

Australian Journal of Emergency Management

Instructions for authors

Contributions

Contributions relating to Australian and international emergency activities, articles identifying and discussing issues, policies, planning or procedural concerns, research reports and any other information relevant to the emergency and disaster management community are welcome. The aim of this publication is the exchange of information and views across the Australian emergency management community.

Article review

This journal incorporates a review process. Three levels of review are now conducted—refereeing (optional), editorial board review and editing.

Submission dates

Material submitted for publication should be on disk and reach the Editor by the following dates: Summer – October 15th; Autumn – January 15th; Winter – April 15th; Spring – July 15th. The editorial committee reserves the right to determine the suitability of all material submitted and where necessary to edit submissions.

Submission requirements

Each paper should start with the complete title of the paper in **bold**, two lines after that, the name of the *author(s)*, followed by the *author(s) affiliation* in *italics*.

A short abstract follows of approximately 100-200 words. The abstract should be in *italics* and indented.

Each section should be clearly identified with appropriate headings e.g. **introduction, technical headings, conclusions and references**. *Subheadings* may also be used throughout, and preferably in *italics*.

It would be appreciated if authors would use the Harvard system of referencing in their papers e.g. (Jones 1995, p 4) rather than footnotes. Thus, references cited in the text will be listed at

the end of the paper. The reference list should be structured as follows: author, initials, year, title of the book (*italics*) or article, publisher and place of publication, or journal title (*italics*) volume and issue number, and pages of article, e.g.

For a book source:

Jones L. R. 1995, *The Firefighters Concern*, Blackwell, London.

For a journal source:

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

The paper should be single spaced with all tables, figures, charts, boxes, and equations incorporated into the text. The paper should be provided in A4 format.

The length of the paper is usually between 5 to 10 pages. Longer articles will be accepted but usually they should be no more than 20 pages in length.

Diagrams, tables should be included within the electronic copy. Where they are unable to be provided in this format they can be bromide copy or a high quality photocopy. Photographs should be provided in print and negative form and where possible in digital format.

A short CV should be provided of the author(s) at the end of the article. This should not exceed 1 or 2 short paragraphs.

The papers are to be provided in electronic format (Microsoft Word 6 preferably, although other common formats may be acceptable) and one hard copy to:

Rob Fleming

Editor

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