|  |  |
| --- | --- |
| Macintosh HD:Users:s424497:Dropbox:Rural stuff:SPERA:SPERA New Logo.png | **Australian and International Journal of Rural Education** |

Title. Use ‘Title’ style and Title case (main words capitalised, see s.6.17 of the APA 7th style Guide)

First Author name (‘author\_name’ style)

Authors’ affiliations (‘affiliation’ style)

authorsemail@uni.edu.au (‘authoremail’ style + ‘hyperlink’ character style)

Second Author name

Authors’ affiliations

authorsemail@uni.edu.au

Third Author name

Authors’ affiliations

authorsemail@uni.edu.au

Fourth Author name (use second column for 4+ authors)

Authors’ affiliations

authorsemail@uni.edu.au

Fifth Author name

Authors’ affiliations

authorsemail@uni.edu.au

Sixth Author name

Authors’ affiliations

authorsemail@uni.edu.au

# Abstract

Note: ORCID IDs should only be included in the authors’ profiles. The must be authenticated by the author with their ORCID account. Co-authors will need to have a profile, which includes their ORCID, if they want to have it included.

#### Keywords (‘Heading 4’ style): *keyword 1, keyword 2, keyword 3, keyword 4, keyword 5, keyword 6, keywords themselves are not bold and italcised.*

# Introduction

This template includes styles required for AIJRE journal articles. Save it to your computer. To apply this template to existing manuscripts, go to the Developer tab and choose ‘Document Template’ (see Figure 1). Click the Attach button and navigate to the place you saved it. Choose the option to automatically update document styles. Click OK when done. If the author has used different styles, for example ‘body text’ instead of ‘normal’, just change their styles to the correct style.

Figure 1: *Templates and Add-ins Dialog in Word (Windows Version)*



# Literature Review

# Methodology

# Findings

Heading 1 styles apply to all main headings.

# References

Authors should refer to the Style Guide when preparing papers for initial submission to the Journal. <https://journal.spera.asn.au/index.php/AIJRE/about/submissions#authorGuidelines>

Refer also to the APA 7th Publication Manual for specific guidance on style elements.

American Psychological Association. (2020). *Publication manual of the American Psychological Association* (7th ed.). American Psychological Association. [https://doi.org/https://doi.org/10.1037/0000165-000](https://doi.org/https%3A//doi.org/10.1037/0000165-000)

Note that while the AIJRE uses APA 7th style, some style elements differ. Where there is disagreement, the styles indicated here apply.

## Title Page and Corresponding Author

Each journal paper must have a title page with the title of the article, a list of all authors and their titles, affiliations and email addresses. The title page should explicitly identify the author to whom correspondence about the paper should be addressed and that author's email address, telephone number, and postal address must be clearly stated.

Note: ORCIDs must be added to the user’s profile and should not appear in the article.

## Body of Text

Use ‘Normal’ style, (**CTRL SHIFT N**)

## Content

Submissions should address issues relating to the Journal's scope and readership.

## Length

Submissions should be up to 8,000 words (including endnotes and references).

## Abstract

Submissions should include a 250 word (maximum) abstract which includes the aim/s of the study, the methodology adopted and significance of the findings. (Use ‘**Normal’** style for this)

## Keywords

Below the abstract a list of up to six (6) key words, for the purpose of indexing, must be included. Apply ‘Heading 4’ style to keywords, and then unbold and italicise the word list so it looks like this:

#### Keywords: *keyword 1, keyword 2, keyword 3, keyword 4, keyword 5, keyword 6*

The same keywords should also be listed in the metadata section in the publication details for the article (see Figure 2).

Figure 2: *Keywords in the Metadata Section of the Publication Details*



## Spacing and Paragraphing

Submissions should be single-spaced with double spacing between paragraphs, but no indenting for paragraphs. Use ‘N**ormal’** style, which includes the extra space after paragraph.

