

AUSTRALIAN JOURNAL ON VOLUNTEERING

Guidelines for Contributors

The Australian Journal on Volunteering is published by Volunteering Australia Incorporated.

Its purpose is fourfold:

- to stimulate academic debate and research on volunteering
- to provide a forum for promoting awareness and discussion of volunteering within the volunteering community
- to provide useful information to the volunteering community
- to promote awareness of the volunteering sector and its attendant issues in the broader community, including government and business

Because of these various purposes, the Journal seeks to publish a wide variety of submissions. These fall into the following classes:

Academic submissions

The Journal welcomes research and discussion papers, reports and scholarly papers on all areas pertinent to volunteering. Submissions are reviewed by two independent referees before a final decision on publication is made. **The word limit is 6,000.**

Non-academic submissions

The Journal welcomes contributions from all those involved in the volunteer sector, whether working with volunteers, volunteers themselves, policy makers or researchers. Submissions should be pertinent to volunteering. These could be interviews, research, reports of events or debates, discussion papers or even letters. **The word limit is 4,000.**

Book Reviews

Book reviews are a permanent feature of the Journal. **The word limit is 1,000.**

How to prepare your submission

In order to help us read and process your submission effectively, we ask that you follow some simple rules:

- Submissions should be provided typed, double-spaced on one side only of A4 size paper. All pages should be numbered consecutively.

- One complete copy of each article should be submitted; together with the complete work on computer disk. The information on the disk and the printout should be identical. An abstract should accompany each article.
- All articles should conform in spelling to the Macquarie Dictionary and in style and grammar to the most recent edition of the Commonwealth Style Manual (available at all good bookstores and many libraries).
- Notes and references. This journal recommends the "author-date" (or Harvard) system for references. Please avoid footnotes. If notes are necessary they should be numbered endnotes. For further information, please consult the Style Manual for Authors, Editors and Printers 1998, 5th edn, AusInfo, Canberra.
- Illustrations (including black and white photos, graphs, charts and line drawings) are welcome. Please don't send originals to us with your submission, copies will be adequate.
- Avoid the temptation to design your article! Please remove all formatting (colours, fancy fonts, boxed text, tabs, lines, indents etc.) before submitting.
- Provide a short biography (50 words) of yourself and, where relevant, the organisation you work for. Please also include full contact details, including email address if you have one.
- Manuscripts should be sent to:

The Editor
Australian Journal on Volunteering
Volunteering Australia Inc
Suite 2 Level 3
11 Queens Road
Melbourne
Australia 3004

or via email to: volaus@volunteeringaustralia.org

All articles should consist primarily of your original work. Where you have used a substantial portion of another individual's or corporate body's copyrighted material, you must obtain their permission to reproduce it before sending your submission to us.

- **We require that you make a note of the history of your paper. We know that many papers begin life as a conference paper, a working paper or discussion paper but have been dramatically reworked before making the submission.**

The decision to publish

If we wish to publish your article, we will contact you. It is a prerequisite of publication that you license us to reproduce your article in printed form. You will be required to sign a publishing agreement form to this effect prior to publication. All submissions are unpaid.

The final decision to publish is the Editor's. No correspondence will be entered into regarding this decision.

Once you have submitted your article, we ask that you do not submit your article to another publication prior to our giving you a decision.

What happens after your submission is accepted

In the case of academic submissions and other complex submissions, you will be sent a proof of your article for review before it is printed. This proof needs to be read by you and returned to the Journal within 3 working days.

Changes to your manuscript

The Editor reserves the right to change your article for reasons of length, grammar, clarity, style, spelling, legality and any other reason that may compromise the article's appeal to the readership of the Journal.

These guidelines will continue to be developed over time. Therefore, always consult the guidelines published most recently on Volunteering Australia's website (<http://www.volunteeringaustralia.org>) before making a submission.

Process for refereed articles:

1. We receive your submission.
2. The work is sent out to two independent reviewers for assessment. Both authors and reviewers remain anonymous to each other. The reviewers will advise the Editor on the article's readiness for publication and make constructive suggestions for its improvement if necessary.
3. Where the Editor feels the submission is of sufficient relevance and quality, an offer for publication will be made.
4. Where the Editor feels that the article will be improved by the referees' suggestions, these suggestions will be communicated to the author, together with an invitation to resubmit the article once those suggestions have been incorporated into the author's work.
5. Where the Editor feels that the article should not be published in its present state, the referees' suggestions may still be forwarded to the author should the Editor consider them of assistance.