



**ANZTSR**  
Australian and New Zealand Third Sector  
Research Incorporated

### **Advice for preparing Papers “from the field”**

It is often assumed that academic papers for journals will include a literature review, an explanation of how the research was undertaken and how the paper contributes to knowledge.

Papers from the field are an opportunity to relax these conventions a little and, while still being research informed, to stress implications that are relevant and valuable for practitioners especially those in third sector organisations.

A paper from the field can draw on a study or research project but this is not essential. What is vital is that there are some practice-based lessons that are spelled out and would be useful to other practitioners. They should be able to refer in some way to research in some way as a starting point.

Papers should be 2,000-3500 words including an abstract of 100 words. Consider other papers from the field in prior issues. Write in a jargon-free, non-technical style accessible to managers, workers and board members of third sector organisations, and to academic researchers, teachers and students from a variety of disciplines. As with research papers, these will be sent out for peer review, normally by two independent reviewers. A blind review process is adopted. For that reason, authors should indicate their names and affiliations on a separate page.

Write the paper in 12-point Times New Roman, double-spaced and with 2.5-cm margins. Please use minimal formatting and styles; but do include headings which should be indicated through the use of CAPITALS, bold and italics. Where quotations are more than 40 words, they should be indented, justified and set in italics, with the source following directly. Single quotation marks are to be used throughout the text, with double quotation marks within single when needed.

Authors should submit an electronic version of their paper in Microsoft Word format or Rich Text Format (RTF). If any images are used, please ensure that the full image file (jpeg or tiff) is supplied separately. Editorial correspondence and manuscript submissions should be directed to [tsr-editors@vuw.ac.nz](mailto:tsr-editors@vuw.ac.nz).

Citations: The Harvard style of referencing is used, with endnotes kept to a minimum.

Examples: (Lyons 1999); (Lyons 1999: 20); (Lyons 1998a, 1998b); (Onyx & Bullen 1998). If there are three or more authors, use the form: (McDonald et al. 1998).

List multiple references in ascending chronological order: (McDonald et al. 1998; Onyx & Bullen 1998; Lyons 1999).

References: List in alphabetical order by the first author's surname. List multiple references by the same author chronologically, the earliest first, with the author's name repeated.

Refer to the following examples, including the punctuation and capitalisation.

Book: Verba, S., Scholzman, K. & Brady, H. (1995) *Voice and Equality: Civic voluntarism in American politics*. Cambridge, MA: Harvard University Press.

Book chapter: James, E. (1987) *The Nonprofit Sector in Comparative Perspective*. In W. W. Powell (ed.), *The Nonprofit Sector: A Research Handbook*: 397–415. New Haven: Yale University Press.

Journal article: Lyons, M. (1997) *Contracting for Care: What is it and what is at issue?* *Third Sector Review*, 3 (Special Issue): 5–21.