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3. Electronic submission is preferred. Otherwise, three hard copies should be submitted.
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7. If you use acronyms or abbreviations, use the full title the first time, followed by the acronym in brackets.
8. Mathematical notation should be provided in both symbols and words. Articles of a mathematical nature should also contain a clear statement of the arguments in plain English, with substantial amounts of mathematical material placed in an appendix.
9. Quotations of four lines or more should be indented. Shorter quotes should be included in the body of the text.
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12. In-text references should include the author's name, year of publication and page: '**Chapman (1983: 230) has argued ...**'; or '**Many questioned the equality of working Japanese women (Sano 1983: 420)**'. Where an author has more than one publication in the same year, use alphabetical ordering to distinguish: for example, (**Dabscheck 1986b: 46**).
13. A references list should be included at the end of the text. This should cite all works referred to. The reference list should be arranged in alphabetical order by author.
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Examples

For Books

Hagan, J. (1981) *A History of the ACTU*, Longman Cheshire, Melbourne.

For Chapters Within Books

Deery, S. (1989) 'Unions and technological change', in G.W. Woods and D.H. Plowman (eds), *Australian Trade Unions: An Industrial Relations Perspective*, Macmillan, Melbourne, Second edition, pp. 269–287.

For Articles in Journals

Whitehead, T. (1987) 'Stocks and flows: Current policy issues in Australia', *Economics*, 22 (2), pp. 10–17.

Citing from Internet Sources

A web page with an author:

Winston, J. (1999) A look at referencing, available: <http://www.aaa.edu.au/aaa.html> [accessed 20 October 2000].

An unauthored web page:

(1999) Available: <http://www.aaa.edu.au/index.html> [accessed 20 October 2000].

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