

IERA – Style Notes for Journal Submissions

Authors are asked to submit three copies of their article. The articles should be 4,000-7,000 words and accompanied by an abstract of 100-150 words. It is requested that you adhere to the following guidelines:



IERA
International
Employment Relations
Association

Arrangement

To assist with the anonymous refereeing process a separate title page should contain author(s), name(s), position(s) and organisation (s), and full title of paper and abstract. The main text is to be arranged as follows:

- Introduction
- Main text divided into sections
- Conclusions/recommendations
- Footnotes
- Appendices
- References
- Acknowledgements

Font

Proportional spacing 14 point Times font (mathematical notation and super/subscripts in 12 point Times). 'Quotations' should be set in single quotes. Emphasis should be set in bold type. Foreign phrases should be set in italics.

Line Spacing

One and a half spacing.

Headings

Each section should have a heading. These should not be numbered. First level headings should be set in bold in capitals, followed by one blank line and preceded by two blank lines. Second level headings should be set in bold, not capitalised, followed by one blank line and preceded by one blank line.

Headers and Footers

No headers and footers. However, your paper should have page numbers penciled lightly at the right bottom of each page.

Footnotes

Keep to a minimum and place at end of main text.

Tables and Figures

Number consecutively. Place as soon as possible after reference to table made in text. Title should be flush with the left margin and placed above the table in bold and lower case. For example:

Table 1: Visitors to the New Attraction

References

May use either the Harvard system or should be numbered consecutively in the text and appear thus at the end:

For a book:

Silver, L.J. (1957), *The Rise of Piracy*, The Crosset Press, London, 37.

For a chapter in a book:

Brick, I. (1983), 'Concrete Models', in Stone, P. (3d), *A Primer of Building*, Four Square Press, Sydney, 31-72.

For a journal:

Lindboom, C.E. (1999), 'The Science of Muddling Through', *Public Administration Review*, Vol, 3, No. 9, September, 18.

For further information concerning the Journal or to forward a submission for consideration, please contact us at ijes_editor@iera.net.au or assistant_editor@iera.net.au.