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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>.