



International **Evaluation** Conference
Pre-conference workshops 3 September
Conference 4–6 September
Post-conference workshops 7 September 2017
Canberra | Australia

'Evaluation Capital'

Full text paper submissions: instructions for authors

Whilst your conference PowerPoint presentation is automatically published in the online Conference Proceedings, you are encouraged to additionally submit a **copy of your full text paper for publication**.

Your full text paper will be peer reviewed and published in the the *Evaluation Journal of Australia (EJA)*, or the online Conference Proceedings. You can also submit your paper for consideration of the *2017 Rosalind Hurworth Prize for Best Conference Paper* with featured publication in *EJA* – for more information see below.

Your full text paper is to be submitted in MS Word – the formatting instructions on pages 2–6 apply. Papers which do not adhere to these instructions may be returned. Contact the AES Office if you require any clarification or assistance.

Please email your submission to conference@aes.asn.au by the deadline indicated below (with an indication of whether you wish to submit it for consideration of the Hurworth Prize).

Note that by submitting a paper you agree to its publication.

About the 2017 Rosalind Hurworth Prize for Best Conference Paper

In 2017, we are again conferring a prize to the best full text paper in honour of Associate Professor Rosalind Hurworth, long-time and dedicated editor of the *EJA*. The recipient will be featured in an upcoming issue of *EJA*. To be eligible for the Prize your paper must be received by **7 August 2017**.

Submission deadlines

Full text paper submission (MS Word) for Hurworth Prize	by 7 August 2017
Full text paper submission (MS Word) for publication in <i>EJA</i> or online Conference Proceedings	by 22 September 2017

*Note: All conference PowerPoint presentations will be automatically published in the online Conference Proceedings. **You can amend your presentation or withdraw permission to publish by 22 September 2017.***

Rosalind Hurworth Prize for Best Conference Paper

SUBMISSION INSTRUCTIONS

Please read the following instructions carefully if you are submitting your full text paper for consideration of the Rosalind Hurworth Prize for Best Conference Paper. Papers which do not adhere to these instructions may be returned. Contact the AES Office if you require any clarification or assistance.

Where possible, use the *APA Publication Manual* of the American Psychological Association, Sixth Edition reference style.

Abstracts

Papers submitted 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 paper, and should avoid making observations about the broader subject area.

Length of articles

Papers should be submitted in MS Word format and not normally exceed a published length of 10 pages, including all tables, graphics, notes and references.

Note: Articles shorter than 3000 words will not generally be regarded as suitable for peer review.

Formatting

- Left justified, single column, minimal formatting
- Bold headings and identify heading levels (using a heading hierarchy) so that heading levels are distinguishable (e.g. A-level headings in block capitals + bold; B-level headings in title case + bold; C-level headings in sentence case + bold; or Heading 1, 2, 3 etc)
- Use 10-point font size for text
- Use single spacing
- Check that Track Changes are not left on
- Include all elements of the article in the main article
 - Include the author names and position descriptions in the main article (under the article title and before the abstract) and in the order in which they are to appear in the published article.
 - Include figures and tables in the main article to show placement. Label figures as Figure 1, Figure 2, etc. Label tables as Table 1, Table 2, etc. Also, refer to each figure/table in the text preceding it, such as '... as shown in Figure 1' or 'Table 1 shows ...'

Files names

Name the main text file by the author surnames, e.g. Smith & Brown, or Smith et. al.

URLs

Check URLs just prior to sending the final revised version of the article to ensure the corresponding web page/website is accessible and up-to-date. Web addresses that are not working at the time of publication will not be published. In such cases, replace with a substitute web address or reference.

Author details

For each author list:

- position
- place of work
- town/city
- state/territory or country if town/city is not widely known
- email address of each author unless there are more than four in which case provide the email address for the lead/corresponding author only

Direct quotations—in-text citations

- Include a page reference if available, e.g. As Smith (2010, p. 44) stated: ...
- For Web references, if there is no page number, use the paragraph number instead, with the abbreviation para., e.g. (Smith, 2010, para. 4)
- For quotations of 30 or more words, use a block quotation. Begin the quotation on a new line, use a smaller font, indent the quote and do not use quotation marks. Where possible, refer to the quote in the preceding sentence, e.g. As Smith 2010 (p. 10) stated in his paper: [block quote]
- Do not begin a quote with an ellipsis (...) even if the quote begins with a sentence fragment

References**Citations**

- List in alphabetical order, e.g. (Brown, 2000; Jones, 2010; Smith, 1998)
- Use a, b, c for authors of publications published in the same year, e.g. Smith, 2000a; Smith, 2000b
- For sources that have a number of authors, if there are more than five, the first author's last name should be provided followed by et al., e.g. Smith et al., 2015
- For sources that have five or less authors, the first in-text citation needs to include all author's last names, and the preceding citations can comprise of the first author's last name followed by et al., as in the example above
- All authors names should be listed in the reference list, regardless of the number
- Omit page references for paraphrased material (i.e. not directly quoted)

Reference list (also refer to sample references on next page)

- Only publications cited in the article should be in the reference list
- Include: author(s), publication year, title, publisher, place of publication
- For journals include the publication name and page reference (page range)—where possible, include both the volume and issue number of the journal
- Similarly, if citing a chapter in a book, provide the page range in the reference list
- Check all URLs if citing electronic sources and include the viewing date
- A full stop should be provided at the end of each reference unless a URL is provided for an electronic source

SAMPLE REFERENCES

Book

Guijt, I. & Shah, M. K. (Eds.). (1998). *The myth of community: gender issues in participatory development*. London: Intermediate Technology Publishing.

