**Title of Article (Times New Roman 20; Bold; Aligned Left; 20 Word Limit)**

First name1 Surname11, First name2 Surname22 and First name3 Surname33

*1Affiliation of author1 including city, country*

*2Affiliation of author2 including city, country*

*3Affiliation of author3 including city, country*

Corresponding Author: First name1 Surname1, Postal Address, Email and Phone Contact.

**Key Findings (Level 1; Times New Roman 16; Bold; Align Left)**

Key Findings consist of a short collection of bullet points that convey the core findings of the article. Please include 3 to 5 bullet points (maximum 85 characters, including spaces, per bullet point). Use Times New Roman 12 point; align left; with 6 point spacing before and after each bullet point, e.g.

* Bullet 1 (Indent: 0.5 cm, Hanging: 0.5 cm);
* Bullet 2;
* Bullet 3.

For numbered bullets:

1. Bullet 1 (Indent: 0.5 cm, Hanging: 0.75 cm);
2. Bullet 2.

**Abstract**

(250 word limit) Use Times New Roman 12 point; align left. The abstract should be factual and concise, and must be able to stand alone. State briefly the purpose of the research or article, the principal results or outcomes and major conclusions. Avoid references and non-standard abbreviations. If abbreviations are essential, they must be defined at their first mention in the abstract itself. Use an informative rather than an indicative style – that is, briefly indicate actual methods and results, rather than indicating the types of information that can be found in the paper. See Instructions for informative and indicative style examples. Abstracts are not required for article types, ‘Perspective/Commentary on Road Safety’ and ‘Correspondence’. See also the [Author Instructions and the Online Submission Upload Guide](http://acrs.org.au/contact-us/em-journal-conference-contacts/) for uploading this Word File.

**Keywords**

Journal Submission, ACRS, Template, Formatting (6 keyword limit)

**Glossary**

If field-specific terms are used in your article, supply their definitions as a separate list.

**Introduction**

For the introduction, state the reasons for the work, with brief reference to previous work on the subject. Provide an adequate background but avoid detailed literature survey or a summary of the results. Critical to a good introduction is presenting an argument specifying the paper’s objectives clearly and justifying the work described and presented in terms of original and significant contribution to road safety. In other words, what is distinctive about this paper?

All body text should also be set in Times New Roman 12 point, single-spaced, aligned left with a ragged right edge. A 2 cm margin all around should be used. Whilst a word count limit of 5000 words has been set including headings, key findings and references, depending on the quality of the submission the 5000 word count limit may be flexible.

To facilitate peer review please turn on the continuous line numbering feature. Separate paragraphs by an additional line space. Use only one space after a colon, semi-colon, full stop or any punctuation that ends a sentence. Use notes sparingly. If possible, incorporate short notes into the text – for example, in parentheses following the material to which it refers. For longer notes, use Arabic numerals as superscripts. Place notes at the end of the paper preceding references, not at the foot of the page. Footnotes are not permitted except for page numbers. Page numbers should be inserted as shown below at the top of the footer space and adjusted right.

**Heading Levels (Level 2; 14 pt; Bold; Align Left)**

Each heading should appear on its own separate line. Do not number headings. It is preferable that headings be followed by text, rather than immediately by a second heading. All paragraphs should have at least two sentences.

Authors are urged to arrange the subject matter clearly under Level 1 headings such as Key Findings, Abstract, Keywords, Glossary, Introduction, Method (using subheadings – level 2 headings - such as Equipment, Experimental procedure, Theory), Results, Discussion, Conclusion, Acknowledgements, References and Appendices. Each heading should have one line space above and one line space below and aligned left. Do not place a heading on its own such that there is a page break between the heading and the text. Set the Word feature ’Paragraph Line and Page Breaks’ feature ’Keep with next’ to lock the heading with the text it preceeds.

* Level 1 headings = Times New Roman, size 16 bold, Capitilise Each Major Word;
* Level 2 headings = Times New Roman, size 14 bold, Capitilise Each Major Word;
* Level 3 headings = Times New Roman, size 12 bold, Sentence case only.

Please note that for practitioner, regulator and/or policy focussed submissions, authors do not necessarily need to conform to the headings suggested above and in the Word Template provided on line. Authors seeking to write submissions more oriented towards a discussion such as describing practitioner programs and outcomes, discussion of a road safety initiative or for example, discussing a policy and its outcomes, can change these headings to suit their needs and what they want to convey in the submission. Submissions from practitioners, regulators and policy makers that explore road safety issues are most welcome. However, all submisions must consist of sufficient levels of critical analysis, insight, and sound argument, and no submissions must consist of an elaboration of unproven hypotheses, rehash of issues that have already been covered extensively or consensus statements. Promotional material about a person, program, institution, or plan and opinions or claims without substantive evidence are not accepted. Evidence may be in the form of citations of work by others and/or original data.

**Methods (Level 1 Heading)**

Provide sufficient detail to allow the work to be reproduced by a reader. Indicate by a reference for methods already published and only describe relevant modifications as applicable. Any papers that present extensive literature reviews or meta-analyses should comply with PRISMA protocols and requirements <http://www.prisma-statement.org/>.

