

## **Notes to EJA Contributors**

The purpose of the Evaluation Journal of Australasia (known as EJA) is to further the aims of the AES in promoting the theory, research and practice of evaluation. To do so it publishes articles of professional merit on any subject connected with evaluation, together with news and information of professional interest to members of AES.

Decisions on publication are made on the basis of assessments by the editors, taking account of advice from authorities in relevant fields.

### **Subject matter of articles**

EJA aims to publish articles (including book reviews and literature surveys) that advance understanding and improve the quality of practice or utilisation, in evaluation generally, or in particular fields of interest to evaluators, especially in the Australasian context. Preference will be given to articles that embody original concepts, significantly new findings or methodological advances, or which present existing knowledge in a form particularly accessible or useful to students, practitioners and/or users of evaluation.

We particularly invite articles that address the context, environment and 'politics' (broadly defined) of evaluation, and the interaction between evaluation and other policy, management and organisational processes.

As a general rule, simple records of evaluations undertaken will not be considered suitable as articles unless, in the opinion of the editors or peer reviewers, they are innovative in methodology or other aspects of practice, significantly advance knowledge of the relevant field, or represent outstanding models of good practice for others conducting evaluations in the same areas.

### **Refereed articles**

Contributors may request that their articles be submitted for peer review. Whenever such a request for peer review is received, the Editors will make all reasonable efforts to secure a suitably qualified referee unless, in their judgement, the article as submitted does not meet the general criteria for inclusion as set out in these guidelines. Refereed articles will be identified as such in the journal. In all such cases, the choice of referee will lie with the editors, and articles will be submitted for review without identification of the author(s).

However, the Editors reserve the right to publish a paper as non-refereed or refereed as appropriate, in consultation with the relevant referees.

### **Style and conventions**

There is no predetermined 'house style' for EJA. Authors are encouraged to give expression to their own individual voice, provided it meets generally accepted standards of clear, accurate and literate English usage. The principles set out in the Style Manual for Authors, Editors and Printers, sixth edition (Wiley, 2002), should be used as a general guide to usage.

The aim of the editors, regardless of whether or not individual articles have been peer reviewed, is to produce a journal that is critical and intellectually rigorous, but at the same time readable and accessible to the widest possible range of scholars and practitioners. Authors are asked to bear this in mind by writing their articles in a way that foregrounds the most significant and interesting features of their content, and by avoiding unfamiliar technical language, extensive data tables and mathematical notation, except to the extent that these are necessary to convey the argument. Articles should be arranged in a way that facilitates comprehension by non-specialists, for example by using text boxes for background information and aspects of detail that are not central to the exposition. Peer reviewers will pay particular attention to these aspects of style.

Authors should remember that a substantial proportion of the readership consists of practitioners who may come from different academic backgrounds from their own, who consequently may not be familiar with even canonical texts in evaluation theory, and who in most cases do not have ready access to an academic library. Authors for all types of papers should therefore take care to ensure that their contributions, and in particular references to sources and authorities, are couched in a way that assists rather than alienates readers who are not academic specialists in evaluation, or in the social sciences generally. See further guidelines below on references.

### *Spelling and grammar*

The editors reserve the right to correct obvious errors in spelling, grammar, sentence structure and vocabulary without reference to the author. Any more extensive corrections or modifications which the editors and/or peer reviewers consider desirable will be discussed and explicitly cleared with the author before being incorporated in the published text.

Spelling and grammar in published articles follow the conventions of Australian English as expressed in The Macquarie Dictionary. Authors who use words, names or quotations from languages other than English should take particular care to ensure these are accurately spelt, though the editors will make every effort to check spelling to the extent that their knowledge of those languages allows.

### *References*

References should be kept to the minimum required for understanding the text or following up sources specifically quoted or discussed in the article. There is no need to cite sources for propositions that are reasonably self-evident or attract a reasonable degree of consensus within the profession; in the latter case, a single reference to an accepted text will suffice to provide accessibility for the uninitiated reader.

