

AUSTRALIAN JOURNAL ON VOLUNTEERING

Guidelines for Contributors

The *Australian Journal on Volunteering* (AJV) is published by Volunteering Australia Incorporated. Its purpose is fourfold, to:

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

The *Australian Journal on Volunteering* seeks to publish a wide variety of articles. These fall into the following classes:

Academic submissions

The AJV welcomes research and discussion papers, reports and scholarly papers on all areas pertinent to volunteering. Submissions undergo a blind peer review process. The word limit is 6,000.

Viewpoint and commentary submissions

The AJV welcomes contributions from all those involved in volunteering. Submissions should be pertinent to volunteering. These can be interviews, research, reports, debates, discussion papers or letters. The word limit is 4,000.

Book Reviews

Book reviews are welcomed and the word limit is 1,000.

How to prepare your submission

- Submissions should be provided typed, double-spaced on one side only of A4 size paper. All pages should be numbered consecutively. Please add an abstract and include short biographies of all authors (50 words). Please also include full contact details.
- 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.

- Notes and references. This journal recommends the 'author-date' (or Harvard) system for references. Please use endnotes.
- Illustrations (including black and white photos, graphs, charts and line drawings) are welcome. Please do not send originals with your submission.
- Avoid the temptation to design your article! Please remove all formatting (colours, fancy fonts, boxed text, tabs, lines, indents etc.).
- Articles should be sent by:
Email: volaus@volunteeringaustralia.org

or

Post (if sending the article by post please include an identical copy saved on a CD),
to:

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

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 and if it has been published elsewhere.

The decision to publish

If we choose to publish your article, we will contact you. 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 us giving you a decision.

What happens after your submission is accepted

In the case of academic articles, 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 AJV.

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 article.
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 article 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.