

# **Guidelines for Writing and Submitting a HERDSA Guide Manuscript**

Initial submission of the proposal is to the HERDSA office. After that, all communication should be directly between the author and the Convening Editor. After the proposal has been received, the Editorial Committee will review it and make a recommendation whether or not to proceed with the proposal. Members of the committee will also provide feedback to the author. The Convening Editor will notify the author of the Committee's decision.

If the proposal is accepted for development into a HERDSA Guide, an agreement is signed by HERDSA as the publisher and the author. The agreement sets out the rights and responsibilities of each of the parties. Acceptance of the proposal for development into a HERDSA Guide does not guarantee that the final manuscript will be published. However, as it is in the best interest of HERDSA to add a new Guide to its publications list, the Convening Editor will work closely with the author to ensure that the final manuscript does satisfy the criteria for publication. The final decision to publish rests with the Convening Editor. Disagreements between the Convening Editor, Editorial Committee and the author may be referred to the HERDSA Executive for resolution.

The Convening Editor is the editor of the publication and manages the publication process. The Convening Editor works closely with the author to develop a timeframe for writing the Guide through to its publication and provides editorial comment and advice to the author on matters such as structure, style, format, length, presentation and content. The Convening Editor serves as a critical friend to advise and support the author in the writing and editing process to get the Guide to publication. The aim of this ongoing support and advice is to pre-empt major problems at the end of the writing process and during the review process.

In addition, a second member of the Editorial Committee is appointed to assist the convening editor and will also serve as a referee for the Guide. This person is chosen based on experience and interest in the Guide topic.

The Convening Editor may seek the advice of the Editorial Committee where there is disagreement on any issues, including style or content, arising between the editors and the author or as a result of the feedback from the referee.

## **Cover artwork**

All Guides have the same cover artwork. The HERDSA Office is responsible for arranging the cover artwork with the desktop publisher and the printer.

## **Front page**

The front page should include the title of the Guide, author name, highest degree and institutional affiliation. Other author details can be included in the Author Biography.

### **Introducing Students to the Culture of Enquiry in an Arts Degree**

**Kate Chanock, PhD  
La Trobe University**

## **Table of contents and index**

The table of contents should be kept to chapter headings only. No index is necessary.

## **Author biography**

Authors should submit a brief biography (75 words maximum) for inclusion in the Guide.

## Preface and acknowledgements

There is no set requirement for a preface or acknowledgements. This is a decision the author can make in consultation with the Convening Editor.

## Style

HERDSA is responsible for arranging the desktop publishing of the Guide to prepare it for printing. However authors can assist in this process by following a standard style. Manuscripts should conform to the style set out in the Publication Manual of the American Psychological Association (Fifth Edition) [<http://www.apastyle.org>].

Some exceptions and points to note:

- Use italics rather than underlining.
- Use Times New Roman 12 point font.
- Block justify the text.
- Use spelling standardised by the Macquarie Dictionary
- Leave only one space after full stops
- Indent quotes
- Don't use the space bar to indent or align text (use the tabs or format commands)
- All tables should be constructed using Word Table format and placed in the text where you intend them to be. They may be moved slightly in the desktop publishing process
- Footnotes and endnotes may not be used
- Avoid material that is not available in or readily converted to electronic format. Preferably use no more than three levels of heading, with the chapter title, centered, as the primary level

### Use This Format for Chapter Headings

**Use this format in sections within the chapter**

**Use this style for sub-sections**

*Avoid this.* Only if absolutely necessary use a fourth level.

## Examples of referencing in the text:

"The modes of teaching and learning are being transformed by the possibilities available online, in ways that we are only beginning to grasp." (Chanock, 2004, p. 8)

Brew (2003) makes a strong case for the relationship between teaching and research.

## Examples of referencing in reference list:

Brew, A. (2003). Teaching and research: New relationships and their implications for inquiry-based teaching and learning in higher education. *Higher Education Research and Development*, 22 (1), 3-18.

Chanock, K. (2004). *Introducing students to the culture of enquiry in an arts degree*. Milperra, NSW: HERDSA.

## Length of guide

There is no standard length for a HERDSA Guide. Most Guides are between 30 and 65 pages. As HERDSA Guides are intended to be inexpensive, short and easy to read, authors should keep within this page range.

## Submitting the completed manuscript

Drafts of the Guide are submitted as email attachments Word files to the Convening Editor. Feedback can then be returned electronically. Include all tables and figures in the text. If material is not available electronically, arrangements must be made with the Convening Editor to adapt the material in the most appropriate manner.

