STYLE CONVENTIONS

1. Include full references in footnotes.

2. **Books** should be cited as in

3. **Chapters** should be cited as in
   The Centre for South Australian Economic Studies, Adelaide, pp. 5-38;

4. **Articles** should be cited as in
   Baldridge, J.V. and Burnham, R.A. (1975), ‘Organizational Innovation: Individual Organizational and
   Environmental Impacts’, *Administrative Science Quarterly*, 20, pp. 165-75;

5. **Reports** should be cited as in
   Department of Sport, Recreation and Tourism (1986), *Department of Sport, Recreation and Tourism

6. If quoting from a publication, please include the page number(s) of the quote.

7. **Op cit** and **ibid** may be used.

8. Use ‘above’ and ‘below’ for cross referencing, not ‘supra’ and ‘infra’.

9. Use lower case ‘g’ for ‘the government’.

10. Quotes should be as in ‘Keith is the first of the “new” brand of scholars’.

11. Numbers one to ten in words, 11 or more in numbers. Also use full numbers for 86-88, 112-113 etc.


14. Please use UK not U.K.


16. Case names should be in italics.

17. Use ‘he or she’ or ‘they’ unless you need to be specific as to gender.

18. Don’t insert any running headers or footers. That will be done later.