# Submission requirements

All contributions to the *Workplace Review* are welcome and should be emailed to the Thomson Reuters Editor at LTA.workplace@thomsonreuters.com.

## Note to contributors

- You agree that if Thomson Reuters (Professional) Australia Limited ABN 64 058 914 668 ("Thomson **Reuters**") publishes the manuscript you submit ("Contribution") in this Journal, you grant to Thomson Reuters a non-exclusive perpetual royalty free licence throughout the world to do any act comprised in the copyright (whether now existing or created in the future) subsisting in the Contribution for the term of that copyright and any renewals, revivals and extensions of that copyright. Thomson Reuters may, in its absolute discretion and without limitation, reproduce, communicate, develop, adapt, modify and exploit the Contribution in any manner or in any medium as it considers fit either alone or as part of the Journal or in any other product or compilation or in any manner or any medium whether now existing or developed in the future (including without limitation in print, electronic and online formats). For the avoidance of doubt, Thomson Reuters owns the copyright in the edited version of the Contribution.
- Thomson Reuters recognises that you have moral rights in the Contribution. In submitting the Contribution you consent to Thomson Reuters editing the Contribution as to style and content, making material alterations to the Contribution as is reasonably necessary for exploitation of the Contribution and using excerpts from the Contribution for the purpose of promoting the Contribution or the Journal.
- In submitting the Contribution you warrant that the Contribution, and any part of it, is your original work, that you are the sole unencumbered owner of the copyright subsisting in the Contribution and that you have the right to grant this licence to Thomson Reuters. You also warrant that you have appropriately referenced and obtained permission to use any third party material in the Contribution so that when published the Contribution will not violate or infringe any copyright or moral right and that the Contribution does not contain anything that is in breach of any court order or which is obscene, indecent, objectionable, defamatory, libelous, misleading or deceptive or likely to mislead and deceive.
- You acknowledge that all monies collected by any third party organisation operating under a statutory licence in respect of reprographic or other use of the Journal or part thereof shall be paid to Thomson Reuters and that Thomson Reuters shall not be obligated to account to you for any such proceeds.

## Letters to the Editor

 By submitting a letter to the Editor of this journal for publication, you agree that Thomson Reuters, may edit and has the right to, and may license third parties to, reproduce in electronic form and communicate the letter.

# Manuscript

- Manuscript must be original, unpublished work that has not been submitted or accepted for publication elsewhere, including for online publication.
- Personal details (name, qualifications, position) for publication and a delivery address, email address and phone number must be included with the manuscript on a separate page.

- Manuscript must be submitted electronically via email in Microsoft Word format.
- Manuscript should not exceed 1,800 words (including footnotes).
- An abstract of 100–150 words must be included at the head of articles.
- Authors are responsible for the accuracy of case names, citations and other references. Proof pages will be emailed to contributors but excessive changes cannot be accommodated.
- If you would like a brief biography and photograph to be included with your article, please forward a biography of no more than 50 words and a photograph complying with the graphic guidelines (below).
- **Graphics** (author photos, diagrams and graphs) to be grayscale; in .jpeg format; no more than 12 cm in width; within a box; of high resolution (at least 300 dpi); font is to be Times New Roman, no more than 10pt. The heading for a graphic should be placed outside the box.

## Style

Thomson Reuters journals closely follow the *Australian Guide to Legal Citation* (AGLC), currently in its third edition. Please note the following important points and exceptions.

- Levels of headings must be clearly indicated (no more than four levels). No italics should be used in headings and no footnotes should be attached to headings or tables.
- 2. Ideally, full case citations should be set out in footnotes rather than the body of the text.
- 3. In footnotes do not use ibid or op cit. Repeat author surname and add footnote reference to first mention.
  - <sup>3</sup> Rachel Trindade and Rhonda Smith, "Modernising Australian Merger Analysis" (2007) 35 ABLR 358.

# Permission to republish

 You may use your original, unedited manuscript should you wish to reproduce your article in another publication, such as SSRN, a university archive or personal/company website.

<sup>4</sup> Trindade and Smith, n 3, 358-359.

 If you wish to republish the Thomson Reuters edited version, see <a href="http://sites.thomsonreuters.com.au/journals/permissions">http://sites.thomsonreuters.com.au/journals/permissions</a> for further information.
For all other queries, contact <a href="https://LTA.Permissions@">LTA.Permissions@</a> thomsonreuters.com.