

GUIDELINES FOR WRITING FOR THE AUSTRALIAN CENTRE FOR THE STUDY OF SEXUAL ASSAULT NEWSLETTER

Australian Centre for the Study of Sexual Assault

The Australian Centre for the Study of Sexual Assault has been developed to improve access to current information on sexual assault in order to assist policymakers and others interested in this area to develop evidence-based strategies that respond to, and ultimately reduce, the incidence of sexual assault. The emphasis of the Centre is on all forms of sexual assault; particularly the sexual assault of women and girls over fifteen years of age (the most commonly reported victims); and adult survivors of child sexual assault.

ACSSA Aware

The Australian Centre for the Study of Sexual Assault's newsletter *ACSSA Aware* is published quarterly and is available in print or electronically at www.aifs.gov.au/acssa/pubs/pubsmenu.html

Goal of the newsletter and contents

ACSSA Aware is designed to provide regular and timely information to service providers, policy officers, researchers, and students in the area of sexual assault.

The contents of each edition comprise a mix of contributions from ACSSA staff and writers in the sexual assault area generally. Contributions are concerned with practice, training, research, policy, and legislation, and news or reviews of recent relevant publications are also published. Regular features include a literature highlights section on recently published material received by the Australian Institute for Family Studies library, and a comprehensive listing of forthcoming conferences and workshops.

Service providers, researchers and those interested in working against sexual assault are encouraged to contribute to the *ACSSA Aware* newsletter.

Type of contributions

Contributions range from short reviews of books, conferences, workshops and projects to more substantial articles on issues related to sexual assault and the prevention of sexual assault.

Copyright

Please note the Commonwealth of Australia holds copyright to all articles published in Institute publications (see separate Copyright conditions document at <http://www.aifs.gov.au/institute/pubs/copyright.html>).

General style

Submissions should conform to the style prescribed in the *Australian Style manual: For authors, editors and printers* (6th edition, 2002). The *Publication*

manual of the American Psychological Association (5th edition, 2001) provides useful guidance for particular issues such as the representation of statistical information.

Australian legal, parliamentary and governmental terminology should conform to the *Australian Style manual: For authors, editors and printers* (6th edition, 2002). Spelling should conform to the *Macquarie Dictionary* (Revised 3rd Edition, 2004).

Referencing style

Both in-text referencing and reference lists should conform to the *Publication manual of the American Psychological Association*. For more information on the APA style, go to <http://apastyle.apa.org>

Writing style

We prefer clearly written, plain-language, accessible articles of interest to the broad range of clearinghouse clients and subscribers to our publications.

Length

We are interested in short reviews (no more than 1,500 words) of books, conferences, workshops and projects. We will also consider more substantial articles (no more than 5,000 words) on significant issues in understanding, responding to, or preventing sexual assault. *ACSSA Aware* aims to provide a lively forum for ideas, argument and comment: thus we welcome readers' letters, comments and feedback on issues discussed in ACSSA publications.

Abstract

The author information should be followed by a short, paragraph-length abstract, featuring the main aims and highlights of the paper (Maximum 120 words).

Text

The text should generally be divided into sections with descriptive headings and subheadings.

Graphs and tables

Graphs and tables should be numbered consecutively and each given a brief title. Each graph or table should be cited in the text in consecutive order. This should be indicated by a comment such as "Insert Table 1 here' or Insert Figure 2 near here'.

The graphs, tables and figures should be placed at the end of the document in consecutive order. Graphs, tables and figures should be used only when necessary to clarify important points but not to duplicate information in the text. They should be used sparingly and must be succinct, uncomplicated and accessible. Any jargon such as research or statistical terminology should have an asterisk or some other notation placed at the bottom of the graph or table with a brief explanation or definition provided.

The data for graphs, tables or figures should be provided in an excel spreadsheet. Illustrations, photographs and diagrams should be submitted electronically in JPEG, TIF or EPS format.

Presentation

All submissions are to be presented in 12-point Arial font, double-spaced and left justified. Other than these, submissions should contain minimal formatting.

Providing the article

Please email contributions in a Microsoft Word document to acssa@aifs.gov.au, or post to the Australian Centre for the Study of Sexual Assault, Level 20, 485 La Trobe Street, Melbourne, Victoria 3000 (Electronic provision of material is preferred where possible). For further information contact Dr Zoe Morrison, Manager of the Australian Centre for the Study of Sexual Assault, phone (03) 9214 7874, fax (03) 9214 7839, email: zoe.morrison@aifs.gov.au.

Review process

Acceptance of all material is subject to a review process. Consideration will be given to whether articles are relevant, clearly written, and accessible. Consideration will also be given to the following criteria: timeliness of article; significance of the topic; factual accuracy; clear presentation and logical organisation of material; conclusions substantiated by convincing analytical argument; argument supported by references; quality and balance of the argument or information presented; and balance and relevance of any policy implications drawn.