

# Working Paper Series Guidelines

The Life Course Centre Working Paper Series publishes pre-prints of Centre researchers' work, enabling researchers to share their findings in a way that is timely, accessible, and not prohibitive to future publication in peer-reviewed journals. The Series contributes substantially to the knowledge base on deep and persistent disadvantage for children and families over the life course, and the development of innovative solutions to address it.

## Who can publish with us?

The Life Course Centre Working Paper Series currently accepts submissions that have at least one author who is a Centre member (i.e., Chief Investigator, Associate Investigator, Research Fellow, or HDR Student), a member of a partner organisation (e.g., Brotherhood of St. Laurence, Australian Government Department of Social Services), or a Centre Affiliate. Non-Centre researchers, policymakers, and knowledge professionals with a commitment to addressing the problem of deep and persistent disadvantage (both in Australia and internationally) are encouraged to submit papers with support from a Centre member.

## What you can publish with us

The Life Course Centre Working Paper Series publishes papers that align with the core research focus of the Centre (addressing deep and persistent disadvantage) and clearly report the policy or practice implications of the research findings. There are no restrictions regarding the length, structure, discipline, or type of paper we accept. For example, we accept empirical papers, literature reviews, broad theoretical/conceptual pieces, and shorter commentaries. We are particularly interested in papers that are engaging and accessible to non-academic audiences.

### How to submit your paper

Papers are submitted via the online portal on the <u>website</u>. Each submission should contain two documents.

- The manuscript: Manuscripts may be submitted in .doc or .pdf format. Formatting style
  is at the discretion of the authors. Please start your manuscript at the introduction (or
  abstract if you choose to include one). Given our focus on the quick publication of preprints, please be aware that we will not make changes to the body of your manuscript.
- 2. **The frontmatter:** Using the frontmatter template (available on the <u>website</u>), please ensure you provide all requested information, including a plain-language Research Summary. Please submit your completed frontmatter document in .doc format.

#### How we process your paper

Submissions will be screened by a Life Course Centre Working Paper Series Editor to ensure they align with the Centre's core mission of responding to deep and persistent disadvantage, and are authored by at least one eligible researcher. You will receive an email (usually within 48 hours) to inform you if your paper has been accepted. We may request minor edits to the Research Summary prior to publication, to help maximise impact among non-academic audiences. Please note that we do not peer-review submissions. The editorial team will contact you to advise you when your paper has been published to our website. To the best of our ability, we aim to have papers published within 7 working days.

Page 1 12 April 2023



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# Where we publish your paper

Your paper will be published on the Life Course Centre website and uploaded to The University of Queensland's institutional repository eSpace. Please note your paper will be assigned a DOI. You must <u>contact</u> us if your paper is subsequently published in a journal so we can link your Working Paper to the journal article, as required by most journals' preprint policies.

# How we promote your paper

Our Working Papers consistently generate strong exposure and profile for authors, and our Communications Officer uses a range of channels to strategically position papers to reach target audiences. This includes, but is not limited to, social media; media releases; key policy outlets such as <a href="The Mandarin">The Mandarin</a> and <a href="Analysis and Policy Observatory">Analysis and Policy Observatory</a> (APO); <a href="Life Course Centre">Life Course Centre</a> News <a href="Articles">Articles</a>; Life Course Centre social media channels; and inclusion in our Digest newsletter. We encourage you to include your Twitter handle in the template where prompted, so that we can tag you in our promotion of your paper. As our working papers are open access, we also encourage you to freely share your working paper among your own networks.

# Where else you can publish

Our papers are published as pre-prints, which means that many peer-reviewed journals will accept the submission of manuscripts that have previously been published in our series. We recommend that you check the pre-print policies of any journals you plan to submit your paper to in future. Sherpa Romeo provides a useful tool for checking the open access pathways permitted by different journals. Some journals may have specific requirements around pre-prints (e.g. embargo periods, linking the working paper to the published version). If this is the case, please contact us and we can work with you to ensure we can meet these requirements.

### What to include in a Research Summary

The Life Course Centre is strongly committed to translational research and reaching non-academic audiences, such as Government organisations, service delivery agencies and the media. To promote this goal, we ask that all submissions include a plain-language Research Summary. The key difference between an abstract and the Research Summary is that a Research Summary should be worded in a way that is approachable to a non-expert audience and should emphasise the significance and broader policy implications of the research findings. Technical terms and disciplinary jargon should be avoided. Please follow the structure provided in the template.

#### Who you can contact

For queries about the Life Course Centre Working Paper Series, please contact the Editor:  $\textbf{Ella Kuskoff} - \underline{e.kuskoff@uq.edu.au}$ 

<u>lifecoursecentre.org.au</u>

Page 2 12 April 2023