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- Review articles
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All paper manuscripts must be written in standard grammatical English. All manuscripts should conform to the Uniform Requirements for Manuscripts Submitted to IJRPS.

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- Title (150 character or shortened title)
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- Indicate arrangement of tables and figures
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- Do not punctuate abbreviations eg, et al, ie
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- Word counts are not specified. In general, 3000 to 10000 words for review, 3000 to 5000 words for research articles, and 1000 to 3000 for technical notes, commentaries and short communications are preferable.
- Generic drug names are used in text, tables, and figures
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Authorship

There is a maximum of 8 authors of a manuscript, although all work must have been approved by all co-authors. All persons who have made substantial contributions to the work reported in the manuscript (e.g. data collection, analysis, writing or editing assistance) but who do not fulfill the authorship criteria must be named with their specific contributions in an Acknowledgment in the manuscript.

Authorship Criteria

Credit should be based on the following criteria:

- Substantial contributions to conception and design, or acquisition of data, or analysis and interpretation of data
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- Final approval of the version to be published
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- Please note that authors are responsible for the accuracy and completeness of their references.
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Some sample references follows,

Book with one author

Adair, J. Effective time management: How to save time and spend it wisely, London: Pan Books, 1988.

Book with two authors

McCarthy, P. and Hatcher, C. Speaking persuasively: Making the most of your presentations, Sydney: Allen and Unwin, 1996.

Book with three or more authors

Fisher, R., Ury, W. and Patton, B. Getting to yes: Negotiating an agreement without giving in, 2nd edition, London: Century Business, 1991.

Book - second or later edition

Barnes, R. Successful study for degrees, 2nd edition, London: Routledge, 1995.

Book by same author in the same year

Napier, A. Fatal storm, Sydney: Allen and Unwin, 1993a.

Napier, A. Survival at sea, Sydney: Allen and Unwin, 1993b.

Book with an editor

Danaher, P. (ed.) Beyond the ferris wheel, Rockhampton: CQU Press, 1998.

If you have used a chapter in a book written by someone other than the editor



Byrne, J. Disabilities in tertiary education, in Rowan, L. and McNamee, J. (ed.) Voices of a Margin, Rockhampton: CQU Press, 1995.

Books with an anonymous or unknown author

The University Encyclopedia London: Roydon, 1985.

Written course material, for example distance learning unit material

Dhann, S. CAE0001LWR Unit 5: Note taking skills from lectures and readings, Exeter: Department of Lifelong Learning, 2001.

OR, IF THE AUTHOR IS UNKNOWN

Department of Lifelong Learning, CAE0001LWR Unit 5: Note taking skills from lectures and readings, Exeter: Author, 2001.

(NB – Author at the end means that the publisher is the same as the author)

Government publications

Department for Education and Employment (DfEE), Skills for life: The national strategy for improving adult literacy and numeracy skills, Nottingham: DfEE Publications, 2001.

Conference papers

Hart, G., Albrecht, M., Bull, R. and Marshall, L. Peer consultation: A professional development opportunity for nurses employed in rural settings, Infront Outback – Conference Proceedings, Australian Rural Health Conference, Toowoomba, 1992 pp. 143 – 148.

Newspaper articles

Cumming, F. Tax-free savings push, Sunday Mail, 4 April, 1999 p. 1.

OR, IF THE AUTHOR IS UNKNOWN

Tax-free savings push, Sunday Mail (4 April 1999), p. 3.

Journal article

Muller, V. Trapped in the body: Transsexualism, the law, sexual identity, The Australian Feminist Law Journal, vol. 3, August, 1994 pp. 103-107.

Journal article with both volume and issue number



Muller, V. Trapped in the body: Transsexualism, the law, sexual identity, The Australian Feminist Law Journal, vol. 3, no. 2, August, 1994 pp. 103-107.

Journal article from CD-ROM, electronic database, or journal

Skargren, E.I. & Oberg, B. Predictive factors for 1-year outcome of low-back and neck pain in patients treated in primary care: Comparison between the treatment strategies chiropractic and physiotherapy, Pain [Electronic], vol. 77, no. 2, 1998 pp. 201-208, Available: Elsevier/ScienceDirect/ 0304-3959(98)00101-8, [8 Feb 1999].

Electronic mail (e-mail)

Johnston, R. Access courses for women, e-mail to NIACE Lifelong Learning Mailing List, (lifelong-learning@niace.org.uk), 22 Aug. [24 Aug 2001].

OR

Robinson, T. Re: Information on course structure, e-mail to S. Dhann (s.dhann@exeter.ac.uk), 12 Jul. [13 Jul 2001].

Discussion list

Berkowitz, P. April 3, Sussys gravestone, Mark Twain Forum [Online], 3 Apr, Available e-mail: TWAIN-L@yorkvm2.bitnet [3 Apr 1995].

World Wide Web page

Young, C. English Heritage position statement on the Valletta Convention, [Online], Available: <http://www.archaeol.freeuk.com/EHPositionStatement.htm> [Accessed: 24 Aug 2001].

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