Where a particular author or publication has contributed significantly to the concepts set out in the article, or will prove particularly useful to readers who want to follow up on the topic, the substance of this source should be discussed succinctly in the text or in an extended endnote, rather than simply cited as a reference.

Citations in the text of an article should follow the Harvard convention, that is, using (author date) and giving the specific page number (author date, p. #) if text is quoted. Note: no comma after the author's name but following the year if a page reference follows.

### *Abstracts*

Articles submitted for peer review should be accompanied by an abstract, not generally exceeding 200 words, which should be confined to important findings or innovations and (where applicable) a brief identification of the research, project or activity covered in the article. Abstracts should refer only to the content of the article, and should avoid making observations about the broader subject area.

Authors of other articles should use their own judgement as to whether the inclusion of an abstract will materially assist or attract readers.

### *Author details*

Articles should be accompanied by brief biographical details of the author(s) together with current contact information, including email addresses, and a passport-sized photograph of each listed author, if the editors do not already hold a current one on file. See further guidelines on photographs under 'Submission of copy' below.

Where any author is employed by an organisation (other than a university or an independent research institution), the published text should include a disclaimer indicating that the views set out in the article are those of the author rather than of the organisation, unless they have been explicitly cleared as the latter by a person properly authorised to give such clearance.

Where more than one person has contributed to the development of an article, including through background research, project research support, or supervision or advice, these contributions should be acknowledged in an endnote or an additional paragraph in the author details. However, such contributors should not be listed as authors unless they have had significant direct involvement in the drafting of the article as submitted.

### **Length of articles**

Individual contributions should not normally exceed a published length of 10 pages, including all tables, graphics, notes and references. The editors reserve the right to edit longer articles down to this length if space considerations require. Articles shorter than 3000 words will not generally be regarded as suitable for peer review.

## **Copyright**

Copyright in articles submitted for publication in EJA resides with the authors. Copyright in the form of the articles as presented in EJA resides with the AES.

In particular, authors are asked to avoid copying or electronically circulating the published text of articles in the current issue, except as required for their immediate professional requirements (e.g. as supporting documents for job or promotion applications). This is necessary in order to assure the continued viability of the journal by preserving the incentive for intending readers to subscribe or purchase a copy.

Note that the Publications Committee is investigating the feasibility of supplying individual articles online for a fee. Should such an arrangement be adopted, this section will be amended accordingly.

## **Submission of copy**

Articles intended for refereed publication and other articles and news items should be submitted in double-spaced typescript, with CD-ROM or emailed electronic copy, to:

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Items for publication may also be sent to the AES office, PO Box 223, Lyneham, ACT 2602, fax: +61 2 6262 9095, aes@aes.asn.au, marked 'Attention: EJA Editors'.

Articles submitted electronically should be in Word 2000 or an earlier version, Rich Text Format, or another format readable by Word. Authors are asked not to attach styles to the Word files, but to mark up the text manually to identify heading levels and those sections of the text to go in text boxes, pullquotes, etc. Text for author details, abstracts, disclaimers, endnotes and references should be explicitly identified as such. Such marking-up should be done in a different font from the article text. If they wish, authors may submit a second, formatted version to give the editors a better idea of how they would like the final version to appear.

Please do not send single attachments that exceed 300 kilobytes. Longer articles should be supplied as text files and graphics sent separately in JPEG or TIF format.

### *Photographs and graphics*

Images may be submitted directly to the Editors in JPEG or TIF format, with a minimum resolution of 640 x 480 pixels or 240–300 dpi. If possible, a backup hard copy should be sent to the AES office (address above), especially where the original is a filmstock print. Larger or more complex photographs should preferably be submitted as original hard-copy prints.

Graphics and charts may be embedded in Word files, but should be also be supplied separately in a graphics file format. Where the Editors envisage any particular difficulty in reproducing the graphics as submitted, they may request authors to supply source data files.