

# PGCAR Manuscript preparation and submission requirements

## Manuscript submission

Authors are required to submit their papers via email to the editor at: [patw@mosaicprojects.com.au](mailto:patw@mosaicprojects.com.au). Please include all of the components as attachments in the one email.

## Submission requirements

### *Cover letter*

A covering letter must accompany each submission indicating the name, address, and telephone number of the author to whom all correspondence is to be addressed. An affiliation must be supplied for each author.

Please indicate if this paper is:

- For publication in the PGCAR only, or
- For publication in the PGCAR and consideration in the Walt Lipke Award (see: <https://www.pgcs.org.au/academic-papers/#Walt>)

### *Manuscript*

Manuscripts should be in a Microsoft Word format. The following components are required for a complete manuscript: Title, Author(s), Author affiliation(s), Abstract, Keywords, Main text (including figures and tables), Conclusions, References, Acknowledgements, Appendices.

Include page numbers on the document, beginning with the title page as number 1. There is no formal limit for the length of a paper, but the editors may recommend condensation when appropriate.

Please use standard 11-point Times New Roman font for the body of the text. Titles, heading and subheadings should use a distinct style.

**Title.** The title of the paper should be explicit, descriptive and as brief as possible – no more than 20 words in length.

**Running title.** A short version of the paper title (up to 80 characters including space).

### **Author names, (academic degrees) and affiliations.**

Where the family name may be ambiguous (e.g., a double name), please indicate this clearly.

**Corresponding author.** The e-mail address of the corresponding author should be given on the first page of the manuscript.

**Keywords.** Up to 6 words separated by commas.

**Abstract.** A concise and factual abstract of 250–300 words is required. The abstract should

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state briefly the purpose of the research, the principal results and major message. An abstract is often presented separately from the article, so it must be able to stand alone. For this reason, References should be avoided, but if essential, they must be cited in full, without reference to the reference list. Also, abbreviations should be avoided, but if essential they must be defined at their first mention in the abstract itself.

**Headings and subheadings.** Headings and subheadings should be used throughout the text to divide the subject matter into its important, logical parts. Typical headings include: Introduction, Literature review, Research methodology, Results, Discussion, Conclusions, Acknowledgments, Appendixes and References.

### **Figures and Tables.**

Should be numbered, captioned and included in the text in the desired position for publication. The Word file will be converted to PDF for publication.

### **Abbreviations**

Do not use abbreviations in the title or abstract and limit their use in the text. Expand all abbreviations at first mention in the text.

### **Footnotes**

Footnotes should only be used if absolutely essential. In most cases it will be possible to incorporate the information in normal text.

If used, they should be numbered in the text, indicated by superscript numbers, and kept as short as possible.

### **Acknowledgements**

The Acknowledgements section is the general term for the list of sponsor and financial support, contributions, credits, and other information included at the end of the text of a manuscript but before the references. Conflicts of interest and financial disclosures must be listed in this section. Authors should obtain written permission to include the names of individuals in the Acknowledgements section.

### **References**

The preferred style of referencing is the APA format (person, date).

### **Appendixes (if needed)**

Appendix A  
A1, A2, A3...  
Appendix B  
Appendix C...

### **Notification**

The corresponding author will be notified by the editor of the acceptance of paper for review.

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Following the review, the paper may be rejected, accepted, or accepted with modifications required. The corresponding author will be notified by the editor of the paper's acceptance, and any corrections or changes requested by the reviewers. The corresponding author is responsible for including any requested changes into the text and returning the final text for publication by the notified date.

### **Peer review criteria**

Papers must:

- Be original – substantially similar papers published in other journals will not be accepted
- Describe research that contributes to the advancement of literature of and knowledge to support the advancement of project controls or governance
- Clearly state the research question and the nature and method of the research
- Include a literature review identifying the theoretical concepts and research upon which this work is based
- Demonstrate the value or significance of the research
- Include an abstract, conclusions, statements about the limitations of the research and next steps
- Use American Psychological Association (APA) style of references.

### **Author Enquiries**

For submission inquiries, tracking of papers, and any other information please contact the editor: [patw@mosaicprojects.com.au](mailto:patw@mosaicprojects.com.au)