

WA POLICY FORUM

Guidelines for Papers, Essays and Presentations

1. Length: Authors should aim to produce discussion papers of 16 – 24 printed A4 pages in length (7,000 – 11,000 words including figures and tables) or essays of 5-15 printed A4 pages in length (2,000 – 10,000 words including figures and tables). Presentations should consist of at least ten slides.
2. Structure: Papers will normal consist of
 - title page, including authorship and acknowledgements
 - table of contents
 - abstract or executive summary
 - introduction – outline of the issue and content
 - policy analysis
 - recommendations for addressing the issue
 - conclusions
 - references
 - appendices

Essays and Presentations may adopt a simplified structure.

3. Style for Papers and Essays:
 - number all sections and sub-sections
 - address an informed lay audience
 - justify all assertions
 - cost all recommendations and consider environmental and social implications.
 - Discuss the proposed implantation process for your recommendations
 - Figures and tables are welcome and preferable to full pages of text.
 - Colour may be used in figures and photos.
 - Provide a 1-page media statement to accompany the release of your discussion paper.
4. Format:
 - use arial font bold (16 point) for major headings, 14 point for sub-headings and 12 point for minor headings.
 - Use times roman, 11point for the body text
 - Use bold face for headers and emphasis – do not use underlining.
 - Number all figures and tables for ease of reference in the text.

- Provide references for all assertions using the Harvard referencing system.
- Authors should supply a Word (papers/essays) or Powerpoint (for presentations) version of the final copy
- Authors of presentations will be provided with a WAPF logo for inclusion prior to submission

5. Copyright:

- ensure that you have approval to use any copyright material (figures, tables, photos) that you include in your paper.
- The copyright of your paper, essay or presentation will be shared by the authors and the WAPF.
- A written copyright agreement must be signed by WAPF and the authors prior to publication.
- WAPF will distribute the paper, essay or presentation by email, via its web site and by other means such as CD and hard copy.