## Font

11 point, Candara.

## Spelling

Australian English, except where a quote is in another language or different version of English.

## Quotations

All direct quotes should be italicised with quotations of more than 40 words commenced on a new line, italicised and indented on both sides. Use the ‘**Quote’** style for quotes that are longer than 40 words (Shortcut **CRTL SHIFT Q**). Otherwise just italicise the quoted text in the sentence.

Quotes of less 40 words or less should appear in the paragraph italicised with quote marks around the quote, “*like this*”. Where quotes refer to a reference, the source should be cited with the page number it comes from. Web sources should be cited with the URL, including the blue hyperlink, e.g. <https://journal.spera.asn.au/index.php/AIJRE/index>

## Endnotes and Footnotes

Should be used sparingly if at all.

## Headings

The paper title should be in title case, in 14 point Candara font, bold and centred.

Use the ‘Title’ Style for the Paper Title

‘Title’ style is Candera 14 point, bold, character spacing normal, kern at 14 pt, centred, spacing 18 pt before para and 18 pt after para,

## Guide to Implementing APA’s Title Case: Capitalise the First Word of the Title/heading and of any Subtitle/subheading;

Consult the APA 7th style guide if there is any doubt (section 6.17 of the APA 7th manual)

1. Capitalize all “major” words (nouns, verbs, adjectives, adverbs, and pronouns) in the title/heading, including the second part of hyphenated major words (e.g., *Self‑Assessed* not *Self*-*assessed*); and
2. Capitalise all words of four letters or more.
3. Use lowercase only for “minor” words of three letters or fewer, as long as they are not the first word in a title or subtitle:
* conjunctions (*and*, *or*, *nor*, and *but*)
* articles (*a*, *an*, and *the*)
* prepositions (*as*, *at*, *by*, *for*, *in*, *of*, *on*, *per*, and *to*).

Headings for sections should be in 12 point Candara font, bold and centred title case.

# Use the ‘Heading 1’ style for this (CTRL 1)

## Secondary Headings

Secondary headings should be bold, italicised and in title case 12 point Candara font, left-aligned.

## Use the ‘Heading 2’ Style for this (CTRL 2)

**Where Heading 3 Styles are Required**. They should be indented, bold, Title Case with a period at the end. Text follows immediately after the heading. See section 2.27 Heading Levels in the APA 7th style guide.

The reference section should be called **References**. Apply ‘Heading 1’ style to the heading.

## Use of Figures and Tables

Figures (diagrams and schemata) and tables should be located in the text, not as separate files. All figures and tables should be numbered separately. For example, Figure 1, Table 1 etc. Captions for Tables and Figures should appear **above** the table or figure as shown in Figure 3. All figures and tables should be cross-referenced in the text, with explanation to say what the table and figure is about.

Figure 3: *Blue box*

*Note*. This box is empty. Notes appear under tables and figures using ‘Table Note’ style.

Captions should capitalise main words and be in 10 point Candara bold (use ‘Caption’ style) with the title section italicised (use ‘Caption’ style)

Table 1: Heading for Tables

|  |  |  |  |
| --- | --- | --- | --- |
| Table heading 1 | Table heading 2 | Table heading 3 | Table heading 4 |
| Table text | Table text | Table text | Table text |
| Table text | Table text | Table text | Table text |

*Note*. For guidance on table construction see the APA 7th Style Manual section 7.8 onwards. Default text for table body is ‘Table Text’. Default for table headings, is ‘Table heading’ but font size can be adjusted as long as it is consistent through the paper. Default for notes under tables and figures is ‘Table note’.

