**Style Guide For Submitting Articles To *ACCESS***

(See [ASLA Referencing Guide](https://asla.org.au/resources/Documents/Website%20Documents/ACCESS/ASLA%20Referencing%20Guide.pdf) for examples.)

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| **Use of quotation marks** | Use double quotation marks for direct quotes (under 40 words). Long quotes (40 words or more) are to be formatted as a block quote with no quotation marks. |
| **Formatting** | Double-spaced throughout using 12-point font size and standard margins.Subtitles in bold. Fully justified. Bullets. Italics for emphasis (NOT quotation marks). |
| **Figures/ Graphics** | Indicate where to place figures/ graphics (e.g. Figure 1, Books for boys). Ensure full identification (title, author, figure and caption). |
| **Intext references** | Author-date system; page number when direct quotes. |
| **Primary References** | Only those references cited in text. |
| **Secondary References** | Listed **after** 'References' as 'Bibliography'. |
| **Capitalisation** | Capitalise proper nouns or acronyms (e.g. Australian Tertiary Entrance Rank as ATAR).  Take care with overuse of capitals for common nouns (principal; president).  Titles of published materials and workshops begin with a capital and thereafter lower case, unless it is a proper noun. |
| **Spelling** | Australian standard.Accepted spelling examples - Teacher Librarian, online, proactive, website, lifelong, World Wide Web, Internet, intranet, workstations, e-mail, curriculums, information and communication technology (ICT).Spell out numbers one to nine; thereafter use numerals. If article is of a statistical nature then numerals can be used for all numbers. |

**Submitting an article - check list**

* + Spelling and grammar (Australian standard).
	+ Word limit (Check [*Guidelines for contributors to ACCESS*](https://asla.org.au/access-guidelines)*)*.
	+ In-text referencing matches reference list.
	+ Page number(s) if using direct quotes.
	+ Remove personal formatting
	+ Article sent as attachment in Microsoft Word.
	+ Figures, images, graphics, photos to be sent separately to article, appropriately identified. Images are to be of high resolution (300dpi).
	+ If including any copyrighted material, copyright clearance must be sought and it must be identified that such clearance has been given.
	+ Article, biography, postal address, telephone and e-mail to editor
	+ If your article is research-based, whether peer reviewed or not, please provide a 150 word abstract, which highlights the main potential subject headings in your writing.

Contact editor for further information. Editor reserves the right of negotiation regarding inclusion, style and content of article. In a journal such as *ACCESS*, flexibility is central to the publishing of each issue. Deadlines are closely honoured.