

## Notes for Authors of Full Papers for the TEM Conference Refereed Stream



Authors intending to present a paper at the TEM conference Christchurch, September/October 2008 may also wish to consider submitting their paper for the refereed stream. Authors are not required to submit full papers as a part of their participation as a presenter. However, if you wish to be considered for publication, full papers must be submitted and go through the reviewing process.

Such papers might qualify as 'E1' so far as DEST's annual publication collection is concerned. All papers submitted will be blind peer-reviewed. These 'Notes...' have been adapted from Notes for Contributors for ATEM's Journal of Tertiary Education Policy and Management.

Please note the following suggestions for submissions:

- Contributions 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
- Contributions must be submitted electronically to [renee@leishman-associates.com.au](mailto:renee@leishman-associates.com.au) by no later than 1 August 2008. Late submissions will not usually be accepted.
- Contributions 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/publications/synopses/\\_files/r39.pdf](http://www.nhmrc.gov.au/publications/synopses/_files/r39.pdf)
- Contributions 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 (5<sup>th</sup> 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:

- The paper's relevance (significance, importance or interest to JHEPM readers)
- Knowledge of topic
- Coverage of topic
- Clarity. That is, the extent to which the paper is clearly organised and well communicated.
- 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 in for the TEM Conference refereed stream. Reviewers deemed suitable for publication will be forwarded to the editor, Journal of Higher Education Policy and Management for consideration.