sentence
- In running text, present dates as: 2 July 1970

Abbreviations and Acronyms

These should be kept to a minimum. Use only standard metric abbreviations and those abbreviations dictated by convention.

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