## Bullets and Numbering

* Bullets should be used sparingly, but if needed, use the ‘List Bullet’ style (CTRL SHIFT L)
* For a smaller, indented bulleted list, use the ‘List Bullet 2’ style
1. For numbered lists, use the ‘List Number’ style
2. Shortcut for numbered lists is ALT+L

## Abbreviations or Acronyms

Use abbreviations and acronyms only where a reader will readily understand what they mean. Overuse of abbreviations can make reading an article confusing. First use of an abbreviation should be accompanied by the full spelling. e.g. Society for Provision of Education in Rural Australia (SPERA). See section 6.24 and 6.25 in the APA 7th style manual for additional guidance.

## Additional APA 7th tips

Do not use an ellipsis … at the beginning or end of a quote.

When quoting something like “*The cat should sit on the mat*”, when the quote is in the middle of a sentence, there is no need to capitalise the first word. e.g The man suggested that “*the cat should sit on the mat*”.

# Citation and Referencing

Manuscripts must conform to the [American Psychological Association](https://apastyle.apa.org/)(APA) 7th Edition style of citation and referencing, with the reference list single-spaced and in hanging indent format.

## In-text Citations

In-text citations should be in author-date format ([Author last name], [Year]) with variations based on APA 7th requirements. [Please refer to the APA Style Manual](https://redshelf.com/app/ecom/book/1281425/publication-manual-of-the-american-psychological-association-7th-ed-1281425-9781433832185-american-psychological-association) Section 8.

Alternatively use your university’s APA referencing tools (e.g. <https://online.cdu.edu.au/bbcswebdav/courses/Library_Year_2021/APA-Tool-2021/story.html>)

## References

The following reference examples are provided for you, but refer to the Style Manual Section 9 for full details. Alternatively use your university’s APA referencing tools (e.g. <https://online.cdu.edu.au/bbcswebdav/courses/Library_Year_2021/APA-Tool-2021/story.html>)

Use ‘Reference’ style for all references

See Section 9 and 10 in the APA 7 Style Manual

## Books

Whelan, T. & Kelly, S. (1986).  *A hard act to follow: Being a step-parent in Australia*. Penguin.

## Book Chapter

Weinstock, R., Leong, G. B., & Silva, J. A. (2003). Defining forensic psychiatry: Roles and responsibilities. In R. Rosner (Ed.), *Principles and practice of forensic psychiatry* (2nd ed., pp. 7–13). CRC Press.

## Journal Article

Quinn, F., Charteris, J., Adlington, R., Rizk, N., Fletcher, P., & Parkes, M. (2020). The potential of online technologies in meeting PLD needs of rural teachers. *Asia-Pacific Journal of Teacher Education*, 1-15. <https://doi.org/10.1080/1359866X.2020.1849538>

Colibaba, A., Russell, E., & Skinner, M. W. (2021). Rural volunteer fire services and the sustainability of older voluntarism in ageing rural communities. *Journal of Rural Studies*. Advance online publication. <https://doi.org/10.1016/j.jrurstud.2021.08.016>

***Thesis Published Online (e.g., in a University’s Repository such as ePrints)***

## Hart, C. (2016). The prevalence and nature of sustainable regional, rural and remote legal practice [Doctoral thesis, University of Southern Queensland]. <https://eprints.usq.edu.au/27723/>

## Thesis or Unpublished

Turner, I.P. (1999). *Effective educational leaders in Riverina primary schools: A Delphi study*. [Unpublished MEd thesis]. Charles Sturt University.

## Report by a Government Agency or Other Organisation

National Rural Health Alliance. (2020). *Annual report 2019–2020*. https://www.ruralhealth.org.au/sites/default/files/publications/nrha-2019-20-annual-report.pdf

## Conference Session

Katz, I. (2006, 4-7 September 2006). *Using Secondary data for evaluating community programs–opportunities and challenges* Australasian Evaluation Society International Conference, Holiday Inn Esplanade, Darwin. <https://aes.asn.au/images/images-old/stories/files/conferences/2006/papers/059%20Ilan%20Katz.pdf>

