

Guidelines for contributors

Financial Planning Research Journal

The 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 under review at another journal. Submit your manuscript to fprj.editor@griffith.edu.au.

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, 12 point Times New Roman font, 2.5 cm margins on all sides, and do not justify the right margin. Number all pages consecutively beginning with the title page and add line numbers to every 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.
- Charts, figures and text must be in black and white. There must be no use of colour.
- Tables and figures should be located at the end of the article. Make it clear where tables are to be inserted in the text, e.g. (Table 1 here).
- The preferred referencing style is based on the 'Author-date (Harvard) system of referencing' with examples of in-text and reference list elements outlined below as a guide.
- In the text of the article, ideas and work referenced from other sources are indicated by placing the author's surname and the date of publication in brackets, for example (Beck, 2013). If there are two to three authors, it would be as (Beck, Jones and Ahmed, 2013).

- Four or more authors would be (Beck, *et al.* 2013) from the first instance of the reference. If the author's name occurs naturally in the sentence the year is given in brackets, for example: In a recent study Johnson (2016) argued that....If, however, the name does not occur naturally in the sentence, both name and year are given in brackets, for example: A recent study (Choi, 2010) shows that...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.
- If possible you should give the page number in the in-text citation, for example: Beck (2016, p. 44) argues that...
- When quoting directly from another source you should always indicate the page number/s as well as the author and date, for example (Bell, 2010, p. 250). Short quotations: (less than 20 words) are usually part of the text and are enclosed by quotation marks, for example: Jones (2016, p. 50) warns that ".....".
- For long quotations: (more than 20-25 words), it is suggested that you should leave a line's space above and below the quote and indent it from the left; quotation marks and italics are not necessary.

As an example.....
.....
(Beck, 2010, p. 44)

- The bibliography at the end of the document then lists the references in alphabetical order by first author's surname.
- Examples:

Books: Pyle, David J. (1997) *China's economy – from revolution to reform*, Macmillan, Hampshire & London.

Book chapters: Basu, P. K. and Basu, S. (2003) 'Income generation program and empowerment of women – a case study in India', in Raghbendra Jha (ed.) *Indian Economic Reform*, Palgrave-Macmillan, NY, 2003.

Journal articles: Knight, J. and Shi, L. (1996) 'Educational attainment and the rural-urban divide in China', *Oxford Bulletin of Economics and Statistics*, 58:1, pp. 83-118.

Internet source: Henry, K. (2004) Australia China Economic Directions – Long Term Trends in the Australian Economy (unpublished speech at the Australia China Free Trade Agreement Conference, Sydney, 12 August), http://www.treasury.gov.au/documents/875/PDF/Australia_China_FTA.pdf (accessed on 04/01/2005).

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.