

Journal of Higher Education Policy and Management

Instructions for Authors

The **Journal of Higher Education Policy and Management** is published six times a year and welcomes contributions. **JHEPM** prefers papers to be no longer than 5000 words. This is to maximise the number of papers that can be published. **JHEPM** also invites short comments, reports and book reviews. Contributors should bear in mind that they are addressing an international audience.

The editor is happy to discuss with authors initial ideas and to review preliminary outlines and drafts of possible contributions.

Papers should include:

Title and abstract (100 – 150 words)

Author/s (including address and email for all authors, plus contact 'phone number for the corresponding author)

Authors' affiliation/s

Papers sent for review are rendered anonymous by the editor prior to despatch.

Submission of papers and books for review.

Contributions should be submitted in MS Word format by email to editor@atem.org.au or to jhepm@optusnet.com.au.

In rare cases where authors are unable to submit papers electronically, they can address them to:

The Editor - Journal of Higher Education Policy and Management

PO Box 251

Fairfield, Victoria 3078, Australia

The current editor is Dr Ian R Dobson.

Style Guidelines

Papers should normally be around 5,000 words in length, and should follow the referencing system of the American Psychological Association (5th edition). Authors should remember that they are addressing an international audience. **The Journal ascribes to Anglo-English spelling and usage conventions.** Other style-related matters include:

- submitting papers in .doc or .docx format, **not** .pdf,
- submitting papers in a serif font, preferably Times New Roman 12 point
- submitting papers in A4 page size,
- submitting tables, figures etc. in the same file as the main text, preferably where they should appear in the text,
- using 'per cent' rather than '%' in the text,
- using 's' rather than 'z' in words such as 'organise',
- using single quotation marks except for quotes within quotes,
- not using footnotes or endnotes,
- not using headers or footers, except for page numbers,
- avoiding abbreviations, except for universally-known organisations or processes,
- inserting a single space at the end of sentences
- inserting a single line between paragraphs, with 0 spacing before and after

References should follow the American Psychological Association system (APA Publications Manual, 5th edition), with the only exception that authors' names should be presented with roman letters, upper and lower case i.e. they should be indicated in the typescript by giving the authors' names, with the year of publication in parentheses, e.g. Smith (1994); or if there are more than two authors - Smith, et al. (1994).

If several papers from the same author(s) and from the same year are cited, (a), (b), (c), etc. should be listed in full alphabetically at the end of the paper on a separate sheet in the standard form for APA referencing.

Titles of journals should not be abbreviated.

Material retrieved from the World Wide Web should be recorded thus:

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Proofs will be sent to authors by the publisher, and should be dealt with quickly.

The *Journal of Higher Education Policy and Management* is a peer-reviewed journal published six times a year (February, May, August & November) by Routledge, Taylor and Francis Ltd, 4, Park Square, Milton Park, Abingdon, Oxford OX14 4RN, UK Tel: +44 (0)1235828600; Fax: +44 (0)1235 829000. These six issues constitute one volume. Annual volume contents and author index are bound in the last issue of each volume.