

Guidelines for those interested in becoming an author of a HERDSA Guide

HERDSA Guides are intended as a resource that will assist in the enhancement of the management, curriculum development, teaching and learning practices within the tertiary sector. The Guides are relatively short, inexpensive, easy to read manuals which provide pragmatic ideas for immediate use.

Specific criteria for Guide proposals and developed 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
- Appropriate length
- Provision of resources
- Other, according to interest areas/expertise of individual authors.

Proposal structure

The following is a list of headings which should be address to assist the Editorial Committee in determining the suitability of a proposal for a Guide:

- Working Title
- Target Audience(s)
- Background/Context of Proposal
- Abstract (250-500 words, approximately)
- Contents (Titles of sections and dot points covering proposed contents)
- Estimated length
- Author history (Relevant to proposal)
- Related works (Practical and theoretical)
- Timeline to completion
- Avenues for promoting the Guide

Submission of proposals

Proposals should be submitted as email attachments in the form of Word files to the HERDSA office: office@herdsa.org.au. In the subject line please write *Guide Proposal - surname of the first author*. Submitted proposals should not be concurrently being considered by another publisher.

Further advice for prospective authors

Contact the HERDSA office by email: office@herdsa.org.au
In the subject line write: Attention: The Editor, HERDSA Guides