



SUBMISSION GUIDELINES

The CEAV e- Journal aims to provide quality content of interest to career development practitioners, in particular those who work with young people. The CEAV e- Journal is currently archived in a number of public libraries including the State Library of Victoria and the National Library. The CEAV e-Journal has a subscriber base of over 700 career development practitioners and interested community members.

CEAV e-Journal seeks articles on topics such as:

- “how to” career activities
- case studies
- models of practice
- reviews of resources or events
- research on issues in career development
- or other topics relevant to career development
- Any promotional material for a commercial product requires approval of the editor prior to submission.

Guidelines

- Submissions **must be** made via the CEAV Inc. website
- Material must be original
- If an article has appeared in another publication permission needs to be sought and documentation provided to the editor
- Length to be between 400 -850 words, including a short author biography and a nominated title
- Provide references rather than footnotes, if appropriate
- Use an informative style rather than academic and abbreviations on first use spelt out.
- Photographs to support articles are welcome but permission to print **must** be provided with article. Suitable picture format is required e.g. jpg, tif, png, and gif.
- Times New Roman font and minimal formatting should be used
- Authors need to provide contact details
- Reviews should focus on relevance of content to career development practitioners, key aspects and strengths and weaknesses to provide a fair assessment
- Contributions are provided on a voluntary basis.

The process

The CEAV Inc. website contains submission deadlines and submission form.

The editor will manage the selection of articles for each issue of the publication. Some articles may require editing. Authors requested to undertake editing must complete in a timely manner.

When the number of submissions exceed the e-Journal limit articles may be held over for future publication

Archives of the e-Journal are located Member Lounge for reference by members of the CEAV.

Reprint

If a request to reprint by another publication is made to the CEAV Inc., the author will be notified if the contact details are available.

If an author is asked by another organisation to reprint then the following text must be applied “Published in CEAV e-Journal [date and issue number]” or a link to the CEAV Inc. website if electronic www.ceav.vic.edu.au