ACELG Publication and Style Guide

The following guide aims to promote accuracy and consistency in producing ACELG documents. It includes a style guide that should be used as a checklist, and further resources aimed to assist authors in the preparation of research reports.

In general, please consider the following when preparing a document for ACELG:

- As publisher and editor, ACELG reserves the right to amend the content and format of final documents. Authors will be consulted on issues of a substantive nature. Some documents might be externally reviewed by sector or theme-experts, and authors will be informed of this process if planned.

- ACELG will distribute the final published paper as broadly as possible to its national network. Authors and researchers are asked to provide a list of people and/or agencies that should know about the research and its findings. This relates to the primary question of who the target audience is for the research. **Tip**: Start a new file at the beginning of the research and add names as the research progresses. Please send this list to ACELG close to the final draft phase.

- Generally ACELG does not print its reports, preferring that readers download items from our website. For this reason, please keep documents to a reasonable KB size (not above 4MB), and keep it simple in terms of design (most readers will not print in colour). Blank insert pages otherwise used for off-set printing are not necessary.

Style Guide
Please use the following as a 'checklist' in preparing your work. You can see how the Style has been applied at this link: www.acelg.org.au/program-details.php?pid=1

Before you start:	*Page set up:* A4 (not US Letter which may be the default); margins as per samples
Text:	- Calibri 11 point - Left justified - Single column - Single spaced ('0' spacing 'before' or 'after'. To check this, right-click over some text and select 'Paragraph') - 1 x single paragraph space between blocks of text. **Important**: When 'Cut and Pasting' from other documents (Word or internet), either use 'Paste Special' > 'unformatted' (in Word) or, paste into Notepad then copy into master doc. These steps will limit the amount of style conflicts in the final document.
Table of contents:	Some documents may not require a Table of Contents (depending on complexity and length of publication). If used, please keep simple (numbers for Section or chapters only), and manual entries are preferred as MS Word's Field Updating raises technical issues. Please refer to sample publications www.acelg.org.au/program-details.php?pid=1
Headings:	Front page **Title**: 28 point, left justified, bold, 0 spacing 'before' or 'after'; ochre or ACELG approved colour as per samples. **Section or Chapter heading**: 16 point; 0 spacing 'before' or 'after' ; 1 para spacing before text; sentence style (ie, Cap on first word or names etc); bold; or ACELG approved colour colour **Subheading1**: 12 point; no space leading to text, 0 spacing 'before' or 'after', black, bold **Subheading2:** As above, italicised
Author and	Please follow as per sample publications at link suggested above. Name, role ,

affiliations:	organisation. Dr or Prof optional
Bullet points or numbers:	Left justified in line with text; square bullet point; ochre or ACELG approved colour; no spacing between points, 1x paragraph spacing before and after bullet points, depending on number, ie ▪ Management and reduction of greenhouse gas emissions (**mitigation**) ▪ Making adjustments to existing activities and practices so that vulnerability to potential impacts associated with climate change can be reduced and opportunities realised (**adaptation).** **Numbers**: No colours, left justified, 0 spacing 'before' or 'after' 1. What are the likely impacts of climate change at the local government level? Link: Punctuation and Capitalisation in Lists
References:	*1. In-text referencing*: We follow the UTS (Harvard) referencing style for in-text referencing and quotations. For example, for a *general* in-text reference (Turner & Roth 2003). For a quote or substantive/specific point, idendify the page number (Turner & Roth 2003, p. 137). Please refer to In-text Referencing, Quotations for more information. *2. Bibliography or References*: 10 Calibri with second line 1 cm indent. ie Australian Local Government Association (2009) 'Towards a national planning framework for climate change mitigation and adaptation', (unpublished). Australian Local Government Association (2010) '2010 – 2011 Budget submission', viewed 20 June, 2010 <http://www.alga.asn.au/submissions> In general: ▪ Please follow sample document for reference lists or link to UTS Online Guide. ▪ Book and journal titles should be in italics. ▪ Journal article titles, reports and chapter titles from books should be in plain text inside 'single quotation marks'. Examples: **Book:** Goodman, E. 1988, *Eye of the Tiger*, Random House, Melbourne. **Journal**: Wainwright, T. 1989, 'Sickness and health' *Australian Medical Journal* vol. 42, pp 21–7. **Report**: Environmental Protection Authority 1998 'Industrial Infrastructure and Harbour Development, Jervoise Bay', Bulletin 908, Perth: EPA. **Internet** Hallett, B. & O'Meara, B. 2002, Australia celebrates the 100th anniversary of women's right to vote, Australian Electoral Commission, Canberra, viewed 17 November 2009, <http://www.aec.gov.au/About_AEC/Media_releases/2002/australia_celebrates_02.htm> URL references need to be re-checked as active.
Footnotes:	ACELG generally uses the in-text Harvard system (above) for references Footnotes should be used for clarifying or adding extra information on a point or issue. When inserting a footnote, place at the end of major point rather than in the middle of a

	sentence. More on this: References
	They are located bottom of page *as-you-go*: Calibri 9 Point; left justified, single spaced; two spaces after number in footnote (bottom of page); 0 spacing 'before' or 'after'. (Please check that the size of the in-text reference number is consistent with footnote.)
Tables:	Text at 10 or 11 point depending on information; single spacing; 0 spacing 'before' or 'after'
Headers/Footers:	As per template
Images/graphics	At this stage, no cover image to minimise technical complications. Please keep in-text graphics / images to 100-200KB. Please do not 'lock' in text graphics files as they may need to be resized during editing. Keep in mind that overly colour ful graphics or table may not replrduce well in B& W.
File size and type:	1MB is preferred, with an upper limit of 4MB (at this stage). Please 'Save As' documents as 'Word 97-2003', for compatibility issues. No PDF files please - ACELG will do this.
Glossary	Consider using for abbreviations and key terms where the report is technical. See www.acelg.org.au/upload/ACELG_ClimateChangeReport_April11_v02_full.pdf
Logos	If applicable, contact daniel Grafon on how these should be used.

Other resources:
The following resources can assist with the report writing, editing and presentation process:

- *UTS Style Guide* - www.gsu.uts.edu.au/publications/styleguide
  Suggested for detailed issues ie, 'per cent or %', when to capitalise, use of hyphens, punctuation in lists etc. This is a useful writing tool generally and links to the UTS Library for more in-depth queries such as types of referencing and use of footnotes

- *Editing Checklist* –
  Published by the UNSW Learning Centre. A very good checklist for the revision and editing stage ('Do I make a clear argument'; 'Are facts and opinions supported with examples' Have I kept my audicence in mind' etc)

- *Report Writing FAQs* –
  Published by the UNSW Learning Centre. A concise outline of essential components of a report.

Please contact ACELG with any questions, comments or resource suggestions,
daniel.grafton@acelg.org.au or 9514 4891.