



Contributors' Guidelines

Australian Journal of Emergency Management and the Emergency Media and Public Affairs Conference 2011

Thank you for your interest in submitting a paper for presentation at the research stream of the [Emergency Media and Public Affairs conference](#) to be held April 10-12 in Canberra, Australia, and for possible subsequent publication in the Australian Journal of Emergency Management.

The aims of the Emergency Media and Public Affairs Conference are:

- To benchmark the best media liaison and public affairs responses to disaster across Australia and to share lessons learned by practitioners and researchers
- To provide ample opportunity for discussion on topics of common concern to all practitioners so that ideas can be generated and solutions canvassed
- To provide a common meeting ground for practitioners and researchers for discussions on various aspects of emergency response and action plans
- To allow researchers to share their findings with practitioners and other researchers.

The theme for the conference is **“Partnering with the Media”**. Conference organisers are seeking academic research that will contribute to further understanding of crisis communications, including public relations and journalistic practice, relating to emergencies. Sub themes will include:

- Relationships with the media
- Community-centric communication and relationships
- Communication across phases of disaster

Papers accepted for the research stream of the conference will be **double blind peer reviewed** for acceptance at the conference. A number of papers may be put forward for publication in the Australian Journal of Emergency Management. The Journal is published quarterly and is mailed to the emergency management community in Australia and selected international organisations. Articles that are not accepted by the conference will not be accepted by AJEM.

Papers that present research on disaster and emergency communication issues, case studies and events are welcome. Presentations in the research stream are not restricted to those by researchers associated with a university, but all papers are expected to provide supporting evidence for claims made, and accurately and consistently to cite references and other sources of data. Authors must use Harvard style referencing, which includes in text referencing and a bibliography.

As one of the aims of the Emergency Media and Public Affairs Conference and the Australian Journal of Emergency Management is the exchange of information within the emergency management community, the views expressed at the conference and within the journal are not necessarily the views of conference organisers or the publishers of AJEM, Emergency Management Australia.

Papers accepted by AJEM will be published on the EMPA website showing just the abstract, with a link to the full article. Other presenters can elect to have their article published on the website in full, or published by abstract and link to another point of publication.

Conference location

The conference will be held The Realm Hotel in Canberra, April 10-12, 2011.

Successful presenters

Researchers who have papers accepted for presentation at the conference will be offered one night's free accommodation at the organiser's preferred hotel, plus free attendance at the conference for two days, one of which will be the day of the paper presentation. Presenters should contact the conference organiser, Tony Pool, at tony@hpe.com.au to arrange attendance for a third day.

A prize will be awarded for Best Researcher Paper, determined by the scores allocated by reviewers (see criteria and marking legend below).

Submitting papers

Please send a 200 word proposal that also contains name, position and contact details to the EMPA Research and Development Committee, Anne Leadbeater at Anne.Leadbeater@justice.vic.gov.au by **Friday, September 10, 2011**. Submitters will be notified of their success or otherwise by **Monday, September 27, 2011**.

Accepted papers will then be due on Friday, 19 November, 2011. Late papers will not be accepted. Two copies of this paper should be provided in electronic form: one containing author information and the second without author information or any other identifying information.

Submissions must conform to the following guidelines:

1. **Articles should be no longer than 3,000 words**, excluding references
2. Tables, figures, charts, boxes and equations should initially be supplied for the conference in text. However, for publication in AJEM, any tables, figures, charts, boxes and equations should not be incorporated into the text. Rather, print-ready images should be supplied as separate files. Where appropriate, please indicate an approximate placement of the image within the text and we will endeavour to accommodate the image on or about the position indicated. The Journal accepts images in jpeg, tif or eps formats at 300 dpi.
3. A short biographical paragraph (two to three sentences) and a short (1 paragraph) abstract should be submitted with each paper.
4. A photo of the author should be supplied in jpeg form with the final paper.
5. Authors are expected to conform to usual copyright permission requirements and rigorous academic referencing.

Technical specification for submitted papers:

Columns:	Single column, justified
Length:	Up to 3000 words excluding references.
Size of paper:	A4
Page numbering:	Bottom right hand side
All margins:	2.5cm
Header:	None
Footer:	None
Font:	Arial, 12 point
Font for content of tables:	Arial, 10 point
Spacing:	1.5 spacing for text, single spacing within tables
Paper title:	12 point bold, title case, flush left, one free line following
Author(s):	Name and organisation in 12 point bold, one free line following
Abstract:	Maximum 150 words; indent both sides by 1cm, one free line following

Major headings:	Bold
Minor headings:	Italic
References:	10 point
Endnotes:	Not permitted
Referencing system:	Harvard
Spelling:	Australian English e.g. labour market, subsidised, etc.

Sample referee's guidelines

Advice to referees

The following criteria should be used when reading and assessing articles:

Essential

The article must:

1. Contribute to the aims of the Emergency Media and Public Affairs Conference and the editorial policy of the Australian Journal of Emergency Management, which is detailed at <http://www.ema.gov.au/ajem#about> ;
2. Demonstrate adequate scholarship in its area;
3. Acknowledge and contribute to current debates in the field;
4. Be suitable for an international audience, even if its immediate focus is local;
5. Have an argument and present it clearly;
6. Consist of more than textual exposition or textual commentary, unless compelling reasons are provided; and
7. Be well written.

Desirable

The article should:

1. Present original work, that is, inform conference delegates and readers of hitherto unpublished material or open up new areas of inquiry within the conference/journal's area of concern; and
2. Contribute to a significant debate.

Referee's Report

Referee's name	
Date of response	
Title of article	

Criteria

	<i>Component</i>	<i>0 points</i>	<i>1-2 points</i>	<i>3-6 points</i>	<i>7-8 points</i>	<i>9-10 points</i>	<i>Points awarded</i>
1	Relevance to the theme or aims of the conference	None	Major problems	Minor problems	Sound	Superior	
		<i>1-2 points</i>	<i>3-4 points</i>	<i>5-6 points</i>	<i>7-8 points</i>	<i>9-10 points</i>	
2	Demonstrated understanding of subject matter: theory/research methods/use of data	Lacking	Major problems	Minor problems	Suitable	Superior	
3	Development of overall argument	Lacking	Doubtful	Acceptable	Good	Superior	
4	Clarity of writing style	Poor	Major problems	Minor problems	Good	Superior	
5	Logical organisation of paper	Poor	Major problems	Minor problems	Good	Superior	
6	Quality of spelling, grammar and expression	Poor	Major problems	Minor problems	Good	Superior	
7	Appropriate use of referencing, which should be in Harvard style	Poor	Major problems	Minor problems	Good	Superior	
						Total points:	
						Divided by 7 for average	

<i>Summary of recommendation</i>	For Conference	For AJEM
1. Accept without amendment (8-10 points – outstanding paper)		
2. Accept with minor amendments, listed in the report (6-7 points)		
3. Support publication, but only after revisions as recommended in the report (4-5 points)		
4. Reject for the reasons given in the report (1-3 points)		

Report (this will be sent to author)

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For the editor only

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