A Template for Writers

This document provides writers with a template for writing a journal article for the Australian Law Librarians’ Association (ALLA). The *Australian Law Librarian* (the Journal) is the official journal of the Association.

**Why Write?**   
Did you know that the publication of articles is significant for your career, it can enhance your reputation and status, and that of your Professional Association, it is also another way in how you can further develop the profession globally.

**Audience**   
When writing your article, remember to keep in mind the audience you are targeting – make sure the style, structure, and audience fit in well. Also, take the time to read a selection of published articles and see how they are structured.

**Access previous journals**

* The full text of the Journal (and the ALLG Newsletter (1973-1992)) will still be available through HeinOnline. Please visit [www.alla.asn.au](http://www.alla.asn.au/).
* Current journals are freely available on Informit <https://search.informit.org/journal/auslawlib>.

**Guidelines**  
Did you know anyone can contribute to the Journal (ALLA members and non-members), and the word count is flexible. If you have questions on length variations, please contact the [Journal Editor](mailto:journaleditor@alla.asn.au).

* Word count for Feature Articles or Conference Reports is 1500-2500; Notes are limited to 1000.
* Formatting – don’t worry about formatting - Our typesetters do this.
* Articulate your ideas. Make sure you write clearly and concisely.
* Don’t be afraid to explain; write confidently to give your reader certainty.
* Explain acronyms when they first appear in your article.
* Citations and Footnotes – please use [AGLC4](https://law.unimelb.edu.au/mulr/aglc/about).
* Don’t forget to include photos or author photos (jpg, .tiff, .png, .gif) – this makes your article more colourful and exciting.
* Keep in mind copyright approvals to reproduce images.
* Submit your article in Microsoft Word.

**Topics you can write about:**

* Career, Qualification and professional development for law librarianship and related fields.
* Law library design and construction.
* Law library management.
* Knowledge management.
* Information resources and collection development.
* Interlibrary loan and document delivery.
* Technological developments.
* Services to patrons and instruction in legal research.
* Cooperation between libraries.
* Substantive law as it applies to law libraries/librarianship, e.g. copyright.
* History of law libraries and legal materials.
* Interviews/biographies/obituaries of persons who have contributed to law librarianship.

Article submission deadlines – 15 February; 15 May; 15 August; 15 November

**Sharing your work**

* Post your article on social media (Twitter, Facebook, LinkedIn or other mediums).
* Post your article on your website.
* Present your article at a conference or meeting.
* Share your article for teaching purposes.
* Highlight your article on your curriculum vitae.

Article Heading   
(Tip: Your article heading should be concise, accurate and informative, avoid using abbreviations in your heading.)

Author Name / Co-Authors:   
Job Title, Company Name:   
Email address:  
Linkedin URL:

Abstract (optional to include)

The purpose of your abstract is to express the key points of your article clearly and concisely. An abstract should be a short paragraph (around 300 words) summarising your findings. Ordinarily includes what your research is about, methods used and main results.

Keywords: select keywords that you would like your article to be ranked for. This helps potential readers to discover your article when performing an online search.

# Introduction

Paragraph: use this for the first paragraph in a section.

An introduction introduces your topic and your viewpoint on the topic. It also contextualises your argument in the broader field or topic. A top tip is to write your introduction and conclusion at the end of your article.

Main Body The main body is where you include your central arguments and your evidence are located. Each paragraph will capture a different concept/argument, and there will be clear linking between each paragraph.

# Heading 1: use this style for level one headings

Paragraph: use this for the first paragraph in a section, or to continue after an extract.

* For bulleted lists

1. For numbered lists

Table 1. Type your title here. Obtain permission and include the acknowledgement the copyright holder requires if a table is being reproduced from another source.

Figure 1. Type your caption here. Obtain permission and include the acknowledgement required by the copyright holder if a figure is being reproduced from another source.

**Conclusion**

Your conclusion should be an analysis of your results, where you recapitulate all the concepts that you presented in the main body of the text in order of most to least important. No new ideas are to be introduced in this section.

References and citations   
Use footnotes when referencing other people’s work; you should aim to cite references that are not more than ten years old if possible. Your research should be strongly related to your search question. Please use the Australian Guide to Legal Citation fourth edition ([AGLC4](https://law.unimelb.edu.au/mulr/aglc/about)).