JOINT AEL GROUP / GSBRC ANNUAL WRITING RETREAT

Thursday 3 and Friday 4 November, 2011

Call for Expressions of Interest (extension)—due 7 October, 2011

PURPOSE

To provide a dedicated allotment of time that permits academic members of staff from the Arts, Education and Law (AEL) Group and the Griffith Social and Behavioural Research College (GSBRC) constituency to focus on finalising HERDC-compliant (C1) journal articles for publication.

GENERAL INFORMATION

Each member of staff who meets the eligibility criteria will be sponsored to participate in the two-day Retreat, within the number of places available. Sponsorship covers the following costs:

- one night’s accommodation and breakfast (accommodation—night of 3 November 2011 only); parking on site for all participants;
- catering (morning and afternoon tea, and buffet lunch), venue hire, and wireless internet access (3 and 4 November 2011);
- buffet dinner and drinks at Four Winds Restaurant (evening of 3 November 2011).

Working spaces will be across two shared rooms (the Boronia and Acacia rooms)—one for quiet working and the other for interactive engagement.

Each participant is expected to bring his / her own or a borrowed laptop on which to work. Power connections for your laptop will be available for the duration.

Two or three experienced readers will be available as critical reviewers throughout the Retreat. They will be appointed once EoIs have been processed.

Printing and data projection facilities will be provided.

Participation in the Retreat carries with it the expectation that:

1. Each participant will be committed entirely to work on the publication(s) over the course of the Retreat.
2. The manuscript will be submitted for publication within two months of the Retreat.
3. The manuscript will be re-worked expeditiously, as and if necessary, to ensure its acceptance for publication.

Professor Richard G. Bagnall      Dean (Research) AEL

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Room 1.42, Macrossan building (N16), 170 Kessels Rd, Nathan campus, Queensland 4111
ELIGIBILITY

Participants should have an article prepared in draft form, targeting an appropriate HERDC-eligible journal. Preferably, the draft should already have been subject to critical review by a senior colleague, and be revised on the basis of that review. Applicants who do not fully satisfy the latter criteria may be offered a place if any remain otherwise unfilled.

A combined maximum of 20 academic members of staff from AEL-based Schools, Colleges or Research Centres, and members from constituent Centres of the Griffith Social and Behavioural Research College, may participate.

Priority will be given to applicants who have not been able to participate in a similar program made available through their School / Research Centre in 2011.

VENUE

The Retreat will be held at the Crowne Plaza, 2807 Gold Coast Highway, Surfers Paradise.

ADDITIONAL SERVICES

Delegates may choose to stay for additional nights and / or incur sundry expenses (mini bar, room service, spa treatments, in-room internet usage, etc.) AT THEIR OWN EXPENSE. The special event rate of $183 AUD per studio room (suits 2 people), including breakfast, on the evening of 2 and 4 November applies; an additional $40 AUD per room applies for stays on 5 November.

Griffith University does not accept responsibility for additional expenses incurred by participants outside of the Retreat’s contracted inclusions; you are required to provide your own credit card as security UPON CHECK IN to secure any of these additional services.

TIMELINE

1. Extended closing date for Expressions of Interest to ael-research@griffith.edu.au: 7 October, 2011
2. Confirmation of attendance, accommodation and dietary requirements, and additional dinner guests for 3 November to Dean (Research) AEL to ael-research@griffith.edu.au: 7 October, 2011
3. Submission of draft article, accompanied by critical peer review (if available) to ael-research@griffith.edu.au: 7 October, 2011
4. Confirmation of eligibility to attend by Dean (Research) AEL: 18 October, 2011
5. Retreat participation: 3 and 4 Nov, 2011
JOINT AEL GROUP / GSBRC ANNUAL WRITING RETREAT

Thursday 3 and Friday 4 November, 2011

Expression of Interest Application Form (extension)—due 7 October, 2011

Confirmation of your attendance at the Retreat including details of when accommodation is required and any additional dinner guests proposed for the 3 November, along with a copy of the Journal’s submission guidelines for authors, your draft article and its critical peer review feedback (where available), should be submitted to Dean (Research) AEL by 7 October, 2011 via email: ael-research@griffith.edu.au.

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<td>Who will be the first-named author? ______________</td>
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<td>(Note: A separate application is required from each AEL or GSBRC-based author.)</td>
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[Signature]

Professor Richard G. Bagnall  Dean (Research) AEL

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Room 1.42, Macrossan building (N16), 170 Kessels Rd, Nathan campus, Queensland 4111
Journal Name: ________________________________________________________________

Evidence of Journal status attached (e.g. ERA Rank, Ulrich’s entry):
__________________________________________________________________________

Mentor or critical friend (it is the participants’ responsibility to negotiate with an academic experienced in publication to provide feedback on successive drafts of the manuscript).
Name: ______________________________________________________________________
Position and Institution: _____________________________________________________

Checklist:
☐ Journal submission guidelines for authors
☐ Evidence of the Journal’s status
☐ A draft of the paper
☐ Critical review feedback received on drafts (if available)

Endorsement:
Applicant’s signature: ____________________________ Date: ______________

If you still require assistance or clarification about the Retreat, contact the Strategic Development Manager, AEL: ael-research@griffith.edu.au or phone +61 (0)7 373 54127.