## Refereeing process

Each Guide has two referees – one being a member of the Editorial Committee appointed to support the convening editor on the Guide and the other being an external reader. When the Convening Editor approves the final draft of the Guide, it is forwarded to an external reader for blind review. Reviewers are chosen by the Editorial Committee based on their expertise and specialist knowledge with the topic of the Guide. The author will receive feedback from the reviewer and then work with the Convening Editor to incorporate the feedback where appropriate. Note that the refereeing process may take several weeks.

Specific criteria to guide referees of developed Guide manuscripts include:

- Relevance to contemporary issues and likely general interest
- Breadth of applicability within higher education
- Breadth of applicability within the Australasian region
- Evidence of appropriate background research
- Evidence of awareness of similar events/projects within other higher education institutions within the region
- Clear recommendations for practice
- Soundness of the recommendations
- Presentation of information – particularly clarity of expression and organisation of material
- Provision of resources
- Other, according to interest areas/expertise of individual authors

## Proofreading, desktop publishing and printing

Before submitting the final manuscript that incorporates the reviewer's comments, the author should arrange for someone to proofread the manuscript. After the final manuscript is approved by the Convening Editor, it is sent to the HERDSA Office for desktop publishing. The desktop publisher will return the 'print ready' copy for final proofreading by both the Convening Editor and the author. After any changes are made, the 'print ready' copy is forwarded to the HERDSA Office for printing.

## Copyright

It is a condition of publication that the author vest copyright in the Guide, in HERDSA. This enables us to ensure full copyright protection.

Income from copyright collected by Copyright Agency Limited (CAL) is distributed equally between HERDSA and the author.

HERDSA does grant the author the right to reproduce and distribute limited extracts from their guide for their own personal and professional use.

HERDSA will consider sympathetically requests from the author(s) to use the material in other publications on the condition that they are not in direct competition with the Guide and that the original source is acknowledged and reference is made to HERDSA.

Any decision to revise the Guide or decision to permit a third party to republish the Guide in full or part will be made with the agreement of the author. In the event of HERDSA agreeing to enter into a republication agreement with an external publisher, the author will be asked to sign an agreement permitting the republication. HERDSA holds a comprehensive republication contracts developed with substantial legal advice.

## **Royalties and complimentary copies**

HERDSA does not pay royalties or any expenses of the author. Profits from the sale of HERDSA Guides and other HERDSA publications contribute to the administration of HERDSA and support HERDSA in the pursuit of its aims. However, the author will receive six (6) complimentary copies of the Guide. Where there are multiple authors, each author will receive four (4) complimentary copies of the Guide.

## **Qualification as a research publication**

HERDSA Guides do not qualify as a Research Publication for the Higher Education Research Data Collection in Australia.

HERDSA Guides do not qualify as a Research Publication under the Ministry of Education Performance Based Research Fund (PBRF) in New Zealand.

## **Administrative Assistance**

The HERDSA office provides administrative support to the Editorial Committee and author, including

- Receiving initial proposals and queries
- Arranging desktop publishing and printing
- Allocate ISSN / ISBN numbers
- Submitting Cataloguing-in-Publication request
- Coordinating publicity
- Managing publications sales
- Handling copyright queries

## **Cataloguing-In-Publication data and library deposits**

Authors are required to complete the Cataloguing-In-Publication (CIP) request form which will be provided by the HERDSA office and submitted by the HERDSA office to the National Library of Australia.

HERDSA deposits a copy of the Guide with the National Library of Australia and the State library of the author.

## Publicity

It is the responsibility of HERDSA to promote the Guide. The Convening Editor works with the author and the HERDSA office to develop publicity material for the Guide and determine avenues for promoting the Guide. There are a number of things the author can consider after publication to help promote the Guide.

## After publication

As the author of a HERDSA Guide we hope that you will help promote the Guide to ensure a wide and appropriate readership. Things that you might consider are:

- Distribute the publicity material yourself at relevant events such as conferences and seminars
- Consider journals that that might review it - send journal names, reviews editor to the HERDSA office or pursue these yourself if you know the people concerned
- Post the title and contents page, publicity flyer on and/or other information about it on your personal and/or department website. Don't forget to add a link to HERDSA for orders
- Recommend the Guide to your institution's bookshop
- Use appropriate listserv discussion lists to advertise the Guide - or send the list details to the HERDSA office and HERDSA can send to the list if appropriate
- Cite a reference to your publication in any journal articles you write
- Seek out any free advertising through newsletters of relevant professional organisations – tell the HERDSA office who to contact
- Use the Guide in staff development events you or colleagues run