



Editorial Policy

HousingWORKS is published four times a year, in February, May, August and November, by the Australasian Housing Institute (AHI). *HousingWORKS* is the premier journal on social housing matters in Australia and New Zealand. It provides topical, relevant and interesting articles on issues and events of direct interest to those working in, or have an interest in the social housing sector. *Housing People* is the Institute's regular online newsletter with member news, views and interesting stories.

The AHI welcomes contributions to both publications, however the statements made or opinions expressed by individual authors do not necessarily reflect the views of the Institute. When making selections for publication, preference is given to members of the AHI ahead of other housing professionals.

Publication Contents

The Editor, in cooperation with the Editorial Reference Group, seeks a variety of contributions for future editions, including research papers, analysis, opinion, policy and practice-related articles, evaluations, program and book reviews, and personal profiles. The articles are generally to be between 600 and 1800 words in length (1-3 journal pages) for *HousingWORKS*, and under 400 words for *Housing People*, unless otherwise agreed with the Editor. All contributions are reviewed and copy edited largely in line with the standards and conventions contained in the *Style Manual – Sixth Edition* (Commonwealth of Australia, 2002). However, all decisions regarding stylistic conventions and formatting are at the final discretion of the Editor.

Any substantive editing on a submitted article (i.e. that which amends, shortens, clarifies or otherwise alters its content) is only done in close liaison with the author. Authors are given the opportunity to give final approval to publish their edited contribution. Specifically, they are given between three and five business days to approve and/or comment on their edited article; if no response is received by the specified deadline, the Editor assumes implied consent to publish. Any article written by the AHI is sent to the interviewee/s for comment, with generally 1-2 business days give to respond, depending on the publication schedule.

The Editor will not publish an article if the comments and/or contents are not well founded or do not, in the opinion of the AHI, contribute usefully to professional debate. The Editor has the authority to refuse to publish any contribution which in his or her view does not satisfy the requirements as set out in the Editorial Policy.

Correction of errors

The AHI seeks to avoid errors. However, the AHI will not hesitate to admit and correct a significant error when it is established that one has been made. When a correction is necessary, it will be made in an appropriate manner as soon as reasonably practicable.

General Editorial Specifications

- Contact the Editor to discuss your article idea before embarking on the effort of writing.
- All articles are to be submitted in electronic format, via email or disc, in Microsoft Word or plain text format.
- Include relevant contact information. All our articles include a photograph of the author (usually a portrait head shot) – please include this with your contribution.
- Avoid footnotes; endnotes should be clear and written in a recognised referencing format.
- A picture tells a thousand words. Please forward any clear, relatively high-resolution images you may have to illustrate your article.
- Observe the word limits and contribution deadlines.

Editorial Contact

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