

# Information and guidelines for authors

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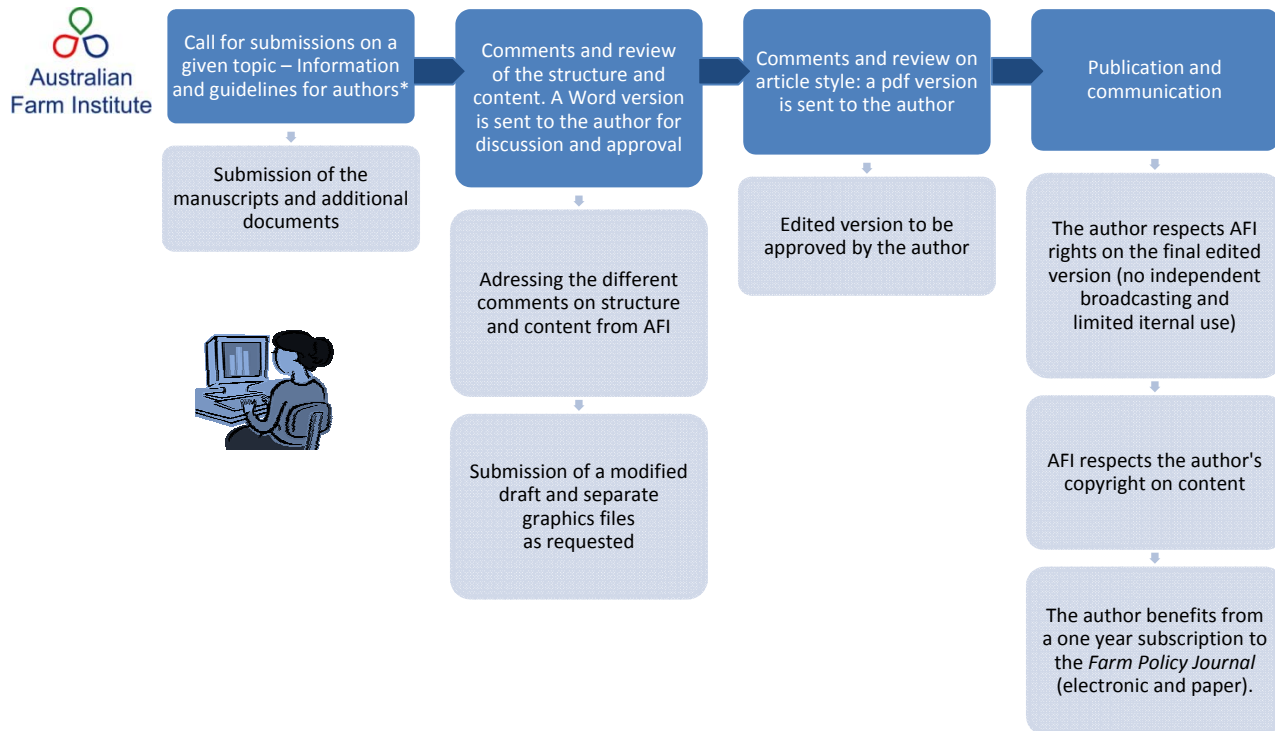
The *Farm Policy Journal* is a quarterly publication produced by the Australian Farm Institute, an independent farm policy research institute established in 2003. The Journal welcomes submissions of papers on issues pertinent to government policies concerning agriculture and regional communities. The Journal is an approved publication in the DEST Register of Refereed Journals.

Submissions may be subject to peer review. The Journal is published four times a year, released in February (submission date mid-December), May (early-April), August (early-July), and November (early-October). Each edition is approximately 64 pages. It is an A4 sized publication, professionally designed with a four-colour cover and two-colour text and graphics throughout.

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## Publication flowchart



\* Authors are welcome to submit essay addressing the topic of their choice, relevant to the Australian Farm Institute activities. In this case they may be published in a later edition or another AFI publication. For more information on the topic check the AFI website ([www.farminstitute.org.au](http://www.farminstitute.org.au)), or contact us ([info@farminstitute.org.au](mailto:info@farminstitute.org.au)).

## Manuscript preparation

### How to submit?

Authors are required to submit electronic copies of manuscripts to the Australian Farm Institute via the following address: [info@farminstitute.org.au](mailto:info@farminstitute.org.au). The topic of the email should be: Journal contribution.

