

## Information For Authors

The Australian Journal of Emerging Technologies and Society (AJETS) is an interdisciplinary publication. Manuscripts are accepted from researchers in the social and behavioural sciences and the humanities, including psychologists, sociologists, philosophers, political scientists, economists, and media specialists. Contributions are also invited from those in the physical and life sciences with a concern for the social implications of science and technology.

AJETS will be published online twice a year, in May and October. Journal submissions are peer reviewed by numerous anonymous referees. Manuscripts submitted for publication should be original and should relate to the social shaping of emerging technologies, and/or the social, behavioural, political and ethical implications of emerging technologies. Manuscripts must not be under consideration by any other publication or have been published elsewhere.

Journal articles published in AJETS will be included in the Commonwealth Department of Education, Science and Training's Register of Refereed Journals (DEST 2002). AJETS is archived by the National Library of Australia.

The editors aim to return editorial decisions on articles in around eight weeks from submission. The editors reserve the right to return articles that do not comply with the format outlined in the sections below.

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## How Do I Submit My Manuscript?

Manuscripts should be submitted electronically by email to editor.ajets@swin.edu.au or on a CD-ROM or 3.5-inch disk to the following address:

The Editors  
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Hawthorn Victoria 3122  
Australia

A covering letter or e-mail should be included with the manuscript, providing the name and contact details of the author (s), including the mailing address, phone, fax, e-mail, and institutional affiliation. To assure anonymity, contact details should be marked private and confidential and be placed on a separate document to the manuscript.

## The Basic Requirements For Publication

### Format

Manuscripts should be between 4000 to 7000 words in length and in Arial type font size 11, including all titles and sub-headings. Manuscripts should be double-spaced, including all indented material, endnotes and references, with justified left and right margins. Authors should not italicise or bold headings or sub-headings, nor indent the first line of each paragraph. There should be no additional formatting such as shading and borders, and footers should contain page numbers only. Prior to submitting documents, authors should perform spelling and grammar checks, and ensure that 'Track Changes' is turned off. The author should also indicate the name and version of all software used, which should be compatible with Microsoft Word, version 97 and above.

All submissions must contain the following details.

### Title

The title should be accurate, concise and informative to a general reader. It is important to remember that abstracting services depend heavily on the accuracy of the title. Therefore a concise titled paper will reach its intended audience.

### Section Headings

Do not number, increase font size, bold or italicise section headings. Inserting a line space between a heading and the following paragraph will be sufficient to identify a section heading.

If your article also includes sub-headings then you may distinguish between a section heading and a sub-heading by CAPITALISING the SECTION HEADING, and typing the Sub-Heading in Title Case.

### **Abstract**

An abstract of the article containing a maximum of 150 words should be supplied on a separate page. The abstract should be: (1) written in the past tense, (2) state the principal objectives and scope of the investigation, (3) describe the methods employed, (4) summarise the results, (5) state the principal conclusions, and (6) indicate up to six keywords.

### **Materials And Method Section**

If the publication contains a material and method section, the experimental design should be described in enough detail so that a competent colleague could reproduce the experiment. The basic guidelines are:

Be precise.

If utilising a sample of people, describe how the sample was sourced, the number of participants, demographic details, response rates, and if payment for participation was given.

Include adequate information regarding any materials used.

### **Results Section**

If the publication contains a results section, only present data pertinent to the research questions. If only a few determinations are to be presented, they should be treated descriptively in text. If statistics are used to describe the results, they should be explained in plain English that is clearly and simply stated.

### **Acknowledgements**

Authors may include acknowledgements at the end of the article, after Endnotes and References, under a section heading 'Acknowledgements'.

### **Tables And Figures**

Figures and tables must be submitted as separate Excel files, and pages should be formatted in portrait and compatible with the Word manuscript.

Tables and figures should be numbered so that their position in the text is clear, eg, see Table 1. Tables should be comprehensible and include a precise title where any unit of measurement or variables of interest are clearly identifiable.

Each table should be saved in a separate file with a note inserted to signal the relevant location in the text where the table should appear. For example: [Table 3 about here].

### **Biographical Note**

A brief biographical note of up to 50 words about each author should be included on a separate page. A biographical note might include the author's professional affiliation, their research interests and perhaps the title of their latest book. An email address for publication should also be included.

## **Style**

### **Writing For A Broad Audience**

Given that the Journal of Emerging Technologies and Society is an interdisciplinary publication, contributors need to use a clear and direct writing style, intended for a general audience. Authors should avoid unnecessarily complicated and specialist language and instead use terms that readers from different disciplines can understand.

Please do not use abbreviations of words such as 'ie:', 'eg:', 'etc'. Use full terms such as 'that is', 'for example' and 'etcetera'.

### **Quotations**

Single quotation marks should be used, except where a quote occurs within a quote.

Quotations of longer than 40 words should appear in a separate paragraph, without quotation marks and indented 1cm from the left and right margins. References for these quotes should be included at the end of these block paragraphs.

### **Endnotes**

Endnotes should be kept to a minimum, and restricted to substantive observations only. Do not use *ibid*, *op*, *cit*, or *loc. cit*. When using Endnotes they must be inserted serially at the end of the article, before the reference list and acknowledgements. Please do not use Footnotes throughout the article.

