

Notes for contributors

Submission of articles

These guidelines must be followed for all items submitted for publication in *Prospect*.

1 Articles up to 5000 words are preferred. A 200-word abstract and a paragraph of biographical data should accompany each article. For further information on length of major research papers, book reviews and other items, please consult the editor.

2 Two copies of articles (or book reviews) should be supplied (one copy without the author's name). All items should be supplied electronically to louisa.okelly@mq.edu.au or sally.gourlay@mq.edu.au. The manuscript should be submitted in Microsoft Word and any files not created in your word processing file, such as tables, figures, et cetera, should be submitted as a separate file to the main manuscript (for example, xls for a table created in an Excel spreadsheet). Please check that reference lists are complete and accurate (see referencing procedures below).

3 Items should be double-spaced and margins – top and bottom, left and right – should be three centimetres wide.

4 Articles should be headed with the title (first line), and the author's name on one copy only. Do not use underlining.

5 Headings, including section headings, should be ranged left, in lower case, with only the first letter of the heading and sub-heading and any proper nouns, et cetera, capitalised. Do not use underlining.

6 Indicate new paragraphs by using one extra line space.

7 Short quotations incorporated in the body of the text should be enclosed in single quotation marks; quotations within quotations require double quotation marks. For example:

... a model such as this suffers from an 'idealisation of the individual learner and from its "unwarranted" generalisation ...'

Longer quotations should be set off from the main text by indentation (without opening or closing quotation marks).

8 References in the text should be cited as follows, ordered chronologically:

Some course designers (Jones 1985: 63; Jones and Smith 1988: 17) have suggested ...

9 Tables and/or figures must be numbered consecutively, and referred to by number in the text. Each table and figure is to be presented on a separate sheet of paper.

10 Emphasised or foreign words should be italicised. For example:

... the fact that they are adults means that they are *ipso facto* ...

11 Numbers up to and including ten should be spelt out; numbers over ten should be expressed as figures (eg two, eight, 55, 84).

- Numbers associated with symbols and specific measures, et cetera, should be expressed as figures (eg 4%, 28°C, 69 kilometres).

- Numbers should be set solid up to four digits, and if there are more they are separated by spaces rather than commas (eg 7053 and 462 297.38).

12 The spellings to be used in Prospect are those given in *The Macquarie Dictionary*.

13 Include your preferred title and contact details – address, telephone number, facsimile number and email address.

Reference list

A list of references should be arranged in alphabetical order, unnumbered, according to author. Follow the APA style formatting conventions as in the examples below:

- Book with one author

Feez, S. (1998). *Text-based syllabus design*. Sydney: NCELTR.

- Book with more than one author

O'Sullivan, K., & Thurlow, S. (2002). *Focusing on IELTS: Listening and speaking skills*. Sydney: NCELTR.

- Book with an organisation as author

National Research Council. (1996). *National science education standards*. Washington, DC: Author.

- Book with more than one volume

Brindley, G. (Ed.). (2001). *Studies in immigrant English language assessment*. (Vol. 2). Sydney: NCELTR.

- Book in a series

Jackson, E. (1994). *Non-language outcomes in the Adult Migrant English Program*. Research Report Series No. 5, G. Brindley (Ed.). Sydney: NCELTR.

- Chapter in a book with more than one author

Halliday, M. A. K. (1993). Some grammatical problems in scientific English. In M. A. K. Halliday & J. R. Martin (Eds.), *Writing science: Literacy and discursive power* (pp. 69–85). Pittsburgh, PA: University of Pittsburgh Press.

- Citing an edition

Halliday, M. A. K. (1994). *An introduction to functional grammar* (2nd ed.). London: Edward Arnold.

- Book with no author or editor

Australia's national symbols. (1993). Canberra: Australian Government Publishing Service.

Note that if no author is listed, begin the reference with the title. Do not use anon or anonymous, unless the work is actually signed 'anonymous'.

- Government document

Department of Immigration and Multicultural Affairs. (2000). *Longitudinal survey of immigrants to Australia*. Canberra: Author.