If you have been approached directly by the editorial board of the Australian Farm Institute, then you just have to attach your manuscript to a reply email to the editorial board.

In the case of a spontaneous submission, the manuscript shouldn't include any mention of the author(s) name(s) or way to identify them.

### What to submit?

The main document for submission is the manuscript containing the text to be published. You should provide, in separated electronic documents the following files:

Document name	Accepted file format	Minimum 'quality' criteria
Text	.txt, .doc, .docx	Maximum 4000 words (excluding references and footnotes) unless otherwise agreed. The author(s) name and biography has to be provided separately in the case of a spontaneous submission. The text should include an abstract of no more than 300 words.
Author(s) biography(ies)	.txt, .doc, .docx	Maximum 75 words for single authors, up to 150 words for multiple authors.
Author(s) picture(s)	.jpg, .tif	Minimum resolution 300 dpi. Preferably more than 300 kilobytes.
Figures included in the core document	.xls, .eps, .jpg, .tif, .pdf	Minimum resolution of 300 dpi for raster based images (ie .jpeg, .tif or .png). Vector based images can be scaled (ie .eps). Where possible, the excel spreadsheet behind the figure should be sent to allow for editing of graphs.

## Document layout

Page size	A4, 210mm x 297mm, portrait orientation Margins: Top and Bottom Page = 25mm, Left and Right Page = 30mm
Style	Use concise English without jargon or colloquialisms. Avoid repetitive use of long sentences and the passive tense. The spelling should conform to that of the <i>Australian Macquarie Dictionary</i> . Do not end headings with full stops. Do not use first person (ie we, I, our, etc).
Fonts	Use the same font throughout the document, preferably Times New Romans or Arial 12 pts. The use of 'bold' characters is not recommended except to identify titles.
Numbering and paragraphs	Do not automatically number headings or subheadings, paragraphs or itemised lists in the text (bullet points are acceptable for itemised lists). Headings should be brief.
Length	Papers should be 3500–4000 words in length. This does not include references and footnotes.
Tables	<ul style="list-style-type: none"> <li>• Clear and easy-to-read and simple as possible.</li> <li>• Have a table number and title, both of which are placed above the table.</li> <li>• Be complete enough to be understood without continual reference to the text, but contain only the data needed for the reader's understanding.</li> </ul>
Figures	<ul style="list-style-type: none"> <li>• Be simple and effective.</li> <li>• Where possible, please provide a separate file for each figure, in the largest possible file size, or a separate data set (Excel).</li> <li>• Have a figure number and title, both of which are placed below the figure.</li> <li>• Be complete enough to be understood without continual reference to the text, but contain only the data needed for the reader's understanding.</li> <li>• Present the key to any symbols used below the figure, but above the figure title.</li> <li>• Have any explanatory notes placed immediately below the figure as a footnote.</li> <li>• Include a reference if the entire figure is copied from another source.</li> </ul>

## References

### In-text citations should take the following format:

- One author  
This approach (Hodkinson 2009) suggests that...
- More than one author  
This approach (Hodkinson & Starr 2009) suggests that...
- More than three authors such as work by Malinowski, Larsen, Ngu and Fairweather is cited thus:  
'(Malinowski et al. 2010)...', or 'Malinowski et al. (2010) have found...'

The names of all the authors should however be provided in the reference list. No comma should be placed between the name and year. If the source is greater than two years old then the information should be expressed in the past tense, for example, 'Smith (2007) stated that...' or '25 per cent of the population (Smith 2007) was..', rather than '25 per cent of the population (Smith 2007) is...'

### Reference lists should take the following format:

- List items chronologically for same author(s).
- Use letter-by-letter alphabetisation – for example 'Mc' names come after 'Malinowski'.
- Make sure each paper in the reference list is cited in the text, and vice versa.

#### Book

Merry, G (2006), *Food poisoning prevention*, 2nd Edition, Macmillan Education Australia, Melbourne.

#### Edited book

Merry, G, Smith, K (eds.) (2008), *Food poisoning prevention*, Macmillan Education Australia, Melbourne.

#### Chapter in book

Merry, G, Smith, K (2003), Restaurant food safety, in Magers, SJ (ed.), *Food poisoning prevention*, Macmillan Education Australia, Melbourne.