### **Referencing**

Authors should use the 'author-date' system of referencing, as outlined in the sixth edition of the *Style Manual for authors, editors and printers* (Commonwealth of Australia 2002).

Authors should ensure that the references cited in the text of their article correspond with those listed in the reference list. It is the author's responsibility to ensure that references used throughout their manuscript meet with the guidelines set out in this section.

### **In-Text References**

In general, when citing a source in the text, the author's last name, year of publication and pagination (if required) should be identified within parentheses at a suitable point in the text.

### **Citing One Author**

When citing one author, insert the author's name and publication year. Do not use punctuation. This can be presented in either of these two ways:

The theory was first propounded in 1993 (Hamilton 1994).

The theory was first propounded by Hamilton (1994).

### **Citing Two Or Three Authors**

When citing the source of two or three authors, cite the names in the order as they appear in the source and use an ampersand (&):

(Malinowski, Miller & Gupta 1995)

When citing two or three authors in the text, use 'and' instead of the ampersand:

Malinowski, Miller and Gupta (1995) disagreed with...

### **Citing Four Or More Authors**

When citing four or more authors in the text, use only the name of the first author that is listed, and then 'et al.':

(Gooding et al. 2002)

Gooding et al. (2002) have found....

Note: All of the author's names must appear in the reference list. (See Section: Examples of References in Appendix for an example)

### **Citing More Than One Source**

When citing more than one source in the text, list these alphabetically and use a semicolon to separate them.

(Larsen 2000; Malinowski 1999)

### **Citing An Author With More Than One Reference In The Same Year**

When citing an author with more than one reference in the same year, distinguish the sources by using letters (a, b, c) attached to the year of publication:

(Wajcman 2002a; 2002b)

### **Citing Page Numbers**

Page numbers must be included in the text if using a direct quotation. Page numbers can be included in the text if the source being referenced is a considerable length and page numbers are considered to be useful to the reader. Use the abbreviations p. for a single page number and pp. for multiple page numbers:

The initiative was proposed in 1996 (Tourism Taskforce 1996, p. 245)

Hamilton (1994, pp. 145-7) was the first to propound the theory.

### **Institutional Authorship**

For institutional authorship, only the minimum information of the complete citation is needed:

(ABS 1999).

### **Citing Electronic Sources**

When quoting from an article accessed online, provide approximate pagination in square brackets, according to a printed copy from your browser:

Atwood argues that young people's attitudes towards genetically modified foods reflect 'vast ambiguities despite their familiarity with other forms of technologies' (2002:[9]).

### **References In Appendix**

All sources cited in the text should appear in an appendix titled 'References'. References must be listed alphabetically by author(s), with the year of publication provided, beginning with the most recent year. Names of all authors and editors must appear in the reference list. The term 'et al.' must not be used. Always use an ampersand (&), rather than 'and' to separate the names of authors. Titles of books and journals should be in italics.

Articles accessed online may be hyperlinked in the reference list. However URL's should not be included in the text of the paper. The web address and last date accessed should be included.

### **Examples Of References In Appendix**

#### **Book:**

Pilnik, A. (2002) *Genetics and Society*, Open University Press, Buckingham.

#### **Chapter In Edited Book:**

Deichmann, U. (1999) 'Hans Nachsheim, a Human geneticist under National Socialism and the Question of Freedom in Science', in Fortun, M. & Mendelshohn, E. (eds), *The Practices of Human Eugenics*, Dordrecht, Kluwer, pp. 143 – 54.

#### **Journal:**

Willis, E. (1998) 'The new genetics and the sociology of medical technology', *Journal of Sociology*, Vol. 34, No. 2, pp. 170 – 83.

#### **A Web Site:**

Victorian Government (2001) Department of State and Regional Development: Science, Technology and Innovation: Biotechnology, date accessed 15th August 2003. <<http://www.biotechnology.vic.gov.au/>>

#### **Document Accessed Within A Web Site**

Australian Law Reform Commission (2001) Protection of Human Genetic Information: Issues Paper 26, Commonwealth of Australia, Canberra. Date accessed 7th August 2002. <<http://www.alrc.gov.au/inquiries/current/genetic/>>

#### **Newspaper and Magazine Articles:**

Editorial (2002) 'The ethics of brain science. Open your mind', *The Economist*, May 25th, pp. 73 – 5.

**Conference Papers:**

Senituli, L. & Boyes, M. (2002) 'Whose DNA? Tonga and Iceland, Biotech, Ownership and Consent,' paper presented at the Australasian Bioethics Association Annual Conference, Adelaide, 14-16 February.

**PhD Dissertations:**

Herbert, K. A. (1995) 'Parallel knowledge: farmers and scientists and land classification', BappSc thesis, University of Canberra.

**Government Reports:**

Commonwealth of Australia (2001) 'Human cloning: scientific, ethical and regulatory aspects of human cloning and stem cell research', Government Printer, Canberra.

**Institutional Reports:**

Gooding, H. C., Wilfond, B., Boehm, K. and Biesecker, B. B., (2002) 'Unintended Messages: the Ethics of Teaching Genetic Dilemmas', *The Hastings Center Report*, Vol. 32, 12, pp. 37 – 40

**Audiovisual Material:**

'Genius of Junk', (2003) *Catalyst*, Television program, Australian Broadcasting Corporation, 14th July.

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