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The Australian Journal on Psychosocial Rehabilitation *newparadigm* Contributor Guidelines and Agreement to Publish

Overview

The Australian Journal on Psychosocial Rehabilitation, *newparadigm*, exists to encourage discussion and information sharing on material relevant to psychiatric disability support and mental health such as innovative service programs, new research and current thinking on policy and service provision.

Aims of *newparadigm* include:

- inform readers of what is happening within the PDRS and broader mental health sector through articles, imagery, profiles and promotional material;
- generate discussion amongst those in the field who wish to share their views on issues raised in current or past editions;
- give a voice to consumers by publishing their contributions including articles and a range of creative endeavours.

Articles submitted to *newparadigm* for consideration should be relevant to the above aims and conform to the conventions in this document. The Editor reserves the right to retain, reject and edit all submissions and ask the author to resubmit their material if the criteria in this guide is not met. Please note VICSERV is not funded to pay contributors for submissions.

Examples of past editions of *newparadigm* can be found in the publications and resources section of the VICSERV website: <http://www.vicserv.org.au/publications-resources/newparadigm.html>

How to present your submission

The first page of your contribution should state: the title of the work; the details of the author/s (name, preferred title/position, organisation); and an email address for correspondence (emails will not be published).

Submissions should be saved in Microsoft Word format and emailed to newparadigm@vicserv.org.au accompanied by related images and a signed *Agreement for Publication*. Appropriate images include a photograph of each author and/or photographs which represent your program/work.

The content of your submission should follow the guidelines below.

General format

- We encourage articles that are between 1000 and 2000 words.
- Letters to the Editor should be under 500 words.
- Use a plain font such as Arial or Times New Roman and number each page.
- If using references, include Harvard style citations and reference list.

Tone

- Ensure that you write in a clear and concise manner in order to communicate effectively with each reader.
- Avoid the use of generic masculine language (he, his) and other sexist terminology.
- Use people orientated language (i.e. 'person with schizophrenia').

Technical

- Use Australian English spelling.
- Explain technical terms and jargon.
- If using an acronym, ensure that it is initially described in full.
- When quoting, use 'single quotation marks'. Use "double quotation marks" when quoting within a quote.
- Italicise all unusual foreign words and explain their meaning in the text or an endnote.
- Italicise titles of publications, television programs, radio stations, films, works of art, songs etc.
- Use numerals for numbers over twenty and words for numbers including and below twenty.

References and citations

The accuracy of references is the author's responsibility. Authors are expected to submit their work with in text citations to clarify the content or refer to another author's work, and a reference list using the Harvard Referencing system. The final page of the document should be a list headed 'References' with full details of all sources alphabetised by author. As a general guide the list should use:

- Italics to indicate the title of a book, journal, periodical, website etc.
- 'Single quotation marks' to mark titles of articles or chapters.
- Commas to separate items within a reference.
- Information (e.g. author, title, publisher, etc.) presented in the same order in each reference.

Example of a journal article in a reference list:

Verde, G & Blanco, W 2015, 'Colour and language', *The Unreal Journal*, vol. 1, no. 5, pp. 12-15.

Used within the text, a citation only requires the author/s surname and date but must also be appropriately referenced at the end of the article in a reference list. An example of Harvard style in-text reference:

Some authors find referencing tough at first. However 'approximately 90% find referencing is easy once you know how' (Rojo & Azul, 2008, p. 95). Questions about style or referencing may be directed to VICSERV for clarification.

Guides to Harvard style referencing

There are comprehensive online resources to guide referencing. Some examples are:

<http://www.lib.unimelb.edu.au/recite/citations/harvard/generalNotes.html>

<http://library.leeds.ac.uk/skills-referencing-harvard>

<http://mams.rmit.edu.au/vbz9qdjik7ox.doc>

Using Microsoft Word to create references

You can also use software built into Microsoft Word to create a reference list. For a guide visit:

<https://support.office.microsoft.com/en-US/Article/APA-MLA-Chicago-%E2%80%93-automatically-format-bibliographies-405c207c-7070-42fa-91e7-eaf064b14dbb?ui=en-US&rs=en-US&ad=US>

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Agreement for publication in newparadigm

I agree to grant Psychiatric Disability Services of Victoria Inc. (VICSERV) and its partner in production of the Journal, community Mental Health Australia (CMHA) a non-exclusive license to publish:

(herein 'the article') in The Australian Journal on Psychosocial Rehabilitation, newparadigm (herein 'newparadigm').

I consent to the editors of newparadigm editing, altering and making changes to the article in such a manner as they think is reasonably necessary to fulfil legal, policy or general editorial requirements.

I certify that:

- All author(s) and contributors of the article are aware of its submission for publication.
- I have obtained written permission for the use of any materials from any copyrighted source(s) including but not limited to text, tables and/or illustrations. I agree to supply such written permission(s) to newparadigm upon request.

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Name and title _____

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newparadigm Submission checklist

- Submission includes a cover page with:
 - o the title of the work
 - o the details of the author/s (name, preferred title/position, organisation)
 - o an email address for correspondence (emails will not be published).
- Ideas and concepts which are not the authors own are cited using Harvard Referencing.
- Final page of document is headed 'References', with full details of all sources, alphabetised by author.
- Any quotes are marked with 'single quotation marks' and cited appropriately.
- You have copyright of any images and/or permission to use them.
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