INSTRUCTIONS TO SUBMIT A MANUSCRIPT FOR PUBLISHING IN THE AUSTRALIAN JOURNAL OF PUBLIC ADMINISTRATION

1. Read the instructions on pages 3-8 of this document to ensure your article meets the AJPA requirements.

2. Follow this link, and either log in, or create a new account. You will be taken to a screen that looks like the example below:

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AJPA Australian Journal OF PUBLIC ADMINISTRATION

Main Menu

Welcome

Welcome to the *Australian Journal of Public Administration* site. The center links below indicate which "roles" you can currently perform for the journal. Click on a link to begin working in the role (e.g., Author, Reviewer, etc.) in Manuscript Central. You can return to this screen to change centers at any time by clicking on the "Main Menu" link above.

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5. Select 'Click here to submit a new manuscript'

6. Complete the Type, Title and Abstract for your article (according to the guidelines provided below).

7. Complete each of the fields required, selecting **Save & Continue >** at the end of each section to proceed to the next.

8. Review and Submit your article for review.

AJPA - Author Guidelines

1. MANUSCRIPT SUBMISSION

Thank you for your interest in *Australian Journal of Public Administration*. Please read the complete Author Guidelines carefully prior to submission, including the section on copyright. To ensure fast peer review and publication, manuscripts that do not adhere to the following instructions will be returned to the corresponding author for technical revision before undergoing peer review.

Note that submission implies that the content has not been published or submitted for publication elsewhere except as a brief abstract in the proceedings of a scientific meeting or symposium.

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We look forward to your submission.

2. EDITORIAL AND CONTENT CONSIDERATIONS

Aims and Scope

Aimed at a diverse readership, AJPA is committed to the study and practice of public administration, public management and policy making. AJPA encourages research, reflection and commentary among those interested in a range of public sector settings, including federal, state, local and intergovernmental. The journal focuses on Australian concerns, but welcomes manuscripts relating to international developments of relevance to Australian experience. The editor encourages contemporary and critical analysis.

Editorial Review and Acceptance

The acceptance criteria for all papers are the quality and originality of the research and its significance to our readership. Manuscripts are generally double-blind peer reviewed by two anonymous reviewers and members of the editorial team. Final acceptance or rejection rests with the editorials, which reserves the right to refuse any material for publication.

3. ETHICAL CONSIDERATIONS

Plagiarism Detection

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Committee on Publication Ethics

AJPA is a member of, and subscribes to the principles of the Committee on Publication Ethics (COPE).

4. ARTICLE TYPES AND WORD LENGTHS

AJPA has a standardised set of article categories within which accepted papers will normally be arranged. As the AJPA is written for several audiences we have tried to think about the primary readers of the different article types and have set in place different requirements and word lengths in accordance with this. While these article types will act as a guide to intending authors, the journal will also publish other article types where appropriate.

All word lengths are inclusive of Abstract, References and Tables.

Research & Evaluation

Primary audience: Academic Practice

Length: should not exceed 8000 words

Content: presentation of new empirical research or theoretical exploration of issues relevant to public administration in Australia and overseas

Evidence Review

Primary audience: Academic Practice

Length: no greater than 4000 words

Content: Review of the state of the art knowledge of a topic area relevant to public administration. Should provide an overview of what we know, what has been left unexplored and theoretical puzzles presented by gaps and contradictions in the evidence base

Practice Insights

Primary audience: Academic Practice

Length: no greater than 4000 words

Content: Material about practical and current issues. May include insights into best practice of a current or new initiatives or reflections on recent changes

Controversies

Primary audience: Academic Practice

Length: No more than 2,500 words for one author and no more than 4,000 words with a respondent

Content: An overview of a current or recent issue under debate. This will either be written by one individual or be a debate between two different individuals

Book Reviews

Primary audience: Academic Practice

Length: No more than 800 words

Content: Short review or note on a book

5. PREPARING YOUR MANUSCRIPT FOR SUBMISSION

Optimising Your Article for Search Engines

Many students and researchers looking for information online will use search engines such as Google, Yahoo or similar. By optimising your article for search engines, you will increase the chance of someone finding it. This in turn will make it more likely to be viewed and/or cited in another work. We have compiled these guidelines to enable you to maximise the web-friendliness of the most public part of your article.

General Format, Style and Structure

Title page: This should include (i) title of the paper; (ii) full names of all authors; (iii) the institutional affiliation at which the work was carried out by each author (the present address of any author, if different from that where the work was carried out, should be supplied in a footnote); (iv) the email address plus telephone numbers of the author to whom correspondence about the manuscript should be sent; (v) acknowledgements and (vi) conflict of interest statement.

Abstract and keywords: Abstracts are to unstructured and between 150 -200 words. Up to five keywords should be supplied.

