



Submission Guidelines for Authors

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Aim and Scope

The QUT Centre for Justice Briefing Papers provide short, accessible accounts of issues related to justice. Briefing Papers are open access and intended to be of interest and accessible to practitioner and policy-making audiences.

To date, papers have been published on a range of justice-related issues including environmental and energy justice, gender-based violence, exploitative work, and consumer protection. Visit [Briefing papers - QUT Centre for Justice](#) the Briefing Paper Series.

Members and affiliated researchers of QUT Centre for Justice are encouraged to submit a Briefing Paper. At least one author needs to be a member of QUT Centre for Justice, however, co-authors do not need to be centre members.

Format and Style

Briefing papers should be logically structured and use subheadings. The paper should be approximately 2,000 words in length (inclusive of the reference list). Please use APA referencing style (7th Edition). In-text citations should be presented using parenthetical author-date format (e.g. Mason & Swan, 2019) and references presented in a reference list at the end of the Briefing Paper. The references should be listed in alphabetical order and include DOIs as specified in the latest version of APA. The reference list is typically restricted to 20 references and should include all and only those references cited in the text.

Briefing Papers can include infographics, illustrations, or other visual materials such as figures, tables and photographs. These should be of print quality, not subject to copyright, and include an alt-text description. Visual materials can be provided in full colour.

Briefing Papers must also include the following:

- **Abstract** - Up to 100 words describing the paper's content and significance.
- **About the Author(s)** - List the details of all authors in the following format:
<Honorific> <Name> <Role/Organisational Unit/Institution>
For example:
Caryl Swan, PhD Candidate, Faculty of Health, QUT
Professor Polly Lean, School of Management, Macquarie University

Manuscript Submission

Briefing Papers should be submitted to gutc4j@qut.edu.au via email as an attached Word document with all images, figures and tables embedded for ease of review. Submissions should be accompanied by a completed Submission Form.

Peer Review

All Briefing Papers are subject to an open peer review process. All manuscripts are initially reviewed by a member of the Editorial Collective. Each Briefing Paper will also be reviewed by at least two nominated reviewers with relevant research expertise. Reviewer feedback is returned to authors.

Copy-editing

All accepted Briefing Papers are professionally edited before being formatted into the Briefing Paper template. This formatting and editing service is provided by the QUT Centre for Justice at no cost to the authors. All completed papers are uploaded to QUT ePrints, the QUT research repository, and are also added to the QUT Centre for Justice Briefing Papers section of the website.

Special Collections

Briefing papers are accepted and released on a rolling basis across the year. With the prior agreement of the editorial committee, the release of Briefing Papers may be timed to coincide with events or form part of a special collection of papers to be released at the same time on a single theme. Please allow three months between submission and planned release.

Release and Promotion

QUT Centre for Justice will promote each paper via LinkedIn and any other appropriate external networks. Any distribution of Briefing Papers is done via the ePrints link so that downloads can be recorded. Authors are encouraged to promote their papers to their own networks using the ePrints link, or via a post on LinkedIn. Please ensure QUT Centre for Justice is tagged at time of promotion.

For further information or to discuss an idea for a Briefing Paper or Special Collection, please contact gutc4j@qut.edu.au