Patton, M. Q. (2008). *Utilization-focused evaluation* (4th ed.). Thousand Oaks, California: SAGE.

Senge, P. M., Smith, B., Kruschwitz, N., Laur, J. & Schley, S. (2010). *The necessary revolution: how individuals and organizations are working together to create a sustainable world*. New York: Broadway Books.

Stufflebeam, D. L. (2002). *Institutionalizing evaluation checklist*. Western Michigan University, Kalamazoo, Michigan: The Evaluation Center.

Note: Use sentence case for book titles. Include state or country for place of publication if location is not well known; see Patton example above. This information is not needed for major cities, such as London, Paris, Los Angeles, New York, Chicago, Boston, Sydney, Melbourne, Auckland and Wellington as EJA is an Australasian publication.

Chapter in a book

Brown, A. M., Tower, G. & Taplin, R. (2004). A study of the provision of natural environment disclosures in the annual reports of Pacific Island countries' entities and user/preparer needs. In K. E. Karim & R. W. Rutledge (Eds.). *Environmental disclosure practices and financial performance* (pp. page range of chapter here). Westport, Connecticut: Praeger Publishers.

Phelan, T. J., Anderson, D. S. & Bourke, S. (2000). Educational research in Australia: a bibliometric analysis. In DETYA (Ed.). *The impact of educational research* (pp. page range of chapter here). Canberra: Higher Education Division, Department of Education, Training and Youth Affairs.

Note: Provide page range of chapter

Works that form part of a series

Furubo, J. E., Rist, R. C. & Sandahl, R. (2002). *International atlas of evaluation*, Comparative policy analysis series. New Brunswick, New Jersey: Transaction Publishers.

Leeuw, F. L. & Cooksy, L. (2004). Evaluating the performance of development agencies: the role of meta-evaluations. In G. K. Pitman, O. Néstor Feinstein & G. K. Ingram (Eds.). *Evaluating development effectiveness*, World Bank series on evaluation and development, 7, (pp. 95-108). New Brunswick, New Jersey: Transaction Publishers.

Journal article

Asthana, S., Richardson, S. & Halliday, J. (2002). Partnership working in public policy provision: a framework for evaluation. *Social Policy and Administration*, 36(7), pp. 780–795.

Rossi, P. (Ed.). (1982). Standards for evaluation practice, special issue. *New Directions for Program Evaluation*, 15.

Weiss, C. H. (1983). The stakeholder approach to evaluation: origins and promise. *New Directions for Program Evaluation*, 17, pp. 3–14.

Note: Use sentence case for journal titles. New Directions for Evaluation is a journal, not book. If citing an entire edited journal (or book) include (ed.) before the year.

Web page

Department of Education, Training and Employment. (2012). *Evaluation strategy*. Retrieved 30 January 2012 from: <http://deta.qld.gov.au/publications/strategic/evaluation>

VicHealth. (2011). *The partnerships analysis tool*. Retrieved 18 July 2014 from: http://www.vichealth.vic.gov.au/~media/ResourceCentre/PublicationsandResources/General/Partnerships_Analysis_Tool_2011.ashx

Ye, C., Browne, G., Grdisa, V. S., Beyene, J. & Thabane, L. (2012). Measuring the degree of integration for an integrated service network. *International Journal of Integrated Care*, 12. Retrieved 2 August 2014 from: <https://www.ijic.org/index.php/ijic/article/view/835/1783>

Government publications

Australia, Parliament. (2000b). *Parliamentary spending: report of the Public Accounts Committee*, Parl. Paper, 142, Canberra.

Department of Education, Science and Training. [or: Department of Education, Science and Training (DEST)]. (2002). *Higher education at the crossroads*. Canberra: Author.

Conference

Bazeley, P. (2010). *Metaphors for integrated analysis in mixed methods research*. Paper presented at the 6th International Mixed Methods Conference, Baltimore, Maryland, 11 July.

Unpublished material

Alderman, G. (2014). *From policy borrowing to implementation: an illuminative evaluation of learning and teaching in higher education in Australia (2002 to 2008)* (PhD thesis), Queensland University of Technology, Brisbane.

Translated works

Latour, B. (1996). *Aramis or the love of technology* (C. Porter, Trans.). Cambridge, Massachusetts: Harvard University Press.

Personal communication (listing in reference list not required)

J. Smith, interview with the author, 26 June, 2006.

G. Lofton, email, 12 May, 2005.

V. Nguyen, personal communication, 12 May, 2005.

Media release

Smith, A. (Minister for Justice and Customs) (1999). *Coastwatch initiative bears fruit* [media release], 21 July, Parliament House, Canberra.

Discussion paper

Corporations and Markets Advisory Committee. (2005). *Personal liability for corporate fault: discussion paper*. Sydney: Corporations and Markets Advisory Committee.