

# Australasian Journal of Special Education

## 1. ONLINE SUBMISSION

1. To be reviewed for possible publication in this journal authors must follow the instructions below. At least two separate files need to be submitted online via the Journal Submission Manager at [https://www.australianacademicpress.com.au/cup\\_jsm/](https://www.australianacademicpress.com.au/cup_jsm/)
  1. a **Title Page** document. The name of this file must be constructed as follows:  
[first 20 characters of the title]\_[ddmmyear]\_AJSE\_Title.doc
  2. an **Article** document. The name of this file must be constructed as follows:  
[first 20 characters of the title]\_[ddmmyear]\_AJSE\_Article.doc
  3. all **Figure** documents should be supplied with the name of the file constructed as follows:  
[first 20 characters of the title]\_[ddmmyear]\_AJSE\_Figure# (with # being the number of the figure)
2. The Title Page and Article documents should be saved as a Microsoft Word document, double-spaced with minimum margins of 25 mm on both sides and in A4 page size.
3. The Title Page document should contain the full title of the article as well as the full names and affiliations of all authors followed by a full postal and e-mail addresses for the corresponding author. A word count and suggested running head of no more than 50 characters including spaces should also be provided, along with a maximum of 6 key words.
4. The Article document should include the complete article **without any identifiable author details** but including the title and an abstract not exceeding 200 words that provides a brief overview of the aims, method and major findings without any citations.

**2. Review.** All manuscripts are sent for blind peer-review to members of the editorial board and guest reviewers. The review process generally requires three months. The receipt of submitted manuscripts will be acknowledged by the editor, from whom a decision and reviewers' comments will be received when the peer-review has been completed. Papers submitted to the journal must not previously have been published nor submitted for publication to any other journal while in review in *AJSE*.

**3.** Contributions should follow the format and style described in the *Publication Manual of the American Psychological Association* (6th ed). Spelling and punctuation should conform to *The Macquarie Dictionary* (5th ed). For matters of style not covered in these two publications, the *Style Manual for Authors, Editors and Printers* (6th ed) should be consulted.

**4.** Use single quotation marks to introduce a word or phrase used as an ironic comment, as slang, or which has been coined. Use quotation marks the first time the word or phrase is

used; do not use them again. Do not use quotation marks to introduce a technical or key term. Instead, italicise the term.

**5.** Do not use any footnotes. **Endnotes** should be kept to a minimum and listed at the end of the text under the centred heading 'Endnotes'. **Acknowledgments** should be placed at the end of the article with a separate heading.

**6. Tables** should be at the end of the manuscript, not in the main text. Their approximate positions in the text should be indicated by the words, 'Insert Table X here'. Horizontal and vertical lines should be used sparingly.

**7. Figures, graphs, illustrations and photographs** should be prepared to the correct size and each one supplied as an individual file, separate to the manuscript Word file. Include placement instructions in the Word document, such as 'Insert fig X here'.

- Figures created in Microsoft Word, Excel or PowerPoint need to be saved as PDFs.
- Figures created in a drawing program such as Adobe Illustrator, CorelDRAW, Freehand, Microsoft Publisher or similar should be saved as EPS (encapsulated postscript) files.
- Figures created in Photoshop or with other photographic software should be saved with a minimum resolution of 600 dpi and in TIF format. Minimum resolution for scanned graphics is 300dpi for halftone work (e.g., photographs) and 600 dpi for line art, and these should also be in TIF format. All figures and graphs should be in black and white line art (artwork that has only text and lines, no shades of grey or blocks of colour).
- All photographs should be supplied as separate files in JPEG or TIFF formats for a minimum 300 dpi resolution. (As a rough guide, the file size of each photograph should be above 200KB).
- Manuscripts which contain special characters (equations, Chinese characters, etc.) need to be supplied as a high resolution PDF file (print or press format) with all fonts embedded as well as the Word or RTF document.
- Prior to sending artwork, the separate files of figures, graphs, illustrations, and so on, should be printed by the author to test that the fonts have been embedded correctly and there is no distortion in the artwork (e.g., lines and fonts reproduce cleanly with no jagged lines or fuzzy edges), as any such faults cannot be corrected by the publisher.
- A list of figure captions should follow the tables in the manuscript word document

**8. References** should follow the format and style described in the Publication Manual of the American Psychological Association (6th ed).

**Examples of citations are:**

The theory was first propounded in 1970 (Larsen, 1971). Larsen (1970) was the first to propound the theory.

**Examples of references are:**

Heward, W.L. (2006). *Exceptional children: An introduction to special education* (8th ed.). Upper Saddle River, NJ: Pearson

Thomas, T. (2009). The age and qualifications of special education staff in Australia. *Australasian Journal of Special Education*, 33, 109-116. doi: 10.1375/ajse.33.2.109

**9.** Authors are expected to check the accuracy of all references in the manuscript before submission. It may not be possible to submit proofs for correction.

**10.** While manuscripts are subject to editing, the Australian Association of Special Education Inc does not hold itself responsible for statements made by contributors.