

AUSTRALIAN JOURNAL OF EMERGENCY MANAGEMENT CONTRIBUTORS' GUIDELINES

Thank you for your interest in submitting an article for publication in the *Australian Journal of Emergency Management*. The Journal is published quarterly on the Emergency Management Australia website and in hard copy format. The hard copy Journal is mailed to the emergency management community in Australia and selected international organisations.

Articles identifying and discussing issues, policies, planning or procedural concerns, research reports and any other information relevant to the emergency/disaster management community are welcome.

As one of the aims of this publication is the exchange of information within the emergency management community, the views expressed in this journal are not necessarily the views of Emergency Management Australia.

All articles submitted will be considered for publication in the Journal however, the Editor-in-Chief and the Editorial Advisory Committee reserve the right to edit or to reject unsuitable material. The *Australian Journal of Emergency Management* will not publish self-serving articles promoting a named product or service of an individual or firm.

Members of the editorial production team review each article submitted to the *Australian Journal of Emergency Management*. The Journal's professional editorial team acts as a liaison between contributors and the Editorial Advisory Committee. All communication concerning article submission, review and publication should be directed to the publisher as follows:

The Editor
Australian Journal of Emergency Management
Macedon Rd
MT MACEDON VIC 300

Phone: (02) 6295 3662
Email: ajem@ema.gov.au

Submissions must conform to the following guidelines:

1. **Articles should be no longer than 3,000 words and be in final draft version (ie free of spelling and grammatical errors).**
2. Substantive manuscripts for publication should be no longer than ten (10) A4 size pages excluding references.
3. Articles should be submitted in electronic MS word compatible format and emailed to ajem@ema.gov.au.
4. Any tables, figures, charts, boxes and equations incorporated into the text should also be provided in an additional electronic file (please ensure the file is MS word compatible). All print-ready images should be supplied as separate files (see point 5 below for file type). Where appropriate, you may

indicate an approximate placement of the image within the text and we will endeavour to accommodate the image on or about the position indicated.

5. **IMAGE FORMATS:** The Journal accepts images in jpeg, tif or eps formats at 300 dpi. Appropriate captions for images should accompany (or be included) in your submission.
6. A short biographical paragraph (40 – 50 words) and a short (1 paragraph) abstract should be submitted with each article.
7. **COPYRIGHT:** Authors are responsible for obtaining permission to reproduce copyright material from other sources and are asked to check that references to people and organisations are accurate and not libellous. While the publishers will make every effort to ensure accuracy, they do not accept responsibility for mistakes or the consequences that may arise from them. A Copyright Form completed by all Authors should accompany your submission.
8. AJEM editors prefer the Harvard system of in-text citation eg. (Jones, 1995, p.4) rather than footnotes. References will also be cited at the end of the paper in Harvard style.

Layout for references is as follows:

Book:

Jones, L.R., 1995, *The firefighters concern*, Blackwell, London.

Source:

Jones, L.R., 1997, Hazard Management in the Fire Service, *The Australian Journal of Fire Engineering*, Vol. 12, No.3, pp.13-15.

References not using Harvard referencing will be returned to the author for amendment.

ASSOCIATED DOCUMENTS

Authors should familiarise themselves with the following editorial documents:

AJEM Editorial Policy

AJEM Contributor's Guidelines

AJEM Copyright Form

AJEM Peer Reviewing of Contributions Guidelines

The AGPS Style Manual for authors, editor and printers (6th Edition)