

# Instructions for Authors

1. Your paper should be submitted via e-mail in Word format to [files@utas.edu.au](mailto:files@utas.edu.au).
2. Contributions are to be no more than 10 single-sided A4 pages (including references) using single spacing and 12 point font.
3. Do not use footnotes. Endnotes should be kept to a minimum.
4. When an acronym is first mentioned, it should be written in full with the acronym in brackets immediately following. The acronym is to be used thereafter. Uncommon abbreviations should be explained in full. Full stops should not be used in abbreviations or acronyms, eg NSW.
5. 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.
6. Tables to be created in the document (do not paste in as a picture from another application).
7. Charts to be created in Excel using placement instructions in the Word document, ie 'Insert Fig X here'. Charts are to be formatted as follows: Arial 10pt, no chart title, standard black for text and chart axes, no background colour and the legend placed at the bottom of the chart. Separate Excel files must also be provided so that the charts can be reformatted if necessary.
8. Table and figure captions to be included.
9. Photographs to be supplied as separate jpg. or TIF file at a high resolution (600dpi).

1. References should follow the Harvard in-text style and format as follows:

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

Larson (1971) was the first to propound the theory.

Drawing on research recently conducted with Australian police unions (Fleming & Marks, 2004, pp. 673-76).

Examples of references are:

Fisse, B. & Shearing, C. (1989) 'The proceeds of crime act: The rise of money laundering, offences and the fall of principle'. *Criminal Law Journal*, 13, 5-23.

Macpherson, W. (1999) *The Stephen Lawrence inquiry*. London: Oxford: Oxford University Press.

Newburn, T. (2003) 'Policing since 1945'. In T. Newburn (Ed.), *Handbook of policing*. Cullompton: Willan, pp. 84-105.

Sherman, L., Strang, H., Barnes, G., Braithwaite, J., Inkpen, N. & Teh, M.M. (1998) *Experiments in restorative policing. A progress report on the Canberra reintegrative shaming experiments*. Research School of Social Sciences: Australian National University.

Jonas, B. (2003) *Discrimination against indigenous peoples in the justice system – examples, experiences, and governmental, administrative and judicial measures to ensure equitable justice system*. Retrieved July 15, 2004, from <http://www.unhchr.ch/indigenous/backgroundpapers.htm>

2. Authors are expected to check the accuracy of all references in the document, ie ensure that in-text references are provided in full in the List of References, and in reverse, ie if any in text references are removed, then they are removed from the List of References.