## Webpages

APA 7th explains that, when a website is mentioned in general, do not create a reference list entry or an in-text citation. Instead, include the name of the website in the text and provide the URL in parentheses, e.g., We created our survey using Qualtrics (<https://.qualtrics.com>) (10.16, p. 350; 8.22, p. 268). However, if the website does need to be in the references, this is the format to follow:

## Webpage with Update and Retrieval Date

Department of Social Services. (2021, August 9*). DSS Payment Demographic Data*. Retrieved August 30, 2021, from <https://data.gov.au/dataset/ds-dga-cff2ae8a-55e4-47db-a66d-e177fe0ac6a0/details?q=>

# Copy-editing Notes

1. Save article to your computer as Article Number Copyediting.
For example, 273 Copyediting. Once complete save to Journal site as 273 Copyedited.
2. Place the Journal Header as a whole ‘cut & paste’ from a previous article. Do the same for the footer.
3. Triple‑click in the Left Margin to select all or use CTRL+A. Check all text is Candara. Change if required.
4. Check all headings conform to standards (title case and appropriate heading styles).
5. Check all body text conforms to standards—be careful not to lose italicised text.
6. Check for line separation of hyphenated words, spaced words that should remain together, and numbers. Correct by using SHIFT + CONTROL + SPACE/HYPHEN
7. Check all in line quotes are *italicised* and within “*double‑inverted commas*”.
8. Check all block quotes (40+ words).
9. Adjust any Tables or Images to Journal standards and check labels. See Section 7.8 to 7.21 of the style manual for guidance on table construction and examples. Sections 7.22 to 7.36 for guidance on figures and examples.
10. Check all citations have a reference and all references have a corresponding citation. The easy way to do this is to open up an new window (View🡪New Window) and have the second window open to the reference list.
11. Check all citations meet APA 7th standards, especially in relation to the use of et al. The Manual says: “For a work with three or more authors, include the name of only the first author plus ‘et al.’ in every citation, including the first citation, unless doing so would create ambiguity” (See section 8.17 of the APA 7th Style Guide). Note also requirements for multiple author citations (Section 8.12 of the Style Guide)
12. Change Footer placeholder to relevant issue and change page number range if it is known.
* Footer: Candara — 8.5 point — Left — Black Text
* Page Number: Candara — 11 point —Right — Black Text
1. Read article, fact check, review, etc.
2. Check the Metadata in the Publication section of the web page for the article.
* Check Authors and Author order matches article
* Check the corrected Abstract matches Production Abstract
* Check Production Title matches Article Title, and uses Title Case
* If there is a subtitle (words appearing after a colon), make sure this is in the Subtitle section. Remove the colon from the title
1. Send back to author if any ‘major’ changes required.
2. If everything is correct:
* resave Copyedited article to save any changes and then save it under the same name as a Word document until page numbers are added.
* Editor in charge of issue will add page numbers
* Once all is done, save as PDF and advance the file to Production. PDF version, with correct page numbers is saved into the Galley (in the Publication section of the article).

# Production Notes

Note, when making changes in the Production tab, hit ‘Save’ every time you make a change.

* 1. Assign the article to an issue. Do this in the Issues section of the Production tab. Add page numbers and make sure article is assigned to the appropriate section.
	2. Name final PDF files as Manuscript Number Last Name of First Author. For example, Manuscript 710 by John Smith, is named **710+Smith**
	3. Include the key words from the manuscript in the Metadata section of the Publications tab (if they haven’t been added already), and add in the location information in the Coverage section. For example an article about rural education in Nigeria, would have Nigeria in this. If it is about Tasmania, include Tasmania, Australia in the Coverage section.
	4. Ensure that Contributors are listed correctly in the right order (as shown on the PDF of the article).
	5. Ensure that Contributor details, including email and affiliation are included. If co-authors are not added as users, ORCID details should be included here. A reminder can be sent to co-authors. ORCIDs are not to be included on the article PDF.
	6. Ensure DOI is included in the Identifiers section.
	7. Leave References blank.