



BRIEFING NOTES FOR AUTHORS

VALA2008 LIBRARIES: CHANGING SPACES, VIRTUAL PLACES

**14TH BIENNIAL CONFERENCE AND EXHIBITION
5 - 7 February 2008
Melbourne Convention Centre**

To ensure the highest possible success of your presentation and the Conference programme,
we ask you to comply with the following information.

PRE-CONFERENCE

Please submit your paper as soon as possible, and definitely before 15 September 2007

PREPARATION OF PAPERS

Authors are asked to provide their paper as an MS Word file in .doc format (not .docx) or RTF file, with the electronic document name in the format nn xxxxxxxx, where nn is the paper number and xxxxxxxx is the surname of the first presenting author e.g. 17 Russell. The file should be e-mailed as an attachment to rebecca@wsm.com.au. The covering e-mail should include the name of the presenting author and the paper number. If the file is too large (i.e. the ISP rejects it) and it is still too large after you have zipped it, please contact the VALA Secretariat at vala@vala.org.au.

PAPER SIZE

Authors are asked to prepare a paper of approximately 5,000 words, including references.

FORMAT OF YOUR PAPER

- Left, right, top and bottom margins exactly 1 inch (25.4mm)
- To be formatted for A4 paper (not for US Letter or Legal)
- Graphs, tables, drawings must not extend into the margins
- Page numbers to be centred in the footer. No page number on title page. First page of the body of the paper to be Page 1. (Amend default settings if necessary.)
- No header
- Footers to contain page numbers only. (Use endnotes, not footnotes.)
- Do not use the default Microsoft format for notes and references - please see the paragraphs on the next page regarding citation style)
- Use Australian English spelling, except in direct quotes
- Font throughout to be Arial, or Helvetica if Arial is not available

The first page should be a cover page (see Appendix I for example), which should consist of:

- The title, in 18 point bold . This should be centred.
- The author, with author's position, institution (without any address), e-mail address and (optional) Web address. This should be in 12 point and centred. If there are two authors, they may be shown in two blocks, one under the other, or side by side
- An abstract of no more than 50 to 100 words. This should be in 12-point italic, and should be fully justified (that is, with the text on both the left and right margins aligned in a straight line)
- Please follow the vertical spacing on the samples

Subsequent pages should be as follows:

- Headings:
 - Headings to be left-justified
 - Level 1 Headings: Point size 16, bold
 - Level 2 headings: Point size 14, bold
 - Level 3 headings: Point size 12, bold
- Body:
 - Text to be fully justified
 - Point size 12 for all text, including endnotes and references
 - Single spacing
- Graphs, tables and drawings must be included in their appropriate places and must not extend into the margins. They are to be titled, e.g. Figure 1, Table 2, etc, and referred to by their titles.

CITATIONS

Please do NOT use the default format provided by Word.

All footnotes and bibliographical references must be listed at the end of the paper.

Authors citing printed works or electronic sources are asked to use **Harvard** format. Some Websites that may help you with this include:

<http://www.lib.monash.edu.au/tutorials/citing/harvard.html>

http://www.library.uwa.edu.au/education_training___and___support/guides/how_to_cite_your_sources/citing_your_sources_-_harvard_style

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REVIEWING OF PAPERS

After your paper is submitted, your paper will be reviewed, and the Programme Committee will advise you of any changes required. The single-blind, two-round review process is as follows. The paper is simultaneously sent to at least two members of a national review panel, who review it in accordance with guidelines supplied by VALA. These reviews are returned and amalgamated by the VALA Secretariat in such a way that all comments appear to come from there. Any editorial matters are also included at that stage. The reviewed paper is returned to the author(s), who have two weeks in which to amend the paper and return it to the VALA Secretariat. The paper, together with the amalgamated original review, is then submitted for further review, usually to the original reviewers. If any further changes are required, consultation will then take place between the authors and the VALA Secretariat. VALA reserves the right to reject final papers. At no stage will the names of the reviewers be known to the author(s).

PUBLICATION

Accepted papers will be published in the proceedings CD-ROM, and it is planned to publish the papers on the World Wide Web. The papers will remain on the Web for at least four (4) years. You are required to sign a declaration that the paper is your own work and has not been published elsewhere.

Please note that the paper must not be published in full elsewhere prior to the Conference. The author(s) retain copyright, but VALA retains the right to publish as it sees fit. Any publication elsewhere after the conference must give due recognition to the VALA Conference.

Please be prepared to speak to your paper, not read it. You should use the presentation time to highlight issues of particular importance or to discuss issues that have arisen since the paper was finalised. Note that the maximum time set aside for your presentation is 25 minutes, with a further 5 minutes for questions.

REGISTER

All presenters are required to **pre-register** for the Conference on the registration form provided in the main announcement and registration brochure, even if only attending on the day of their presentation and not required to pay a fee.

Appendix I
Sample Title Pages

Australian subject gateways - metadata as an agent of change

Debbie Campbell
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Abstract:

Although the concept of a subject gateway has only risen to prominence in Australia during the last two years, several university library consortia and other education-based initiatives, including EdNA Online and the Australian Digital Theses Project, have already been successful in achieving collaborative approaches for the delivery of national access to electronic resources. The critical success factors realised, including the deployment of metadata and the community approaches to problem solving, mean that Australia is positioned to participate in new initiatives exploring service provision in a national infrastructure for integrated research and information access.

Monash Lectures Online: cost effective flexible delivery

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Music and Multimedia Librarian
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Abstract:

This paper discusses the implementation of the Monash Lectures Online service within the Monash University Library. In particular, the paper discusses the issues involved in shifting from an analogue taped lecture service to a digital World Wide Web environment. Major issues discussed include the technological development involved in the service and the implementation and effectiveness of the user interface.