Summary at a glance: Authors should provide a 'summary at a glance', which will appear in the table of contents, in addition to formal abstracts. The summaries will also appear on emailed table of content alerts, which are sent to academics and practitioners. Summaries should therefore provide a brief and direct description of what the article examines and finds. Authors will be asked to include a draft summary with their submission via the electronic system. The summary should be approximately 50 words.

Endnotes: The journal uses endnotes rather than footnotes and these should be used sparingly. Endnotes should appear all together at the end of the article, before the reference list.

References

Please use the Harvard reference system, whereby references are indicated throughout the text, for example, (Walsh and Butler 2001) (Davies et al. 1993). Below are examples of the correct formatting for reference lists in AJPA. Please ensure your paper follows this reference style prior to submitting your paper.

Journal article

Edwards, L. 2009. 'Testing the Discourse of Declining Policy Capacity: Rail Policy and the Department of Transport. *Australian Journal of Public Administration* 68(3):288–302.

Book

Dror, Y. 2001. *The Capacity to Govern.* London: Frank Cass.

Chapter in an edited book

Keating, M. 1996. 'Defining the Policy Advising Function.' In *Evaluating Policy Advice: Learning from Commonwealth Experience*, eds J. Uhr and K. Mackay. Canberra: ANU and Department of Finance, 197-201.

Conference paper

Aucoin, P. 2008. 'New Public Management and the Quality of Government: Coping with the New Political Governance in Canada'. Paper presented at *New Public Management and the Quality of Government Conference*, SOG and the Quality of Government Institute, University of Gothenburg, Sweden, 13–15 November. Available from http://www.qog.pol.gu.se/working_papers/conference_papers.htm

Tiernan, A. and Wanna, J. 2006. *Competence, Capacity, Capability: Towards Conceptual Clarity in the Discourse of Declining Policy Skills.* Govnet International Conference, Australian National University, Canberra, 1 January.

Conference paper also published in book format

Tiernan, A. 2010. 'Weathering the Global Financial Crisis: Reflections on the Capacity of the Institutions of Australian Governance.' Paper prepared for presentation at the *American Political Science Association Annual National Conference*, Washington DC, 1–6 September. Washington DC: Wiley-Blackwell, 1-20.

Speech

Rudd, K. 2009. *John Paterson Oration.* Speech to the Australia and New Zealand School of Government Annual Conference, Canberra, 3 September.

Rudd, K. 2008. *Address to Heads of Agencies and Members of the Senior Executive Service.*Great Hall, Parliament House, Canberra, 30 April.

Reports and working papers

With authors

Riddell, N. 1998. *Policy Research Capacity in the Federal Government.* Report prepared for the Policy Research Secretariat. Ottawa: PRI.

Hallsworth, M. and Rutter, J. 2011. *Making Policy Better: Improving Whitehall's Core Business.*London: Institute for Government. April. Available from http://www.instituteforgovernment.org.uk/publications/28/

Without authors

Australian Government Department of Defence. 2010. *Defence Annual Report 2009-10*. Canberra: Department of Defence.

Published findings of a government committee

Scott, G., Duignan, P. and Faulkner, P. 2010. *Improving the Quality and Value of Policy Advice.*Findings of the Committee appointed by the Government to review expenditure on policy advice. December. Available from http://www.treasury.govt.nz/statesector/policyexpenditurereview/report-repa-dec10.pdf

RAGA [Review of Australian Government Administration]. 2010. *Ahead of the Game: Blueprint for the Reform of Australian Government Administration.* Canberra. March. Available from http://www.dpmc.gov.au/reformgovernment/

Newspapers/magazine
Fyfe, M. 2010. 'Brumby's Water Plan Savaged.' *The Age*, 21 October.

6. SUBMISSION REQUIREMENTS
- All manuscripts should be submitted via http://mc.manuscriptcentral.com/austjpa. Note that Editor's cannot accept submissions emailed directly. If you require assistance with your electronic submission, please contact the Editorial office.
- Two Word-files need to be included upon submission: A title page file and a main text file that includes all parts of the text including tables and figure legends but excluding figures which should be supplied separately.
- The main text file should be prepared using Microsoft Word, doubled-spaced, preferably in Times or Times Roman font.
- Each figure should be supplied as a separate file, with the figure number incorporated in the file name. For submission, low-resolution figures saved as .jpg or .bmp files should be uploaded, for ease of transmission during the review process. Upon acceptance of the article, high-resolution figures (at least 300 d.p.i.) saved as .eps or .tif files will be required.

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9. POST PUBLICATION

Article PDF for authors

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10. EDITORIAL OFFICE CONTACT DETAILS

Marta White, Editorial Assistant: austjpa.eo@wiley.com