

WRITING FOR *IQ* MAGAZINE

An Author's Guide

InfoRMAA Quarterly (IQ) is the learned professional journal of the Records Management Association of Australasia (RMAA). Its aim is to communicate records management information and innovation to the widest possible audience of industry stakeholders.

Although *IQ* publishes work by many of the most eminent authors in records management in Australasia and overseas, anyone with a piece of original research or a personal example of best practice to communicate is encouraged to submit a paper. Collaborations between academics and practitioners are particularly welcomed, as our particular interest is in work that is both of a scholarly standard and of practical benefit in the field.

The Editor both accepts unsolicited editorial contributions and commissions work for publication in the journal. All clear and original work on topics of interest to record management professionals will be considered, but the emphasis is on research, case studies, and innovation where the relevance and usefulness to practitioners is clearly highlighted. Papers discussing and disseminating information on industry initiatives are also sought.

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In the case of members of the Records Management Association of Australasia, publication of a paper in *InfoRMAA Quarterly* will be credited toward their official status upgrades. Works by RMAA members published in *IQ* also automatically become eligible for the *IQ* Article of the Year Award.

THE REVIEW PROCESS

Editorial contributions are reviewed by the Editor in the first instance, who may accept them, pass them to appropriate members of the Editorial Board or other expert reviewers for further appraisal, or return them to the author. Returned papers may be accompanied by suggestions for strengthening the paper for resubmission where it is considered reworking is merited.

Papers which are passed to the Editorial Board will be peer reviewed by an Editorial Board member or, where appropriate, by a specialist with specific expertise to offer to a particular paper. The identity of reviewers is not revealed to authors. The review process can be, if the author requests, double-blind – that is, the identity of the author is not revealed during the process.

The reviewers will be looking for work with clear appeal and applicability to records management practitioners. The paper will be examined for cogency, originality of thought and robustness of method, research, argument and conclusions. Where there is an existing body of literature on the subject, clear references to the existing work will be expected, so that interested readers are able to easily investigate topics in greater depth.

Reviewers will either accept a paper without any caveats, return it for recommended amendments or reject it. Acceptance of returned papers which are resubmitted is dependent on changes being made which satisfy the recommendations made for amendments. Authors are entitled to request copies of

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Articles/papers accepted for publication in *IQ* will be edited by the Editor with a view to spelling, grammar, punctuation, and journalistic presentation, and may be reduced in length, at the Editor's discretion, to meet the journal's production requirements. The Editor may also write an appropriate magazine headline for the article/paper, and add sub headlines if and where appropriate. The Editor also reserves the right to split an article/paper over more than one issue of the magazine where available editorial space is limited.

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Articles for *IQ* can be as short as 500 or 600 words. Preferred scholarly papers are more typically around 3,000 words, but certainly not more than 6000 words in total, including references and appendices. The paper should be prefaced by an abstract of about 100-150 words, and use a provisional title employing up to ten keywords covering the topic addressed.

Autobiographical details for all authors should be included. Where an author requires a 'blind' review, autobiographical details should be on a separate sheet. The details should comprise full name, with all academic and professional qualifications; career information, e-mail address and, ideally, a form of contact that can be offered to readers for correspondence. Details for one corresponding author will be considered sufficient for this purpose if preferred. Autobiographical information will typically comprise 50-100 words per author.

In addition to information for publication, we will also require full contact details for all authors, comprising postal address, telephone number and e-mail.

It is helpful if articles/papers are divided by headings, although neither these nor paragraphs should be numbered. Endnotes should be used sparingly, if at all, and references should be incorporated into the text where possible. Where citation notes are used, they must be shown as endnotes, not footnotes, and correlated to numbers in the text.

Photographs and any other illustrative material should be submitted on JPG or JPEG.

Submissions will only be considered if submitted electronically, in a Word document, to editor.iq@rmaa.com.au

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(Amended October 2004)