**Style Guide For Submitting Articles To *ACCESS***

(See [ASLA Referencing Guide](https://asla.org.au/resources/Documents/Website%20Documents/ACCESS/ASLA%20Referencing%20Guide.pdf) for examples.)

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| **Use of quotation marks** | Use double quotation marks for direct quotes (under 40 words).  Long quotes (40 words or more) are to be formatted as a block quote with no quotation marks. |
| **Formatting** | Double-spaced throughout using 12-point font size and standard margins.  Subtitles in bold. Fully justified. Bullets. Italics for emphasis (NOT quotation marks). |
| **Figures/ Graphics** | Indicate where to place figures/ graphics (e.g. Figure 1, Books for boys). Ensure full identification (title, author, figure and caption). |
| **Intext references** | Author-date system; page number when direct quotes. |
| **Primary References** | Only those references cited in text. |
| **Secondary References** | Listed **after** 'References' as 'Bibliography'. |
| **Capitalisation** | Capitalise proper nouns or acronyms (e.g. Australian Tertiary Entrance Rank as ATAR).  Take care with overuse of capitals for common nouns (principal; president).  Titles of published materials and workshops begin with a capital and thereafter lower case, unless it is a proper noun. |
| **Spelling** | Australian standard.  Accepted spelling examples - Teacher Librarian, online, proactive, website, lifelong, World Wide Web, Internet, intranet, workstations, e-mail, curriculums, information and communication technology (ICT).  Spell out numbers one to nine; thereafter use numerals. If article is of a statistical nature then numerals can be used for all numbers. |

**Submitting an article - check list**

* + Spelling and grammar (Australian standard).
  + Word limit (Check [*Guidelines for contributors to ACCESS*](https://asla.org.au/access-guidelines)*)*.
  + In-text referencing matches reference list.
  + Page number(s) if using direct quotes.
  + Remove personal formatting
  + Article sent as attachment in Microsoft Word.
  + Figures, images, graphics, photos to be sent separately to article, appropriately identified. Images are to be of high resolution (300dpi).
  + If including any copyrighted material, copyright clearance must be sought and it must be identified that such clearance has been given.
  + Article, biography, postal address, telephone and e-mail to [editor](mailto:lefitzgerald@csu.edu.au)
  + If your article is research-based, whether peer reviewed or not, please provide a 150 word abstract, which highlights the main potential subject headings in your writing.

Contact [editor](mailto:lefitzgerald@csu.edu.au) for further information. Editor reserves the right of negotiation regarding inclusion, style and content of article. In a journal such as *ACCESS*, flexibility is central to the publishing of each issue. Deadlines are closely honoured.