- Printed conference proceedings

Bourassa, S. (1999). Effects of child care on young children. *Proceedings of the third annual meeting of the International Society of Child Psychology*. (pp. 44–46). Atlanta, Georgia: International Society of Child Psychology.

- Workshop presented at a professional meeting

Burns, A. (1993, January). 'The NCELTR spoken language project'. Workshop at Association of Teachers of English to Speakers of Other Languages Summer School, Sydney.

- Paper presented at a conference

Lacasa, P., & Baker-Sennet, J. (1996, September). When school goes home: What happens when families do math homework? Paper presented at The 2nd Conference for Sociocultural Research, Geneva, Switzerland.

- Item in an encyclopedia

Bergmann, P. G. (1993). Relativity. In *The new encyclopaedia Britannica* (Vol. 26, pp. 501–508). Chicago: Encyclopaedia Britannica.

- Unpublished report

Melov, L. (2002). Pilot project to develop electronic sendbacks for 'It's over to you' distance learning materials. Internal report, NCELTR.

- Unpublished thesis

Waas, M. (1993). Language attrition among German speakers in Australia – sociolinguistic inquiry. Unpublished PhD thesis, Macquarie University, Sydney, Australia.

- Article in a professional journal

Burns, A. (2000). Facilitating collaborative action research: Some insights from the AMEP. *Prospect*, 15(3), 23–34.

Note 1: The numbers refer to volume number, issue number, pages.

Note 2: Issue number not needed if journal paginates sequentially throughout the year.

- Article with more than six authors

Wolchik, S. A., West, S. G., Sandler, I. N., Coatsworth, D., Lengua, L., et al. (2000). An experimental evaluation of theory-based mother and mother–child programs for children of divorce. *Journal of Consulting and Clinical Psychology*, 68, 843–856.

- Article in a newspaper

Wilson, E. (2002, April 16). Suddenly, e-learning is mainstream. *Sydney Morning Herald*, p. 8.

- Book review in a magazine

Holden, S. (2002, April). The Great South Land [Review of the book *The Great South Land*]. *Educare News*, 22, p. 60.

Citing electronic documents

The fluid nature of information on the Internet can make it hard to retrieve. Pages can be updated, relocated within a website, moved to a new address or deleted at any time. In addition, details such as the author’s name are often unavailable. A reference for a source on the Internet should therefore have the dual purpose of providing enough details to retrieve the document, even if its address has changed, and to let the reader know whether they are viewing the same version of a document once they find it.

In order to do this, the following information is required for citing a website in a reference list:

- author – the person or organisation responsible for the site
- site date – the date the site was created or last revised
- name and location of the sponsor of the source
- date of retrieving the source
- URL (Web address).

For example:

Adult Migrant English Program 2008, Macquarie University, Sydney. Retrieved July 1, 2008, from <http://www.ameprc.mq.edu.au>

Other types of electronic material that might be cited include electronic mail lists and bulletin boards, CD-ROMs and emails, and examples of reference style for all of these are given below.

Documents within a website

- Article based on print source

If an article from a journal available in print form has only been viewed electronically, this should be stated by adding [Electronic version]. When referencing an article that has been changed in some way from its print version, the date of retrieval and URL should be added:

Draper, S., Cargill, J., & Cutts, Q. (2002). Electronically enhanced classroom interaction [Electronic version]. *Australian Journal of Educational Technology*, 18(1), 13–23.
Draper, S., Cargill, J., & Cutts, Q. (2002). Electronically enhanced classroom interaction. *Australian Journal of Educational Technology*, 18(1), 13–23. Retrieved July 1, 2002, from <http://www.ascilite.org.au/ajet/ajet.html>

- Paper presented at a conference

It is becoming common for organisations to publish conference proceedings electronically only, but where there is a print version these should be distinguished. The Internet has also given rise to virtual conferences that take place entirely online, and the reference should state if this is the case:

Atkinson, R., & McBeath, C. (1998). Virtual conferencing: A diverse genre. Paper presented at the EdTech'98 virtual conference. Retrieved May 16, 2000, from <http://cleo.murdoch.edu.au/gen/aset/confs/edtech98/pubs/articles/atkinson.html>

- Article in Internet-only journal

Add the precise date, where it is given.