#### Journal article

Marchelier, PM, Jughes, RG (2008), New problems with foodborne diseases, *Medical Journal of Australia*, vol. 275, pp. 771–5.

#### Conference proceedings

Bourassa, S (2010), *Proceedings of the third annual meeting of the International Society for Child Psychology*, International Society for Child Psychology, Atlanta, Georgia, pp. 44–6.

### **Conference paper**

Bourassa, S (2006), Effects of child care on young children, in Magers, EK (ed.), *Proceedings of the third annual meeting of the International Society for Child Psychology*, International Society for Child Psychology, Atlanta, Georgia, pp. 44–6.

### **Newspaper article**

Gannon, E (2010), Farm view gives food for thought, *Herald Sun*, 18 August.

### **Dissertation**

Jughes, RG (2006), New problems with foodborne diseases, PhD Thesis, School of Agricultural and Resource Economics, University of Western Australia, Perth.

### **Organisation as author**

Organization for Economic Cooperation and Development (OECD) (2008), *Agricultural policies in OECD countries: at a glance*, Paris, pp. 84–5.

### **Internet webpage**

Author = the person or organisation responsible for the site (Year that the site was created or last revised), name and place of the sponsor of the source, viewed Day Month Year, available at:  
<http://www.URL>

FAOSTAT (2010), Food and Agriculture Organization of the United Nations, Roma, viewed 7 August 2010, available at: <http://faostat.fao.org/site/339/default.aspx>

### **Document within a website**

Author/editor (year of the most recent version), *Title*, version number<sup>1</sup>, description of document, name and place of the sponsor of the source, viewed Day Month Year, available at: <http://www.URL>

If no author is named:

name and place of the sponsor of the source (year), *Title*, version number<sup>1</sup>, description of document, viewed Day Month Year, <URL either full location details or just the main site details>

### **Media releases**

Watersmith, C (2010), *BHP enters new era*, media release, BHP Limited, Melbourne, 1 March.

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<sup>1</sup> If relevant

## Copyright/publication conditions

### Review process

The Australian Farm Institute is entitled to propose content and form modifications to the author. The author is invited to agree and discuss these comments. Upon request, articles can be peer reviewed through the Research Advisory Committee.

### Author's declaration

At time of submission, the corresponding author, on behalf of all authors, must make the following declaration:

1. The Author(s) warrant that the manuscript being submitted for publication in the *Australian Farm Institute*:
  - (a) does not contain any material that is defamatory
  - (b) as far as the author(s) knows, does not infringe upon other published material protected by copyright
  - (c) does not breach any other intellectual property rights.
2. The Author(s) indemnify the Australian Farm Institute against any loss, injury or damage arising in consequence of any claim made against the Australian Farm Institute.
3. The Author(s) declare that the manuscript being submitted for publication in the *Farm Policy Journal* is not being published, and is not being considered for publication elsewhere.
4. The Author(s) agree that, unless otherwise agreed, that acceptance of the manuscript for publication has the effect of transferring copyright jointly to the Australian Farm Institute. The Australian Farm Institute maintains the exclusive right to reproduction in any form, in whole or in part.
5. The Author retains the right to post a revised personal version of the text of the final journal article (to reflect changes made in the peer review process) on the author's personal or institutional web site or server, incorporating the complete citation and with a link to the Digital Object Identifier (DOI) of the article.
6. The Author retains the right to present the Journal article at a meeting or conference and to distribute copies of such paper or article to the delegates attending the meeting.
7. For the author's employer, if the Journal article is a 'work for hire', made within the scope of the author's employment, the author retains the right to use all or part of the information in (any version of) the journal article for other intra-company use (eg training), including by posting the article on secure, internal corporate intranets.
8. The Author retains patent and trademark rights and rights to any process or procedure described in the journal article.
9. The Author retains the right to include the Journal article, in full or in part, in a thesis or dissertation.
10. The Author retains the right to use the Journal article or any part thereof in a printed compilation of works of the author, such as collected writings or lecture notes (subsequent to publication of the article in the journal).
11. The Author retains the right to prepare other derivative works, to extend the Journal article into book-length form, or to otherwise reuse portions or excerpts in other works, with full acknowledgement of its original publication in the Journal.
12. The Editor will not refuse any reasonable request by the author(s) seeking to reproduce part of a paper, provided that the source is appropriately acknowledged.