

LEW Conference Paper Guidelines

Read through this model paper to ensure that it complies with the conference guidelines. Papers should be between 3,000 and 5,000 words (including abstract, references, notes and appendices). Please read in conjunction with the call for papers.

Title of the Paper

Author 1 Name

Organisation/Institution,
email address

Author 2 Name

Organisation/Institution,
email address

The final paper should have the title (centred, 16 pt font, bold, spacing 18pt above and 12pt below), the author(s) (centred, in 12 pt font, bold,, with spacing 12pt above and 0 pt below; line spacing multiple 1.15) and next line their institutional affiliation(s) not bolded, no paragraph spacing and next line their email addresses (repeat for second author) and an abstract (up to 150 words, indented 1 cm left).

Abstract (First order heading; Centred)

The abstract (max 250 words) should be here. It should succinctly set out the research question(s), the methods used, the theoretical focus and the major conclusions.

The manuscript should be formatted in Times New Roman throughout, 12 pt font, paragraph spacing 6pt above and 6pt below, line spacing multiple 1.15, justified. Pages should be set to A4 with 2 cm margins all round. First order headings should be bold, 12 pt, spacing 12pt above and 6 pt below; second order headings should be italic, 12 pt, 6pt above and 6 pt below. Only the first word of the heading and proper nouns should commence with capital letters, as follows:

1. First order heading

Second order heading

Paragraph here (no indents).

2. Figures and tables

Tables, figures, graphs and maps should be included in the text, not provided separately. Tables, figures and graphs should be numbered sequentially (Table 1, Table 2, and so on) and given headings in lower case above the table, Times Roman 12pt, bold, paragraph spacing 6pt above and 6pt below) for example, 'Table 1: Average money wages (1994) and real wage growth'. The source of a table or the derivation of information used should be given at the foot of the table. Use a tab, not spaces, to separate data points in tables

3. Typeset text

Where appropriate, spell with --ise, --isation, --ising. Abbreviations such as ‘e.g.’ and ‘i.e.’ should be spelled out in the text. The use of ‘etc.’ should be avoided. Percentages should be ‘%’ in tables but ‘per cent’ in the text. Acronyms are to be spelt out in full in the first instance that each is used, followed by the acronym in brackets. Use the acronym thereafter. Quotations more than 3 lines should be indented 1 cm left, italicised and should not have quotation marks. Where used, quotation marks should be single, not double.

4. In text referencing

Please use the Harvard system of referencing. For example, if the author’s name is in the text, follow it by the year of publication and page reference. ‘As Daw and Cox (1985: 148) have argued...’. If the author’s name is not in the text, insert at an appropriate point the surname, year of publication and page reference. ‘Several studies of job design have shown (Knight, Willmott & Collinson 1985: 9)...’.

5. Notes

NO footnotes or endnotes please. Notes 11 font, numbered, at end of manuscript and before references. If you need to include notes please put them as text, at the end of your paper before the References like this:

Notes

1. Important exceptions include negotiations of two bilateral trade agreements
2. These findings, nevertheless, also call into question the validity of managers’ continued lament in the

6. References

References 11 point, indented 1cm left-hand side (LHS), not justified. List all items cited in the text alphabetically by author and for each author by year of publication in reference list at the end of the paper.

For books – Rose, M (1985) *Reworking the Work Ethic*, Batsford Academic, London.

For chapters in books – Sheridan, T (1986) ‘Servants and Masters? Chifley and the Unions, 1945–9’ in E Fry (ed.) *Common Cause: Essays in Australian and New Zealand Labour History*, Allen & Unwin, Sydney, pp. 107–23.

For journal articles:

*Single author – Curtain, R (1987) ‘Skill Formation and the Enterprise’ *Labour & Industry*, 1(1) pp. 8–38.

*Two authors – Price, R & Bain, G (1976) ‘Union Growth Revisited: 1948–74 in perspective’ *British Journal of Industrial Relations*, 14(3) pp. 339–55.

For newspaper articles – if there is an obvious author, the procedures for journals should be followed, with volume and series information being replaced by the day and month: Brandis, G (1987) ‘The Liberals: Just who is forgetting whom?’ *Weekend Australian*, 24–5 Jan, p. 19. If there is no obvious author, full details should be provided in the textual citation – *Financial Review* 23 Jan 1997, editorial. This should also be included in the list of references.