ACELG Publication Guide

The ACELG Publication 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 that can assist authors with writing and editing.

In general, please consider the following when preparing a publication 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 if and when this process occurs.

- ACELG will distribute the final published paper as broadly as possible to its national network. To assist with this, authors and researchers are asked to provide a list of people and/or agencies that should know about the specific 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 process and add names as you go.

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

- The most current version of this document is available on the ACELG library at this URL: www.acelg.org.au/upload/documents/1314232225_ACELG_Publication_Guide_Aug11.pdf

Style Guide

Please use the following as a 'checklist' in preparing your work. You can see how it has been applied to other ACELG documents 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 sections 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 at above link. **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

	Subheading1: 12 point; no space leading to text, 0 spacing 'before' or 'after', black, bold **Subheading2:** As above, italicised
Author and affiliations:	Please follow as per sample publications at link suggested above. Name, role, 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, as above but identify the page number: (Turner & Roth 2003, p. 137). Please refer to this link In-text Referencing, Quotations for more information. *2. Bibliography or References*: 10pt Calibri with second line indented 1cm, 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 In-text Referencing, Quotations or 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> **Important**: URL references need to be re-checked as active before the document is

	sent to ACELG.
Footnotes:	▪ ACELG generally uses the in-text Harvard system for references (as above). ▪ Footnotes can be used for *clarifying* or *adding extra information* on a point or issue. ▪ When inserting the footnote in the text "... place the superscript number at the end of the sentence or clause and before all punctuation, except at the end of a sentence where it goes after the full stop." More on this: References ▪ No end-notes: Please select 'Bottom of Page' rather than 'End of Document' ▪ Format: 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
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
I**mages, graphics and logos**	**Images and graphics:** ▪ If using images and graphics in your text (tables, pie-charts etc), please keep these files to 100-200KB. Keep a hi-resolution copy of these in case a small print run is organised. ▪ Have you gained permission to use images? ▪ Please do not 'lock' graphics files as they may need to be resized during editing. ▪ Keep in mind that some colour schemes and overly colourful graphics or tables may not reproduce well in B&W. All colours will become a shade of grey. **Logos:** ▪ *ACELG and Commonwealth of Australia logos.* For external authors, ACELG will place these logos on the final version. Program partner researchers should contact Daniel Grafton on how these should be used. ▪ *Other organisation logos.* Where other organisations are a formal partner in the research, please provide **both** hi-resolution and lo-resolution (100-300KB) organisation logos. Contact your media person if in doubt about this. As a rule, hi-resolution file are 1MB in size & upwards, and lo resolution between 100-300KB. The latter are used for web-purposes

Other resources:

The following resources can assist in report writing, editing and production:
▪ *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, language etc. This is a useful writing tool generally. See also 'Referencing and writing' by the UTS Library for more in-depth queries such as types of referencing and use of footnotes

▪ *Editing Checklist* – www.lc.unsw.edu.au/onlib/edit.html
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 audience in mind' plus many more). Published by the UNSW Learning Centre.

▪ *Report Writing FAQs* – www.lc.unsw.edu.au/onlib/report.html
A concise outline of essential components of a report published by the UNSW Learning Centre. Another called 'Guide to constructing a written argument': www.lib.uts.edu.au/students/discover-your-library/referencing-and-writing/developing-an-argument

Sending the first draft to ACELG - Author Checklist:

Author Checklist:

Before you send a first draft of the paper to ACELG, please ask yourself…

- Have I applied the ACELG 'Publication and Style Guide'? (ie, Calibri 11 point; Left justified; Single column, Single spaced; direction on bullet points, referencing, use of logos and graphics?) For the full list of formatting and style items go here: www.acelg.org.au/upload/documents/1314232225_ACELG_Publication_Guide_Aug11.pdf
- Has the paper been proof-read and edited for content accuracy, general readability and grammar?
- Do all internet links cited in the text and references still work?
- Have I supplied all author names and affiliations?
- Do I have permission to use the images in the report?
- Have I prepared a 100-200 summary or abstract that introduces the work and outlines what was discovered and recommended? This will be used by ACELG for its website and other promotional purposes.
- Have I included an acknowledgements page?
- Have I started or sent to ACELG a list of individuals and organisations who should know about the research?
- Have I factored in time to work with ACELG in preparing a 2-page summary of the research?
- Is the final document under 2MB?
- Please send the document as a Word file – no PDFs please.

Please contact Daniel Grafton with any questions, comments suggestions concerning this document at daniel.grafton@acelg.org.au or 9514 4891.