

# Australian Journal of Career Development

## NOTES FOR CONTRIBUTORS

The *Australian Journal of Career Development* is a refereed, professional journal focusing on current theory, practice and policy relating to the career development and work education field. The journal provides a national forum for sharing, disseminating and debating current careers research, practice and policy.

The audience for the journal includes professionals in educational and academic settings, community and government agencies, business and industrial settings. Therefore, topics should be presented with implications for practice. Authors of research reports and theoretical discussions should relate their conclusions to the realm of practical applications.

### General Principles

Material will be considered for submission if it meets one or more of the following criteria:

- it expands the body of knowledge of the discipline of career development
- it informs in a manner that will develop a reader's professional understanding or help in their understanding of career development
- it provides guidance in professional practice
- it raises philosophical questions related to the field of career development
- it opens a new frontier of knowledge and ideas related to professional practice.

### Peer-Reviewed Submissions to the Journal

#### 1 Case Studies

Case studies concerning innovative programs and individual work may be submitted. They should be both descriptive and analytical, providing the merits and shortcomings of the situation. Concise presentations are preferred.

#### 2 Articles

Research articles are invited dealing with career development, planning, guidance and education, labour market and training issues, vocational education and training, occupational information, career management policy, practice and programs. Normally they should be a maximum of 4500 words.

#### 3 Research Reports

Recently completed research relevant to careers practitioners is invited. This provides scope for shorter research reports and dissemination of findings and outcomes.

Authors of case studies, articles or research reports must also submit a short Theory and Practice section following the conclusion section of their manuscript. This will contain around 3–5 questions and answers from the paper for practitioners and will highlight the professional practice implications of the paper.

### Non-Reviewed Submissions to the Journal

#### 1 Practice Application Brief

This section comprises a review and summary of practical applications and techniques in the area of career development, guidance, placement or counselling services. It offers a concise, coherent and easy-to-read summary of a relevant topic for practitioners.

#### 2 Reviews

Books, reports, packages, computer programs or any other material relevant to career practitioners are reviewed in this section.

#### 3 Careers Forum

This is the place in the Journal for news, trends and comments on relevant issues to stimulate discussion and debate. Comments may relate to material in earlier editions of the Journal or to issues

you are facing in your day-to-day work. Brief reports of relevant conferences, seminars and events may also be included.

### Manuscript Standards

All submissions are required in MS Word format (.doc). Copy should be typed double-spaced. Submission as an email attachment is preferred and will expedite the review process.

Case Study, Article and Research Report submissions should be preceded by an abstract of 100–150 words. Tables should be typed on separate pages with approximate location indicated in the text. References are given at the end of the text and only references cited in the text should appear in the reference list. Spelling should conform to the *Macquarie Dictionary* and language should be gender inclusive. Authors should keep a copy, as manuscripts will not be returned. More detailed information on style can be found in the *Publication Manual of the American Psychological Association* (5th ed.). If you have any queries, contact the Editor.

### Biographical Information

Upon advice of acceptance for publication, each final manuscript should be accompanied by: (a) a brief biographical note about the author(s) and a black-white high-resolution passport-sized photograph as a JPG file.

### Effect Size, Confidence Intervals

The *Australian Journal of Career Development* has adopted editorial policies requiring effect size and confidence interval reporting for statistical analyses (see pp. 5, 22, 25–26 of the American Psychological Association's *Publication Manual*, 5th edition).

### Peer-Review of Case Studies, Articles and Research Reports

Manuscripts are evaluated by a blind reviewing system in which the author's identity is anonymous to the referees and vice versa. Therefore, there should be a separate cover page showing the title of the manuscript, author/s names, their academic position or employment title, the address of institution/s and the date the manuscript is submitted. The first page of the manuscript should be anonymous, including the title of the manuscript but omitting the authors' names and affiliations.

### Artwork

Materials need to be of high quality with good resolution to allow for reproduction in printing. JPG file format is preferred.

### Manuscript Submission

Manuscripts may be submitted as an e-mail attachment to the Editor:

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### Indexing

The *Australian Journal of Career Development* is indexed in ERIC (Educational Resources Information Center), Australian Education Index (AEI) and Australian Public Affairs Information Service (APAIS).

### Disclaimer

The opinions expressed in the Journal are those of the individual authors and are not necessarily those of the Editor, or of the Australian Council for Educational Research or the University of Southern Queensland.