

## (Example of title of paper) Instructions for Authors

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**Abstract** (Example of Abstract heading: Arial Bold 12, with 12 points of space before the heading)

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A recent report showed that 'the levels in the soil were critical' (Ang 2005, p.6)

Long quotations are more than 30 words or two lines. They should be written without any quotation marks, indented (using the Tab key) at the left. A smaller type size can be used. Long quotes are followed by an in-text reference including a page number. For example:

It has been suggested that:

Australians have developed an emerging interest in values, vision, meaning and purpose, which is the common characteristic of societies facing the end of a chronological era ... each new decade is approached as if it holds some new promise (Mackay 1993, p.231)

Given the current climate in Australia, these observations from social research would seem to be supported.

The three dots after the word 'era' in the above quotation indicates that a word or words have been left out.

## Tables and Figures

### Tables

Set the table number and title in italics, centred above table. There is 10 points of space between the table's title and the table. Use 20 points of space between tables and the text that follows it (see Table 1 as an example.)

*Table 1. Students' IELTS scores and exam performance*

Student number	IELTS band score (writing)	Exam 1 score	Exam 2 score
1	6.0	74/100	62/100
2	6.0	72/100	85/100
3	7.0	71/100	80/100
4	7.0	65/100	55/100
5	6.0	80/100	68/100

### Figures

Figure captions use *Times New Roman Italic 10* and should be placed below each illustration. Figures and figure captions should be centred (see Figure 1 on the next page as an example). Two narrow figures may be placed side-by-side. Leave 20 points of space between the figure caption and the text that follows it.

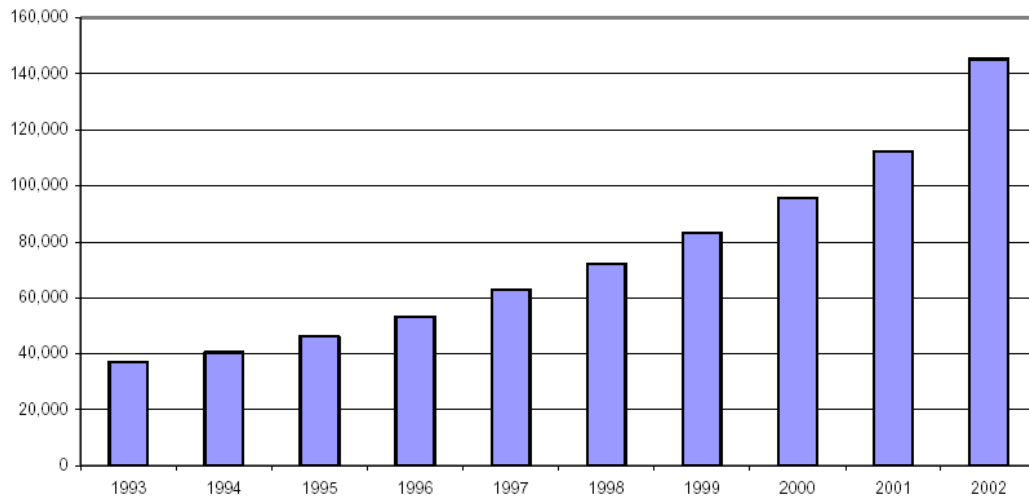


Figure 1. International students enrolled at Australian universities, 1993-2002 (Smith 2004, p.6)

## References

The references section should immediately follow the last section in the text. Do not start a new page. Sufficient descriptions should be given to enable the reader to locate all publications referred to in the text. They should be arranged in alphabetical order by surname of first-named author, then date. Unpublished works or private communications that are mentioned within the text must be included in the reference list. References to electronic documents should include an appropriate Universal Resource Locator (URL) and date of access. Following are examples of appropriate Harvard formats for the References section and are sourced from UNSW's Learning Centre Website at <http://www.lc.unsw.edu.au/onlib/ref2.html> and <http://www.lc.unsw.edu.au/onlib/ref2.html>

### Books

Smith, G & Brown, J 1993, *Introduction to sociology*, UNSW Press, Sydney.

Ward, R 1966, *The Australian legend*, 2nd edn, Oxford University Press, Melbourne.

### Articles from a Book Collection

When a book consists of a collection of articles, each by different authors, but with editor(s), use the following layout:

Marton, F, Hounsell, D & Entwistle, N (eds) 1982, *The experience of learning*, Scottish Academic Press, Edinburgh.

When you use an article from a book collection, the title of the article appears in quotations. The title of the book is italicised. Here is an example:

Curthoys, A 1997, 'History and identity', in W Hudson & G Bolton (eds), *Creating Australia: Changing Australian history*, Allen & Unwin, Australia.

### Journal Articles

Kozulin, A 1993, 'Literature as a psychological tool', *Educational Psychologist*, vol. 28, no. 3, summer, pp. 253-265.

Souban, J C, Kouzman, T H, & Whitman, W 1991, 'A sociological survey into enterprise bargaining', *Journal of the Australian Sociological Association*, vol. 6, no. 3, pp. 23-45.

**To reference a document within a website:**

Winston, J 1999, A look at referencing, AAA Educational Services, viewed 20 October 2002, <<http://www.aaa.edu.au/aaa.html>>.

Saxton, A 1975, 'Blackface minstrelsy and Jacksonian ideology' in *American Quarterly*, Vol. 27, No. 1, March 1975, pp. 3-28, viewed 11 April 2003, <<http://links.jstor.org/sici?sici=0003-0678%28197503%2927%3A1%3C3%3ABMAJI%3E2.0.CO%3B2-Z>>.

**To reference a website:**

International Narcotics Control Board 1999, United Nations, Vienna, viewed 1 October 1999, <<http://www.incb.org>>.

**A newspaper article with a named author**

Donaghy, B 1994, 'National meeting set to review tertiary admissions', *Campus News*, 3-9 Mar, p. 3.

**A newspaper article where the author details are unknown**

'UNSW gains top ranking from quality team', *Sydney Morning Herald*, 30 February, 1994, p.21.

**Film, video, television and radio programs**

*Cutting Edge: Neighbours*, 4 May 1992, Video, Channel Four, United Kingdom.

**Government publications**

Give the name of the ministry or agency that has issued the report:

Department of Education, Employment & Training, 1992, *Annual Report 1991-92*, AGPS, Canberra.

**CD\_ROMS**

These are the same as for Film, Video TV and Radio recordings.

**Email communications**

Private emails (those sent between individuals or small groups) are the same as personal communications. See <http://www.lc.unsw.edu.au/onlib/ref1.html#harvard3>

**Acknowledgements**

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**Appendix 1**

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