

Notes for Authors of Full Papers

Authors intending to present a paper at the AAIR Annual Forum at Crowne Plaza Coogee will be considered for publication on the AAIR website in the formal Forum Proceedings Document. Full papers must be submitted and go through the peer reviewing process. All papers submitted will be blind peer-reviewed.

Please note the following suggestions for submissions:

- Paper submissions should be 3,000 – 4,000 words in length;
- Authors should submit two versions: one identifying the author(s) including the corresponding author and the presenting author(s), and another which does not identify authors to be used in the peer review process
 - When submitting electronically, please use the title of the paper only on the version to be refereed and the title of the paper plus the author(s) last name on the version for publication. Example: MY FULL PAPER and MY FULL PAPER SMITH JONES
- Paper submissions must be sent electronically to **Conference Manager** by no later than **3 October 2016**. Late submissions will not usually be accepted.
- Paper submissions should conform with expected scholarly standards as enunciated in Section 5 of Australian Code for the Responsible Conduct of Research, available at: <http://www.nhmrc.gov.au/guidelines/publications/r39>
- Paper submissions should follow British spelling and usage conventions.
- Footnotes to the text should be avoided where this is reasonably possible.
- Charts, figures, maps and tables should appear in the text at the appropriate place
- Papers should follow the referencing system of the American Psychological Association (5th edition). References should be indicated in the text in this form:

A distinctive feature of higher education in the first world in the later part of the twentieth century is that it has become mass if not universal (Trow, 1974) but Karmel (1993, p. 2) has shown that in Australia at least increased participation has not necessarily resulted in increased access, particularly for disadvantaged groups.

- If more than one paper by the same author in the same year is cited, a, b, c, etc, should be put after the year of publication.
- Titles of journals should not be abbreviated.
- The references should be listed in full at the end of the paper in this standard form:

For books: MARTIN, L. M. (1994) *Equity and General Performance Indicators in Higher Education*. Canberra: Australian Government Publishing Service.

For articles: BAKER, E. L. & O'NEIL, H. F. Jr. (1994) Performance assessment and equity: a view from the USA, *Assessment in Education*, 1, pp. 11-26.

For chapters: STIMPSON, C. R. (1990) Knowing women, in: D. R. JONES & S. L. DAVIES (Eds)

Women in Higher Education: an agenda for the decade. Armidale: University of New England.

Review Criteria

Reviewers have been asked to assess papers according to:

- **Scholarly nature:** the manuscript's subject matter and its topic is appropriate for publication in a scholarly journal and would be of interest to the AAIR/JIR readership
- **Significance:** the manuscript advances the state of knowledge in its field or improves understanding of its topic and provides an important critical and/or analytical insight;
- **Coverage of topic:** the manuscript is comprehensive, appropriately contextualises the topic in the body of known literature;
- **Methods:** the methods used to conduct the research are fundamentally sound;
- **Discussion:** the discussion corresponds with the results and is relevant, meaningful and thorough;
- **References:** the issue/problem is well situated in an appropriate literature, properly presented, up-to-date, adequate in scope;
- **Presentation:** the manuscript is clearly organised. English language usage, grammar and spelling is appropriate, organisation is logical and easy to follow, paper is succinct and coherent;
- **Conclusion:** the conclusion is well supported and persuasively argued; and
- **Overall quality** of the paper: an assessment of the paper as a whole, not an average of ratings.

Papers will be assessed only to the point of being accepted or rejected for publication as part of the proceedings on the AAIR website. In some cases authors may be asked to make minor revisions to their papers prior to publication where the reviewers deem that the quality of the paper does not conform to AAIR standards.

Papers published as part of the Forum proceedings do not attract HERDC points.