



### Publication Guidelines

The *Journal of Administration & Governance* (JOAAG) is a fully refereed bi-annual journal of the Network of Asia Pacific Schools and Institutes of Public Administration and Governance. Articles submitted to the journal must be original contributions and not published in any form previously or not being considered for publication elsewhere. Research articles, either conceptual or empirical, on any contemporary issues concerning public administration and governance, may be sent for publication.

The electronic version of the manuscript should be in Word format and may be submitted as an email attachment. All text, including quotations, should be prepared in single-spaced typescript using Albertus Medium 11 point fonts. Manuscripts, including references, must not exceed 3,500 words. Because submissions are subject to blind-fold refereeing process, the author's details should appear only on the title page. Please provide your full address, including e-mail, in all correspondence.

Following the initial screening process, each submitted article is sent to at least two referees for reviews and comments on the article's quality, contents and suitability for publication. Author/s may require submitting a revised paper based on those comments. Further revision may also be warranted to fully address the reviewers' comments and to meet the journal's publication guidelines. It also depends on the nature and complexity of the article.

Harvard referencing style (also known as author-date system) should be followed throughout the paper. Full bibliographical details need to be provided and journal titles should not be abbreviated. For multiple citations in the same year use a, b, c immediately following the year of publication. References should be shown within the text by giving the author's last name followed by a comma and year of publication all in round brackets, e.g. (Ghoshal, 1994). At the end of the article, there should be a reference list in alphabetical order as follows:

**(a) Books**

surname, initials and year of publication, title, publisher, place of publication.

Example:

Brucan, S. 1978. *The dialectic of world politics*, The Free Press, London.

**(b) Chapter in an edited book**

surname, initials and year, "title", editor's surname, initials, title, publisher, place, pages.

Example:

As-Saber, S. N., P. W. Liesch, & P. J Dowling. 1999. Geopolitics and international joint ventures: The case for Indo-Australian joint ventures in India. In S. Neelamegham, D. Midgley & C. Sen, editors, *Enterprise management: New horizons in Indo-Australian collaboration*, Tata-McGraw-Hill, New Delhi, pp. 380-394.

**(c) Journal articles**

surname, initials, year, title of the article, journal, volume, number, pages.

Example :

As-Saber, S.N., Holland, P. & Teicher, J. 2004. Call Centres in India: An Eclectic Phenomenon in Global Human Resource Management, *Labour & Industry*, vol. 14(3), pp. 39-57.

**(d) Electronic resources (online materials)**

surname, initials, year "title", the title of a web page (normally the main heading on the page), location URL, Accessed or cited date in square brackets

Example:

Chittenden, M., Rogers, L. and Smith, D. 2003. Focus: 'Targetitis ails NHS. *Times Online*, 1 June, Available online from <http://www.timesonline.co.uk/print/11-1506-669.html> [accessed 24 April 2006].

**(e) Corporate Authors**

Instead of surname and initials, use the name of the corporate author. The rest of the reference follows the same pattern as mentioned above.

Examples:

Asian Development Bank. 1997. *Asian Development Outlook 1997*, Oxford University Press, Hong Kong.

Marks & Spencer. 2004. *Annual report 2003-2004*. Available online from <http://www-marks-and-spencer.co.uk/corporate/annual2003/> [accessed 4 June 2005].

Asian Development Bank. 2006. *Integrity*, updated on 12 October, Available online from <http://www.adb.org/Integrity/> [accessed 20 October 2006].

**(f) Where there is no author**

Use the title of the work and date of publication, (or you may use Anonymous or Anon). The title should be written in italics. Every effort should be made to establish the authorship.

Examples:

*Business strategy*. 2006. Greenworld, Sydney.

*The Economist*. 1997. Emerging Market indicators, 16 August, p. 82.

*Anonymous*. 1996. External Trade Data: Whom to believe, *The Daily Investor*, 4 November, p. 9.

**Notes:**

- Do not put bracket before and after the year of publication.
- Provide name of the book/Journal in *Italics*
- If there is more than one author, list surnames followed by initials. All authors should be shown.

Should you have any further queries regarding the submission guidelines, please contact the Journal editorial desk.

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