

WORKING PAPER SERIES

The Life Course Centre Working Paper series provides a means of disseminating research findings to explore, question and deepen our understanding of social disadvantage amongst research, policy and knowledge stakeholders. The series will build an evidence base for deep and persistent disadvantage and contribute to public discourse.

The Life Course Centre Working Paper series welcomes contributions by Affiliates. If none of the research authors is an Affiliate, please complete the form located at <https://www.lifecoursecentre.org.au/opportunities/for-research-collaboration/> and forward it to lcc@uq.edu.au to apply. For queries, please contact the Life Course Centre Working Papers Series Editors, Sarah Johnson and Jack Lam at lcc@uq.edu.au.

Guidelines for authors

Submission and approval process

Papers are to be submitted via email to lcc@uq.edu.au, accompanied by a completed copy of the manuscript submission form contained within Page 3 of this document. Manuscripts will be screened for suitability by the Life Course Centre Working Paper Series editor or an internal expert. Small amendments to the paper may be required before publication. The Life Course Centre will contact authors via email when papers are due for release. Authors may also be contacted concerning the development of a news story or media release on the research findings.

Note: Articles in the Life Course Centre Working Paper Series will **not** be assigned a ISSN or ISSB number to prevent issues with subsequent publication in academic journals.

Manuscript components

When submitting your paper to the Working Paper series, make sure this contains:

- (i) the family names, initials, affiliations (institution and department) and email addresses of all listed authors (in the desired order of appearance)
- (ii) a 150-250 word abstract,
- (iii) 3-6 keywords,
- (iv) any necessary acknowledgments to funding sources or data providers,
- (v) 'about the author' blurbs for all authors,
- (vi) a non-technical summary.

Non-technical summaries

The Life Course Centre is strongly committed to translational research and reaching out to non-academic audiences, such as Government organizations, service delivery agencies and the media. To promote this goal, all submissions to the Life Course Centre Working Paper Series must include a 1-page non-technical summary. This can be modelled from the original (standard) manuscript abstract. The key difference with this is that the non-technical summary should be worded in a way that is approachable to a non-expert audience, and emphasize the broader implications and potential policy applications of the research findings. Technical terms and disciplinary jargon should be avoided. Please refer to existing Life Course Centre Working Papers (<https://www.lifecoursecentre.org.au/research/working-paper-series/>) for examples of non-technical summaries.

About the author summaries

‘About the author’ summaries of 70-80 words in length need to be provided for each of the authors. These should give a brief description of the author’s affiliation, general and current research interests and/or projects, and recent publications. See existing Life Course Centre Working Papers for examples of ‘about the author’ summaries.

Formatting

To ensure that the Life Course Centre Working Papers are visually consistent, authors are encouraged to adhere to the following simple formatting guidelines.

1. All text should be in a clear font (e.g. Times New Roman or Cambria) in size 12.
2. Line spacing should be set at 1.5 lines, and after paragraph spacing at 6 pt.
3. Page margins should be set at around 2.5 cm for all sides.
4. There should be no running titles or page numbering.
5. Tables and figures should preferably be placed within the body of the manuscript, rather than at the end.
6. We recommend the APA referencing style (<http://www.apastyle.org/>). Other styles are acceptable as long as in-text references include author name and publication year, and all referenced materials are collected in an alphabetized reference list at the end of the document.
7. Submitted manuscripts must be in **.doc** or **.docx** format. If you are a **LaTeX** user, please convert the manuscript to **.pdf** before submission and make sure that the introductory section of the paper begins in a separate page.

MANUSCRIPT SUBMISSION FORM

<u>Manuscript details</u>	
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<p>Submission checklist</p> <p><i>Prior to submitting your paper, please make sure that you have addressed and agree to all of the following:</i></p> <p><input type="checkbox"/> I give permission for my paper to be available on the Life Course Centre website, and to be advertised to Life Course Centre subscribers</p> <p><input type="checkbox"/> My submission features an abstract, a non-technical summary, an ‘about the author’ blurb and 3-6 keywords</p> <p><input type="checkbox"/> I have gained all appropriate permissions from authors and third parties</p> <p><input type="checkbox"/> I have acknowledged relevant funding sources and data providers</p> <p><input type="checkbox"/> I have checked that any academic journals to which I plan to submit my paper accept material that has been previously published within a working papers series</p>
