

# GovNet Conference 2006 Paper Guidelines

## Formatting requirements

### Font

We prefer you to use an easy-to-read font such as Times New Roman. Please use 12 pt for all text, including indented quotes, notes and the bibliography.

### Margins

Allow generous margins by setting the left, right, top and bottom margins to minimum of two centimetres.

### Page numbering

Number the pages consecutively, page numbers should appear on the top right-hand corner.

### Page size

The page size should be A4 (21 cm x 29.7 cm)

### Spacing

Line spacing of 1.5 should be used for everything, including long quotes, notes and the bibliography. Key in a return only at the end of each paragraph, and leave an extra line of space between paragraphs (a second return).

### Indenting

An indent should be at least two centimetres.

### Alignment

The whole manuscript including headings must be aligned on the left (against the left-hand margin). Do not justify the text; leave the right-hand margin at its various lengths.

### Headings

Titles and the first level of subheading should be typed in upper and lower case and followed by an extra blank line. The next level should be clearly distinguished from the first with the text set on a new line, directly below the heading. Headings do not have punctuation at the end, nor should they be in block capitals.

### Footnotes

Footnotes should appear at the end of the page to which they refer.

### Italics

Use italics and not underlining for foreign terms, phrases not in common usage, titles of published books, journals, plays, works of arts or when emphasising text.

### Bold

Avoid using bold in the text.

## Language and grammar

All submissions must be written in English, except for common foreign words and phrases. Consistency is the key.

### Spelling

Preference to the following dictionaries is encouraged: *The Australian Oxford Dictionary*, *The Oxford Dictionary for Writers and Editors* (second edition) and *The Oxford Dictionary and Usage Guide to the English Language*.

When there is more than one author contributing to a paper, ensure that the authors use the same spellings. In general we prefer the '-ise' form to '-ize'. Uncommon Latin and other foreign words and phrases should be italicised.

When referring to per cent, the space formed is recommended: it is the one most commonly used in Australia.

In quotations, the spelling of the original source should usually be retained.

### Punctuation and quotations

Punctuation should be considered carefully. Make sure punctuation is consistent throughout your paper. After a full stop (unless starting another paragraph) use only one space before commencing the next sentence.

Use "single" quotation marks and reserve the "double" quotation marks for "quotes within quotes". If quotations exceed 50 words, you should indent the quotation, inserting an extra line of space above and below the quotation. You do not require opening and closing quotation marks when quotations are indented. Short extracts of fewer than 50 words may appear within the text within single quotation marks.

Determining the position of a closing quotation mark and punctuation is sometimes hard to judge. Usage may be summarised as follows:

- If the punctuation mark is part of the quotation, it should be placed inside the quotation mark.
- If the punctuation mark relates to the sentence rather than to the quotation, it should be placed outside the quotation mark.
- If the whole of a printed sentence is a quotation, the punctuation should be placed inside the closing quotation mark.
- If only part of the printed sentence is quoted, the punctuation should be outside the closing quotation mark.

### Abbreviations

It would be helpful to include a list of abbreviations; this is essential if the abbreviations are special to the paper.

When using abbreviations, if the final letter of the whole word does not end in the abbreviation, the final letter needs to be followed by a full point, for example,  
ed., vol., p., pp.

Do not use full points between the letters of acronyms and abbreviations that consist of initial capitals, for example,  
USA, NSW, MP

Do not use full points in contractions, for example,  
Dr, Mr, edn, eds, Qld

Do not use full points for abbreviations consisting of lower case letters and those in which the last letter is not the last letter of the word, for example, am, pm, Prof

There is no apostrophe in plural forms such as  
MPs, QCs, 1960s

### **Personal initials**

When typing personal initials include a space between the full point after the letter and the following initial, for example, Z. T. Smith.

### **Dates and numbers**

Write out the numbers one to nine in full and those after 10 in numerals.

Avoid unnecessary punctuation, for example in the text '20 August 1969', do not use a comma between the month and year. If the day of the week is given, then a comma should be inserted after it, for example, Sunday, 20 August 1969.

When referring to decades, do not use an apostrophe between the 'year' and the 's', for example, 1960s. When referring to centuries we accept both styles but please be consistent throughout your manuscript.

When referring to a person's age, use the spelt-out form.

Always use figures for exact numbers when they accompany a symbol or unit of measurement (such as percentages, am, pm, weights, distances, etc.).

Do not use commas or spaces in numbers of four digits (6000), but in numbers of five digits or more insert a space (45 600 not 45,600).

When describing a range of numbers in reference to pagination, use the least number of digits, for example, 23-5, 454-9, 1990-98. For financial years, use 1991/92.

### **Equations and formulae**

It is important, particularly if expressions are handwritten, to ensure that symbols are clear and that superscripts and subscripts are positioned clearly and as they should appear in the printed text.

### **Hyphens and dashes**

In compound adjectival phrases a hyphen is needed to prevent ambiguity. Hyphens serve to distinguish between, for example, 'seven year-old children' and 'seven-year-old children'.

Dashes without spaces are used to span numbers, for example, pp.23-4; for expression of time, for example, May-November; for expression of distance, for example, Sydney-Hobart; and parenthetical statements.

## Bibliography and references

A bibliography should cover texts cited in the notes and provide selected further reading for the full range of anticipated readers. Please follow the forms shown below.

### Reference to books

Bloggs, Joe 1991, *E Presses in 2005*, ANU E Press, Canberra.

### Journal Articles

Smith, Sandy 2003, 'What is meant by E Press?', *Smith Journal*, vol. 103, pp. 107-9.

### Article or chapter in a book

Jones, Faith 2000, 'E Press and You', in L. Sample and Z. Example (eds), *ANU Press*, Australian National University, pp.70-93.

### Theses, cited in roman letters (not italics) without quotation marks

Tolmie, J. 1997, *Visualisation, navigation and mathematical perception: a visual notation for rational numbers mod1*, PhD, ANU.

### References to publications on the web (note there is no full stop at the end of the web address)

Smith, Sandy 2003, 'What is meant by E Press?', *Smith Journal*, vol. 103, pp. 107-9, Canberra, viewed 23 April 2003, <<http://www.smithjournal.com.au>>