



**Australian Government**  

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**Australian Research Council**

## **Editorial policy for *Discovery***

This editorial policy lets *Discovery* readers, contributors and the research and higher education sector know the submission requirements, production schedule and style guidelines for the production of *Discovery*.

*Discovery* provides an informative overview of ARC activities, including research and funding outcomes, new initiatives, and other sector information.

*Discovery* is produced by the Australian Research Council (ARC). It is distributed to the research and higher education sector in hard copy and published on the ARC website at [www.arc.gov.au](http://www.arc.gov.au) > media > Discovery Newsletter.

To comply with accessibility standards, *Discovery* is published online in PDF (fully designed) and RTF (plain text) formats.

### ***Submission policy***

1. When an author submits any material for publication, it is presumed that:
  - the material is original, his/her own work and is not under any legal restriction for publication in print or online;
  - the author allows the Editor (the ARC) to edit the work for clarity, presentation, and style without extensive consultation;
  - the author gives the Editor permission to publish the work and make it accessible in the magazine's archives indefinitely after publication;
  - copyright remains with the ARC unless specifically stated otherwise. If a copyright statement is to accompany an article, it is published at the end in the following format: Copyright © 2008 Mary Smith; and
  - moral rights (for material in *Discovery*, the personal rights of the creator of a literary, dramatic or artistic work to protect his or her reputation and to be identified as creator of the work) have not been infringed.
2. Articles or story ideas should be submitted to [publications@arc.gov.au](mailto:publications@arc.gov.au)
3. After submissions have been edited to comply with this policy, the Editor will provide authors with a copy of the changed article for approval.
4. The final acceptance of an article for publication is up to the Editor. The Editor has the right to reject material up until the time of publication, or not to publish material even after editing and clearance.

## ***Deadlines and production schedule***

Deadlines are not flexible. To allow for graphic design and print production, articles must be received by the Australian Research Council no later than four weeks before the distribution date (unless otherwise specified by the ARC).

Following feedback received during a consultation period in 2009 regarding *Discovery* there has been an amendment to the distribution dates of this publication. The expected distribution dates for 2010 are as follows:

- Edition 1—April
- Edition 2—late July/early August
- Edition 3—November

## ***Style guidelines***

In general, the Australian Government *Style Manual* applies. Additional requirements are as follows:

1. The tone of the newsletter is insightful, research orientated and factual;
2. Articles should be written in a narrative style with the most important information at the top of the article and least important at the end to allow for the article to be cropped from the end, where necessary;
3. Use of magazine-specific language and style, and Australian Government style as set out in the Australian Government *Style Manual*. Please contact the Communications Manager on 02 6287 6711 or [publications@arc.gov.au](mailto:publications@arc.gov.au) if you do not have access to a copy of the Manual;
4. Word counts for each article will be set and should be adhered to. Please contact the Director of Stakeholder Relations on 02 6287 6711 or [publications@arc.gov.au](mailto:publications@arc.gov.au) to obtain word limits;
5. Format and layout of each article and the newsletter as a whole is entirely at the discretion of the Editor;
6. Where applicable, articles should have an accompanying intranet/internet address (or URL);
7. Only simple URLs will be published. If a simple URL is not available, click-paths should be described;
  - A simple URL comprises the domain name and one navigational step, e.g. [www.arc.gov.au/ncgp](http://www.arc.gov.au/ncgp)
  - A click path is the domain name followed by a list of links for the user to follow, e.g. [www.arc.gov.au](http://www.arc.gov.au) > About ARC > College of Experts > Biological Sciences and Biotechnology (BSB)

## ***Photography and imagery guidelines***

1. The ARC encourages the submission of illustrative photographs or images with articles or story ideas, together with advice about acknowledgements in line with the following guidelines:
  - Do not submit images in a Microsoft Word document, Powerpoint presentation or any other Office product;
  - Image formats that are accepted include *tif* and *jpg*. Other image formats may be submitted at the discretion of the Editor.
  - Images must be of high-resolution;
  - The Editor reserves the right to refuse to publish any image; and reserves the right to crop or position the image appropriate to the design, layout and flow of the newsletter;
  - All images must be supplied with a caption. Where relevant, captions must include the
    - names of people in the photograph, from left to right;
    - name or title of the event; and
    - location and date (if applicable to accompanying article);
  - Photos of people will only be published with their or their organisation's written consent.
2. Clipart will not be published in *Discovery*.
3. The provisions of the *Copyright Act 1968* must be considered:
  - Authors must not submit images that are obtained from the internet and downloaded without appropriate permissions;
  - Copyrighted images will only be published if appropriate copyright clearance has been sighted by the Editor;
  - Images can be credited, as deemed appropriate.