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**Document**

Single spaced MS Word (95-2000) document 5000-8000 words.  
Font Times New Roman and font 12, all body text left aligned.

**Headings**

One space before and after.

Type in upper and lower case.

Numbered (e.g. **1. Microfinance in China**, *1.2 Microfinance Programs*, 1.1.1 Definition).

**Quotes, Quotation Marks**

Include quotes of less than 30 words in text and enclosed in single quotation marks. Quotes longer than 30 words should be indented, and not have quotation marks. Include author, year and page number for all quotes.

**Endnotes**

Use endnotes not footnotes, avoid lengthy endnotes, and do list references in endnotes unless they have comments.

**Tables and Figures**

Type caption in upper and lower case, bold, font 10 (e.g. **Table 1. GDP per capita, 1990-2000 (per cent)**) and number using consecutive Arabic numerals (Table 1, Figure 1, etc.). Sources should be provided (if suitable in Harvard Reference style with full reference in reference list). Data for figures should be provided in MS Excel (95-2000) so figures can be reproduced from data.

**Appendices**

Type title in upper and lower case, bold, and numbered consecutively (e.g. Appendix 1, Appendix 2, etc.). Add the prefix A to tables and figures in the appendices (e.g. Table A1, Figure A1, etc.).

*5. References*

**References in the text**

In the text give author(s) surname and year of publication, with a page reference if necessary (e.g. Brown and Smith 2002, p. 234).

**Reference list**

List only references that have been cited in the article. Format as listed below.

*Book*

Henderson, R.F., Harcourt, A. and Harper, R.J.A. 1970, *People in Poverty: A Melbourne Survey*, Cheshire, Melbourne.

*Journal article*

Kim, K. 1976, 'Political factors in the formation of the entrepreneurial elite in South Korea', *Asian Survey*, vol. 16, no. 5, pp. 465-77.

*Book chapter*

Duus, P. 1984, 'The economic dimensions of Meiji imperialism: The case of Korea', in R.H. Myers and M.R. Peatie (eds), *The Japanese Colonial Empire*, Princeton University Press, Princeton, N.J.

*ABS publication*

Australian Bureau of Statistics 1991, *Government Financial Estimates*, Cat. no. 5501.0, ABS, Canberra.

*Working paper*

Deaton, A. 1988, 'Household behaviour in developing countries', Occasional Paper No. 1, Economic Growth Center, Yale University, New Haven, Conn.

*Newspaper article*

Gittins, R. 1989, 'Is it expansionary to cut real wages?', *Sydney Morning Herald*, 24 Jan., p. 13.  
'World of data just a mere click away' 1993, *The Age*, 14 December, p. 29.

*Conference papers*

Jun, W. 1987, 'Experience of technology development in Korea', paper presented at the Indian Seminar on Technology Development, Korea Institute for Economics and Technology, Seoul, 27-29 April.  
Krugman, P. 1993, 'Towards a counter – counterrevolution in development theory', in *Proceedings of the World Bank Annual Conference on Development Economics 1992*, World Bank, Washington DC.  
Dowrick, S. 1994, 'Openness and Growth', in P. Lowe and J. Dwyer (eds), *Proceedings of a Conference on International Integration of the Australian Economy*, Reserve Bank of Australia, Canberra.

*Papers*

Case, A. and Katz, L. 1990, 'The company you keep: Effects on family and neighbourhood on disadvantaged youth', Harvard University, unpublished paper.

*Thesis*

Crowley, F.K. 1949, 'Working class conditions in Australia', PhD thesis, University of Melbourne.

*Web site*

*Law Institute of Victoria* 2003, Law Institute of Victoria, Melbourne, viewed 28 November 2003, <<http://www.liv.asn.au>>.

*Web document*

Pezzey, J.C. 2002, 'Sustainability policy and environmental policy', draft, 17 October, Economics and Environmental Network, ANU, Canberra, viewed 18 November 2003, <[http://een.anu.edu.au/download\\_files/een0211.pdf](http://een.anu.edu.au/download_files/een0211.pdf)>.