Additional tables, mathematical derivations, complex diagrams, extracts from other publications or documents and the like should be presented as Appendices.

**Level 2 Headings Such as Equipment, Experimental Procedure, Theory, Data Capture, Data Analysis, etc., Times New Roman, Size 14 Bold**

Use the third person consistently throughout (do not use 1st person; except for Correspondence) and, if the work has already been completed, the past tense. Use Australian spellings (refer to Macquarie dictionaries). Be cautious when using automatic spell-checkers as the default spellings are often American.

**Level 3 headings if needed**

Level 3 headings are sometimes needed to distinguish for example, between different experimental procedures used, different theories adopted, etc.

In the case where dot points or listed items are presented, these should be set so that there is 6 point spacing before and after each item listed as follows:

* Item 1;
* Item 2;
* Item 3.

The indent tab should be set to 0.5 cm with the text starting at 1 cm.

**Results (Level 1 Heading)**

The results section of a scientific paper is meant to present your findings in a clear and precise manner without any interpretation or discussion. This should be written in past tense as obviously the results should have been completed and collated. This section is meant to be a description of your results alone. Do not reference any other work which should be left for the Discussion section. The key points and factual observations from your research can be presented in figures and tables as well as described in the accompanying text.

All figures and tables must be submitted as separate attachments (separate file to the submission: [see Online Submission Upload Guide](http://acrs.org.au/contact-us/em-journal-conference-contacts/)) and also must be included within the manuscript for facilitating the peer review process. Number figures and tables consecutively in separate sequences, and ensure that they match with the table and figure citations in the text. Place the figure or table in the text as soon as it can be accommodated following its first mention. Use capital letter when referring to a figure or table, e.g. Figure 1 or Table 1. Ensure that the images and texts, etc., are clear and legible (no smaller than 10 point font) in black and white (not colour). Figures and photographs can be in colour but need to be clearly legible in black and white. The figures and tables can only be in black and white in the printed version and may be reduced in size to fit space available.

**Figures**

Figures include all graphs, diagrams, photographs and the like. All figures should be as high quality as possible and in photo-ready resolution. When the paper is accepted for publication, the Editor may request any unclear figures be redrawn in higher quality. Place the figure title below each figure. Number all figures consecutively using Arabic numerals, with the figure number followed by a full stop and one space. For the caption use times new roman; 10 point bold; centred; sentence case – that is, capitalise first word and proper nouns only; no full-stop at end of caption, as shown in Figure 1. The figure should be centred and have one line spacing above and below the figure, between the figure and caption and between the caption and following text. Figure titles should make their general meaning understandable without reference to the text. List the source(s) immediately after the figure title if the figure is based on previously published data.



Figure 1. Figure caption

**Photographs**

If digital photographs are used in Figures the photographs should be sharp, using 300 dpi resolution as a minimum (and preferably higher). When the paper is accepted for publication, the Editor may request any unclear images in a higher resolution **JPEG format**. All photographs or other images (such as diagrams) for which the author or the author’s employing organisation does not hold copyright must be accompanied by written permission from the copyright holder allowing the College to print the photograph in the *Journal of the Australasian College of Road Safety* and to make it available online through the ACRS website, Informit, or other hard copy or online resources, such as Google Scholar.

**Tables**

Construct all tables in Word, rather than scanning them from images or cutting and pasting them from Excel or other programs. Tables can only be in black and white. Keep their layout consistent throughout. Ensure each table fits in a page, but if a table must be long and cannot fit on one page, repeat the table number and title on the next page before the table is continued. Some tables are better placed as appendices at the end of the document. It may only be possible to be included in the online version and not the printed version.

Place the table title above the table(in contrast to the figure title, which appears below the figure). Number all tables consecutively with Arabic numerals and the table number followed by a full stop and one space. Use Times New Roman 12 point bold; align left; use sentence case – that is, capitalise first word and proper nouns only; no full-stop at end of caption. The table title should have one line spacing between the text above the table and caption and between the caption and table. Table titles should make their general meaning understandable without reference to the text. List the source(s) immediately below the table if the table is based on previously published data. Indicate footnotes, immediately below the table or immediately below Source/s (if applicable), by using lowercase letters (a, b, c, etc.) as superscripts.

Column and row headings should have a one point spacing above and below. Other horizontal and vertical rules should be incorporated only where necessary to improve clarity. Column headings should be in bold and centred. Give the units in which results are expressed at the top of each column; do not repeat the unit on each line of the table. Row headings should be in bold and aligned left. Include borders around all cells used.

Align all numerical entries in a column under the decimal point. All figures should be rounded to the same number of digits following the decimal point (i.e., do not delete final zeros). If there is no decimal point, align numerical entries in a column under the one’s place digit. All null entries should be indicated by 0 or a dash, rather than left blank.