McCarthy, B. (2002, January). Resisting obsolescence in CALL. *Call-EJ Online*, 3(2). Retrieved February 14, 2002, from <http://www.lerc.ritsumei.ac.jp/callej/6-2/BMcCarthy.htm>

- Article in an Internet-only newsletter

Provide a URL that links directly to the article, if available.

Lo, E., Lit, S., & Cheung, F. (n.d.). Stereotypes in Junior Secondary English textbooks in Hong Kong. *TESL-HK*, 6. Retrieved September 3, 2001, from <http://www.tesl-hk.org.hk/PreGen/TESL.htm?PaperID=0041&Version=0006>

- Chapter or section in an Internet document

Use a chapter or section identifier in place of page numbers.

Australian Department of Health and Ageing. (2002). Step 2 Getting Ready to Quit. In Quit Book (chap. 2). Retrieved July 20, 2002, from <http://www.health.gov.au/pubhlth/quitnow/quitbook/chapter2.htm>

- Document available on organisation's website

If a document is contained within a complex website (such as that for a university or a government department) identify the host organisation and the relevant programme or department before the URL.

Chou, L., McClintock, R., Moretti, F., & Nix, D. H. (1993). Technology and Education: New Wine in New Bottles Choosing Pasts and Imagining Educational Futures. Retrieved August 24, 2000, from Columbia University, Institute for Learning Technologies website: <http://www.ilt.columbia.edu/publications/papers/newwine1.html>

Newsgroups, online discussion groups and electronic mailing lists

The Internet provides options for the sharing of information about particular topics through newsgroups, discussion groups and electronic mailing lists. Newsgroups differ from discussion groups in that they are accessed via email programmes or news readers rather than via Web browsers, but both allow users to respond to particular themes or threads. Electronic mailing lists provide means of delivering information to individual subscribers, without the element of public interaction, but messages posted are usually archived on the Web.

- Message posted to a newsgroup

Lee, Z. (2002, April 18). Recommend a multiple languages tool. Message posted to <http://groups.google.com/groups?hl=en&lr=&ie=UTF-8&group=sci.edu>

- Message posted to an online discussion group

Farrington, H. (2001, November 6). Tutoring materials for students with low level oracy and low level literacy skills. Message posted to <http://www.nceltr.mq.edu.au/discus/messages/9/12.html?1005539160>

- Message posted to an electronic mailing list

Nash, D. (2001, October 25). Laves' symbols. Message posted to Australian-Linguistics electronic mailing list, archived at <http://listserv.linguistlist.org/archives/australian-linguistics-1.html>

Note that emails and other electronic communications that are not publicly accessible (such as messages from non-archived discussion groups) should be cited within the text as personal communications. The name of the sender and date of the communication should be given:

C. Breul (personal communication, July 1, 1999).

Aggregated databases

Aggregated searchable databases can be specialised research tools, such as the AEI (Australian Education Index), which bring together articles or abstracts in a particular discipline, or they can be archives of a single publication such as a newspaper.

- Electronic copy of a journal article retrieved from a database
Cuvelier, M. (2002). Attention-deficit disorders, sleep and substance abuse. *Psychology Today*, 35(4), 26–27. Retrieved August 1, 2002, from Proquest Education Complete database.
- Electronic copy of an abstract obtained from a database
Morris, I. (1999). Jargon: Its uses and abuses. *Australian Review of Applied Linguistics*, 22(2), 145–149. Abstract retrieved March 14, 2000, from LLBA database.
- Daily newspaper article, electronic version available by search
Hudson, R. (2001, March 2). How to ensure a modifier does not dangle. *The Times Higher Education Supplement*. Retrieved December 1, 2001, from <http://www.thes.co.uk>

CD-ROMs and computer software

Reference entries are not necessary for standard software and programming languages such as Microsoft Word, Adobe PageMaker and Java. References should be provided for specialised software:

McFeeter, J., Cester, H., Treadwell, L., & Frost, M. (2002). *Cybermall*, CD-ROM, AMES VIC.