

## **HRISS brief style guide**

Submit papers in Times New Roman 12 point, single spaced.

Separate paragraphs by a line space and do not indent the first line.

Indent quotations of four lines or more. They should be 12 point and not italicised.

Use single quotation marks for shorter quotations. Use double quotation marks for quotations within quotations.

Use bold for heading level 1, italics for heading level 2 and underline for heading level 3. Use minimal capitals for headings.

Spelling should follow the *Macquarie Dictionary*. Avoid American spellings (such as organization).

Dates should appear in this style: 20 February 2008.

Use gender-inclusive language. You can use 'they' as a non-gender-specific singular pronoun. Otherwise you can avoid gender-specific pronouns by putting the sentence in the plural or by rewriting the sentence to avoid pronouns altogether.

### **References**

Use the Harvard (author date) referencing style. Footnotes (for explanation rather than referencing) should be used sparingly.

References should be included in the text as in the following example:

The contract is self-regulating (Rousseau 1982: 60). Locke (1965) supports this notion. Many other authors have discussed this reliance on contract (e.g. Stretton and Orchard 1994; Lyons 1997; Stimson et al 1998).

Include a reference list at the end of the paper, in the following style:

Books:

Bennett, RJ (1990) *Decentralisation, local governments and markets*, Clarendon Press, Oxford.

Chapters in edited collections:

Broomhill, R (1999) 'Surviving in the global jungle' in J Spoehr (ed), *Beyond the contract state*, Wakefield Press, Adelaide, pp 15–28.

Journal articles:

Kukathas, C (1992) 'Are there any cultural rights?', *Political Theory*, vol 20, no 1, pp 105–139.

Reports:

Productivity Commission (1999) *Impact of competition policy reforms on rural and regional Australia*, Report No 8, AGPS, Canberra.

Theses:

Dooley, K (2001) *Adapting to diversity: pedagogy for Taiwanese students in Australian secondary school classes*, PhD thesis, School of Education, Griffith University.

References from the Internet:

UNESCO (1998) *World Declaration on Higher Education for the Twenty-First Century: Vision and Action*, [http://www.unesco.org/education/educprog/wche/declaration\\_eng.htm](http://www.unesco.org/education/educprog/wche/declaration_eng.htm) (viewed 24 July 2001).