**Table 1. Caption for table**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Column header (SI units if applicable) | Column header | Column header | Column header |
| Row header | Cell content | Cell content | Cell content | Cell content |
| Row header | Cell content | Cell content | Cell content | Cell content |
| Row header | Cell content | Cell content | Cell content | Cell content |
| Row header | Cell content | Cell content | Cell content | Cell content |
| Row header | Cell content | Cell content | Cell content | Cell content |

**Equations**

Please submit equations as editable text and not as images. Equations should be centred and numbered consecutively with one line spacing between the equation and preceding and following text unless at the top of the page or bottom of the page where a line spacing is not required. Place the numbers in round brackets flush with the right hand margin of the column and level with the last line of the equation. Microsoft Equation Editor in Word should be used where possible to construct the equations. An example of an equation is shown on the next page

$\sin(α)\pm \sin(β)=2\sin(\frac{1}{2}\left(α\pm β\right))\cos(\frac{1}{2}\left(α\mp β\right))$ $\sin(α)\pm \sin(β)=2\sin(\frac{1}{2}\left(α\pm β\right))\cos(\frac{1}{2}\left(α\mp β\right))$ $\sin(α)\pm \sin(β)=2\sin(\frac{1}{2}\left(α\pm β\right))\cos(\frac{1}{2}\left(α\mp β\right))$ (1)

The SI system of units should be employed, but papers will be accepted in the English system (e.g., from the USA), provided that values are followed by equivalent SI values in parentheses.

**Discussion**

The discussion is used to present your interpretation of the results. This is also where references other findings can be compared with the findings in this paper. The discussion is also meant to provide the reader with a new understanding of the problem being investigated, putting them into the context of other previous or parallel work. There should be a clear link to the hypothesis or objectives posed at the end of the introduction and the work by others cited. The discussion should not introduce any new results but it can talk about what more research work is needed.

**Conclusions**

Conclusions should summarise the key findings and take home messages. It should be very brief and to the point. In particular it should answer the hypothesis and/or address the objectives presented and argued in the introduction. It should not begin any new discussions.

**Acknowledgements**

Acknowledgements are to be in a separate section at the end of the article before the references. Those individuals who provided help during the research (e.g., providing language help, proof reading the article, etc.) may be listed.

Funding related acknowledgements are to be in a separate section at the end of the article before the references as: “**Funding:** This work was supported by the INSTITUTE/ORGANISATION NAME [grant numbers xxxx, yyyy, if applicable]”. Authors must identify who provided financial support for the conduct of the research and/or preparation of the article and to briefly describe the role of the sponsor(s), if any, in study design; in the collection, analysis and interpretation of data; in the writing of the paper; and in the decision to submit the article for publication. If the funding source(s) had no involvement in these ways then this should be stated as: “**Funding:** This research did not receive any specific grant from funding agencies in the public, commercial, or not-for-profit sectors”.

**References**

References should be in APA style (6th edition). Information about APA Style is also available at <http://www.apastyle.org/>. For in-text citation examples refer to the following websites:

* <http://blog.apastyle.org/apastyle/2011/11/the-proper-use-of-et-al-in-apa-style.html>;
* <http://www.apastyle.org/learn/faqs/references-in-parentheses.aspx>.

References should be in TNR 12 point font, left justified, 1cm hanging indent, 6 point space after. Authors are responsible for the accuracy and completeness of their references.

**Example Reference List:**

**Published book – Author. (Year). Book title. Place: Publisher.**

Johnson, W. (1972). *Impact strength of materials*. London, England: Arnold.

**Journal article – Author, Author, & Author. (Year). Article title. Journal title, Volume (issue), pages. doi: when available**

Grzebieta, R.H., Cameron, J., & Carey, A., Zou, R. (2001). Water-filled plastic safety barrier systems. *Road & Transport Research*, *10*(3), 66-83.

**Conference paper – Author1 & Author2. (Year, Month). Paper title. Paper presented at the conference title, Place. Retrieved from URL if published online**

Ibitolu, E.O. & Summerscales, J. (1987, September). *Acoustic emission source location in reinforced composites*. Paper presented at the 2nd International Conference on the Testing, Evaluation and Quality Control of Composites. Sevenoaks, Kent.

**Government document – Department/agency name. (Year). Document title. (Report No. if available). Place: Publisher.**

Health Promotion Committee. (2000). *The funding of anti-smoking campaigns*. Brisbane, Australia: Department of Health.

**Thesis – Author. (Year). Thesis title (Level). University, Place.**

Turner, S.A. (1985). *Estimating accidents in a road network* (Unpublished PhD thesis). University of Canterbury, Christchurch, New Zealand.

**Document within a website – Author. (Year). Document title. Retrieved from URL.**

Pedal Power ACT. (2009). *Civic Cycle Loop – Bringing people to Civic as it grows*. Retrieved from http://www.pedalpower.org.au/advocacy/docs/civic%20cycle%20loop.pdf.

For more examples refer to the following websites:

* <http://www.apastyle.org/learn/faqs/index.aspx>;
* <http://libguides.scu.edu.au/apa>;
* http://www.apastyle.org/learn/quick-guide-on-references.aspx.

**Appendix**

Use appendices sparingly. It may only be possible to be included in the online version and not the printed version.