Guidelines for ERA 2017 Full Paper Submission

Please note: Full papers that do not conform to these guidelines (including referencing requirements) will not be reviewed.

Background information

Publishing a full paper within the ERA conference proceedings is considered a peer reviewed academic publication. Submission of ERA full papers is entirely optional but can be a useful opportunity to disseminate your literature review, methods or early research, and gain experience in publishing and the peer review process. However, publishing within the ERA conference proceedings may limit your capacity to publish related material elsewhere, such as in an academic journal. While some journals will accept a paper that is substantially different from a previously published paper, other journals will not accept papers where any of the project information has previously been released. Please bear this in mind when making the decision to submit a full paper to ERA. If you are a student, please ensure you discuss this with your academic supervisor before submitting a full paper.

General requirements

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

Margins

- Top and bottom = 2.54 cm (Word default).
- Left and right = 2.54 cm (Word default).
- All text (excluding headings) should be justified (right and left).
- 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 – 12pt sentence case, centred, bold, blank line below.
- Author's Faculty or Centre and University – 12 pt sentence case, italics, centred, blank line below.
- No more than 3 levels of headings.

Heading Level 1 (main headings, see below)
- You must include headings at this level and suggested formatting is provided below.
- 12 pt sentence case, aligned left, bold, blank line above.

<ins>*Heading Level 2*</ins>
- Not necessary (i.e. only include if a second heading is required).
- 12 pt sentence case, aligned left, italics and underline, blank line above.

Heading Level 3
- Not necessary (i.e. only include if a third heading is required).
- 12 pt sentence case, italics, justified (part of paragraph).

Main headings (Heading Level 1)
Please use the following headings (or approximations):
- Abstract
  Your abstract should be no more than 300 words.

- Rationale
   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
- Use the American Psychological Association (APA) 6th edition referencing format.
- Limit number of references to 15, unless you are writing a literature review or systematic review, in which case you are able to have as many references as you require.

Submitting
To submit your paper please save it as "ERA2017 Full Paper_Your SurnameFirstInitial" in Rich Text Format or Word and email to era2017fullpapers@era.edu.au **by 25 August 2017**.

You will be notified of your paper being received within 5 business days.
You will be notified of the review process and any required revisions by late-September 2017.
You will be notified of acceptance of your revised paper by mid-October 2017.

Further information
era2017fullpapers@era.edu.au
www.era.edu.au/ERA+2017