

Author Guidelines for submission of full papers for 5th Living Knowledge Conference 2012

Articles are generally 3 pages or 2,000 words in length including references and should use the Harvard style of referencing as outlined below.

Articles must be in English. Clear, accessible language is strongly encouraged.

Submission Format

Please use the typeface Arial throughout your article. The main text of submissions should be typed in 1.5 spacing in a font size of 12pt. The text should be justified on the left margin only (not justified on the right). Use a single (not a double) space after full stops and other punctuation. Do not put a space in front of a question mark, or in front of any other closing quotation mark. Insert page numbers on the bottom right hand corner of each page.

Limit headings to three levels. The first level (for the title of the paper) should be 16pt bold. The second level (for subheadings) should be 12pt bold, and if a third level is necessary use 12pt underlined text. Capitalize the first letters of words in titles and headings. Subheadings should be separated from the preceding paragraph by a space, but do not put a space before the paragraph immediately following the subheading.

Footnotes, endnotes and appendices are to be avoided.

Please do NOT submit compressed files. Do not use any word processing options/tools, such as strike through, hidden text, comments and merges.

All tables must be embedded in the manuscript near the first reference to the corresponding table. Tables MUST be no wider than 13.5 cm.

Any graphics that go in the paper must be submitted as separate files. The highest quality master (for example, TIF) is preferred. Additionally, the graphics must also be embedded in the correct locations within the document. Please note that any graphics created in Microsoft Word must also be submitted as separate files. Filenames for figures must be clearly labelled as Figure 1, Figure 2, etc., at the bottom of the figure, left justified, numbered in sequence, and must be referenced within the text of the article.

Referencing Style (Harvard)

In the Harvard or author-date system, a textual citation requires only the name of the author/s and the year of the publication (with no punctuation between the two items):

The reasons for women's homelessness are as diverse as the women experiencing it (Nunan 1996).

Alternatively, the author's surname may be integrated into the text, followed immediately by the year of publication in parentheses:

Nunan (1996) argues that the reasons for women's homelessness are as diverse as the women experiencing it.

Relevant page numbers may be included in the textual reference, with a comma between the year and 'p.' or 'pp.'. This may appear at the end of a sentence before the full stop:

The reasons for women's homelessness are as diverse as the women experiencing it (Nunan 1996, p. 24).

Full references must be listed in the bibliography at the end of the article. Examples of the main reference formats are as follows:

For more information, please refer to:

Commonwealth Department of Finance and Administration 2002, *Style manual for authors, editors and printers*, 6th edn, John Wiley & Sons, Milton, Queensland.

Book/Book chapter

The information required should be presented in the following order:

- author's surname and initials or given name
- year of publication
- title of publication
- editor, reviser, compiler or translator, if other than the author
- publisher
- place of publication
- page number or numbers, if applicable

All elements of the citation following the year of publication are separated by commas, and the citation concludes with a full stop. The title is italicised and minimal capitalisation is recommended.

Examples:

One author:

Robinson, C 2003, *Understanding iterative homelessness*, Australian Housing and Urban Research Institute, Victoria.

Two or more authors:

Kennett, P & Marsh, A 1999, *Homelessness: Exploring the new terrain*, The Policy Press, Bristol.

Wisner, B, Blaikie, P, Cameron, T & Davis, I 2004, *At risk: Natural hazards, people's vulnerability and disasters*, 2nd edn, Routledge, New York.

Sponsored by an institution, corporation or other organization:

Australian Institute of Health and Welfare (AHW) 2002, *Australia's Welfare*, 2003, AHW, Canberra.

Chapter in edited book:

Thorn, C 2001, '(In-)visibility and shame: The stigma of being a woman and homeless in Sweden', in B Edgar & J Dohery (eds), *Women and homelessness in Europe: Pathways, Services and Experiences*, The Policy Press, Bristol, pp. 493–526.

Periodicals:

The information required should be presented in the following order:

- author's surname and initials or given name
- year of publication
- title of article
- title of periodical
- title of series, if applicable
- issue details
- page reference

Examples:

Journal Article

Skeat, H 1999, 'Women with disabilities and homelessness', Parity, vol. 12, no. 1, p. 17.

Newspaper article

Hudson, A 2007, 'Serbia not guilty in genocide trial', Sydney Morning Herald, 27 February, p. 11.

Published conference paper

Morris, M 2005, 'Organisation, social change and the United Arab Emirates', Social Change in the 21st Century 2005 conference proceedings, Centre for Social Change Research, Queensland University of Technology, Brisbane, pp. 23–44.

Unpublished paper

Morris, M 2005, 'Organisation, social change and the United Arab Emirates', paper presented at the 2005 Social Change in the 21st Century conference, Centre for Social Change Research, Queensland University of Technology, Brisbane, 28 October.

Electronic Material

To cite a website in the bibliography, the information required should be presented in the following order:

- author
- site date (date site was created or last revised)
- name and place of the sponsor of the source
- date of viewing the source
- URL

For example:

UTS Shopfront 2005, UTS Shopfront, Sydney, viewed 7 August 2006, www.shopfront.uts.edu.au.

To cite a document within a website, the information required should be presented in the following order:

- author, editor or compiler
- date of document (date of creation or most recent revision)
- title of document
- description of document (if applicable)
- name of the sponsor of the source
- date of viewing
- URL

For example:

Robinson, C & Searby R 2006, Accommodation in Crisis: Forgotten Women in Western Sydney, monograph, UTS Shopfront, Sydney, viewed 7 August 2006, www.shopfront.uts.edu.au.

Privacy Statement

The names and email addresses entered in the conference book will be used exclusively for the stated purposes of this book and will not be made available for any other purpose or to any other party.