



Instructions for submission of full paper

Full papers should be submitted by: Friday 30th July 2010

1. Papers must be submitted with a signed “Copyright Release Form”.
2. Papers will be published on the conference website and should be a maximum of two thousand words (2000)
3. Papers must be prepared in accessible format as follows:
 - Computer files – sent as an e-mail attachment – files **MUST** be saved as Word documents (.doc) file and should be submitted via email to arata10@ammp.com.au
 - Your paper should be clear and easy to understand through the use of plain English, short sentences, clear headings, no jargon and through the use of pictures or diagrams where appropriate;
 - Text must be clear and easy to read by using a minimum font size of Arial 12 point, and where possible 14 point or larger.
 - use text of a dark colour that significantly contrasts with the background;
 - Avoid using upper case only, as this is more difficult to read;
 - Avoid underlining;
 - Use a minimum of italics and hyphenation; and
 - Avoid combining red and green colours in lettering, as this provides poor contrast and is difficult for people who are colour blind to read.
 - Don't use text boxes or WordArt
 - Don't place text in headers or footers. Headers and footers should be left blank
4. Page layout should be as follows;
 - Font – 12 point Arial
 - Line spacing – Double Spaced
 - Alignment - left justified
 - Heading- bold centre aligned
 - Authors- immediately below the heading, centre aligned, surname first followed by initial of the first name,
 - Section headings- bold left aligned
 - Left margin – 2.5cm
 - Right margin – 2.5cm
 - Top margin – 2.0cm
 - Bottom margin – 2.0cm

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Instructions for submission of full paper continued

5. Tables should only be used for tabular data and must include headers and captions
6. If images (photos, graphs, charts etc) are included there needs to be an equivalent text description explaining the purpose and function of the image and/or data values
7. Please number headings in sequential order eg 1, 1.1, 1.2, 2, 2.1, 3, 3.1, 3.1.1 etc (to assist orientation and navigation)
8. List references alphabetically at the end of the paper and refer to them in the text by name and year in brackets. In the text all authors' names must be given for the first citation (unless six or more authors), while the first author's name, followed by et al., can be used in subsequent citations. The style and punctuation of the references should conform to APA style as illustrated:-

Journal article

Raphael, B. (1977). The Granville train disaster: psychological needs and their management. Medical Journal of Australia, 1, 303-305.

Book

Raphael, B. (1986). When disaster strikes: How individuals and communities cope with catastrophe. New York: Basic Books.

Conference Paper

Raphael, B. & Meldrum, L. (1992, 19 - 23 October). Emergency medicine provider health: Stress management. Paper presented at the International conference on pre-hospital emergency care, Gold Coast, Queensland.

Book chapter

Raphael, B., & Meldrum, L. (1994). Helping people cope with trauma. In R. Watts & D. J. d. Horne (Eds.), Coping with trauma: the victim and the helper (pp. 1-20). Brisbane: Australian Academic Press.