

Guidelines for contributors

Financial Planning Research Journal

The *Financial Planning Research Journal* (FPRJ) Editorial Board welcomes original, applied and topical articles on matters of interest to the financial advice community across Australia, New Zealand and Asia that will inform the practice and/or policy of the profession. Articles will be submitted to a double-blind review process and may be returned to authors with suggestions/comments for consideration and revision. The editors will consult with authors as closely as possible about changes.

Authors should submit complete papers that do not exceed 5,000 words not including the title page, abstract, tables, figures, charts, footnotes and reference list. The word count must be stated on the title page. Papers should be original works that are not published or under review at another journal. Please submit your manuscript to fprj.editor@griffith.edu.au.

Authors are advised that if submitted papers are accepted for publication in FPRJ, then the authors will be required to complete a copyright assignment form and provide a 600-word synopsis of the paper for publication in *Money & Life* magazine.

Other submission requirements include:

- The title page should include a concise and informative title; the names and affiliations of all authors; the name, mailing address, telephone number, fax number, and email address of the author (or corresponding author, if more than one author); word count; and any acknowledgments to those who assisted the authors, in a footnote asterisked to the title.

- The second page should repeat the title so that papers may be refereed anonymously. This page should also include an abstract and up to five keywords. The text of the article should begin on the third page.
- The abstract (not more than 100 words) should highlight the paper's relevance to the area of financial planning.
- Manuscripts should be submitted in Microsoft Word format, use 1.5 spacing, A4 paper size, 11 point Arial font, 2.5 cm margins on all sides, and be left-aligned (not justified). Number all pages consecutively beginning with the title page.
- Non-English words, such as *et al.*, *ex-post*, *ad hoc*, *per capita*, *Zeitgeist*, or *au fait*, should be italicised.
- Full stops and question marks should be followed by a single space.
- Tables and figures should be located at the end of the article. Make it clear where tables are to be inserted in the text, for example, (Table 1 here).
- The preferred referencing style is based on the 'AGPS Harvard referencing system'.

Detailed information about the AGPS Harvard referencing including examples can be found on the [Griffith University website](#). Some examples of in-text and reference list elements are outlined over the page as a guide.

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In-text citations

Ideas and work referenced from other sources are indicated by placing the author's surname and the date of publication in brackets. If possible, you should also give the page number. When an author has published more than one cited document in the same year, these are distinguished by adding lower case letters (a, b, c, etc.) to the year. For example, Jones (2010a) discussed the subject...

- Single author examples:

Teachers help each student with their individual interpretation of understanding (Fetherston 2007, p.61).

Fetherston (2007, p. 61) claims that teachers 'suggest ways of looking at the new material'.

- Two or three authors examples:

The advantages of using proxy mode... (Kakadia & DiMambro 2004, p. 80).

Douglas, Papadopoulos and Boutelle (2009, p. 11) dispute the claim...

- More than three authors examples:

Industry best practice (Beer et al. 2012, p. 54) suggests that...

Beer et al. (2012, p. 54) when discussing industry best practice...

Reference list

Place the reference list on a new page at the end of your paper and centre the heading of "References". List references alphabetically A-Z by first author's surname. List works with no author under the first significant word of the title and list multiple works by the same author from oldest to newest by date. Add a lower case letter immediately after the year for multiple works by the same author in the same year, for example, (2000a, 2000b, 2000c).

Examples:

- Book—print: Fetherston, T 2007, *Becoming an effective teacher*, Thomson Learning, South Melbourne.
- Book chapter—print: Sherren, K 2006, 'Pillars of society: the historical context for sustainability and higher education in Australia', in W Filho & D Carpenter (eds), *Sustainability in the Australasian university context*, Peter Lang, Frankfurt, pp. 11-32.
- Journal article—print: Leonard, V & LeBrasseur, R 2008, 'Individual assignments and academic dishonesty: exploring the conundrum', *The Australian Educational Researcher*, vol. 35, no. 1, pp. 37-56.
- Web page: National Library of Australia 2010, *About the National Library*, National Library of Australia, viewed 30 March 2010, <<http://www.nla.gov.au>>.