

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

3
4 First name¹ Surname¹, First name² Surname² and First name³ Surname³³

5
6 ¹*Affiliation of author1 including city, country*

7 ²*Affiliation of author2 including city, country*

8 ³*Affiliation of author3 including city, country*

9
10 Corresponding Author: First name¹ Surname¹, Postal Address, Email and Phone Contact.

11
12 **Key Findings (Level 1; Times New Roman 16; Bold; Align Left)**

13
14 Key Findings consist of a short collection of bullet points that convey the core findings of the
15 article. Please include 3 to 5 bullet points (maximum 85 characters, including spaces, per bullet
16 point). Use Times New Roman 12 point; align left; with 6 point spacing before and after each bullet
17 point, e.g.

18 • Bullet 1 (Indent: 0.5 cm, Hanging: 0.5 cm);

19 • Bullet 2;

20 • Bullet 3.

21 For numbered bullets:

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

23 2) Bullet 2.

24

25 **Abstract**

26

27 (250 word limit) Use Times New Roman 12 point; align left. The abstract should be factual and
28 concise, and must be able to stand alone. State briefly the purpose of the research or article, the
29 principal results or outcomes and major conclusions. Avoid references and non-standard
30 abbreviations. If abbreviations are essential, they must be defined at their first mention in the
31 abstract itself. Use an informative rather than an indicative style – that is, briefly indicate actual
32 methods and results, rather than indicating the types of information that can be found in the paper.
33 See Instructions for informative and indicative style examples. Abstracts are not required for article
34 types, ‘Perspective/Commentary on Road Safety’ and ‘Correspondence’. See also the [Author](#)
35 [Instructions and the Online Submission Upload Guide](#) for uploading this Word File.

36

37 **Keywords**

38

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

40

41 **Glossary**

42

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

44

45 **Introduction**

46

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

52

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

57

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

65

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

67

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

71

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

79

- Level 1 headings = Times New Roman, size 16 bold, Capitalise Each Major Word;

80

- Level 2 headings = Times New Roman, size 14 bold, Capitalise Each Major Word;

81

- Level 3 headings = Times New Roman, size 12 bold, Sentence case only.

82

83 Please note that for practitioner, regulator and/or policy focussed submissions, authors do not
84 necessarily need to conform to the headings suggested above and in the Word Template provided
85 on line. Authors seeking to write submissions more oriented towards a discussion such as
86 describing practitioner programs and outcomes, discussion of a road safety initiative or for example,
87 discussing a policy and its outcomes, can change these headings to suit their needs and what they
88 want to convey in the submission. Submissions from practitioners, regulators and policy makers
89 that explore road safety issues are most welcome.

89

90 **Methods (Level 1 Heading)**

91

92 Provide sufficient detail to allow the work to be reproduced by a reader. Indicate by a reference for
93 methods already published and only describe relevant modifications as applicable. Any papers that

94 present extensive literature reviews or meta-analyses should comply with PRISMA protocols and
95 requirements <http://www.prisma-statement.org/>.

96
97 Additional tables, mathematical derivations, complex diagrams, extracts from other publications or
98 documents and the like should be presented as Appendices.

100 **Level 2 Headings Such as Equipment, Experimental Procedure, Theory, Data** 101 **Capture, Data Analysis, etc., Times New Roman, Size 14 Bold**

102
103 Use the third person consistently throughout (do not use 1st person; except for Correspondence) and,
104 if the work has already been completed, the past tense. Use Australian spellings (refer to Macquarie
105 dictionaries). Be cautious when using automatic spell-checkers as the default spellings are often
106 American.

107 **Level 3 headings if needed**

108
109
110 Level 3 headings are sometimes needed to distinguish for example, between different experimental
111 procedures used, different theories adopted, etc.

112
113 In the case where dot points or listed items are presented, these should be set so that there is 6 point
114 spacing before and after each item listed as follows:

- 115 • Item 1;
- 116 • Item 2;
- 117 • Item 3.

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

119 **Results (Level 1 Heading)**

120
121
122 The results section of a scientific paper is meant to present your findings in a clear and precise
123 manner without any interpretation or discussion. This should be written in past tense as obviously
124 the results should have been completed and collated. This section is meant to be a description of
125 your results alone. Do not reference any other work which should be left for the Discussion section.
126 The key points and factual observations from your research can be presented in figures and tables as
127 well as described in the accompanying text.

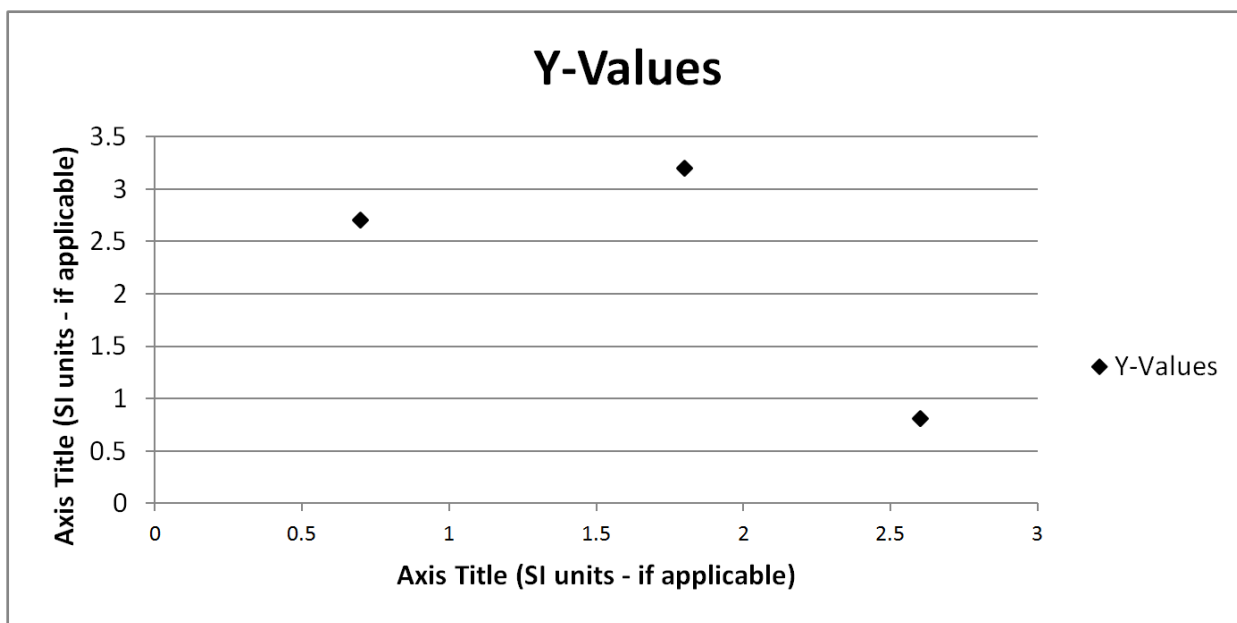
128
129 All figures and tables must be submitted as separate attachments (separate file to the submission:
130 [see Online Submission Upload Guide](#)) and also must be included within the manuscript for
131 facilitating the peer review process. Number figures and tables consecutively in separate sequences,
132 and ensure that they match with the table and figure citations in the text. Place the figure or table in
133 the text as soon as it can be accommodated following its first mention. Use capital letter when
134 referring to a figure or table, e.g. Figure 1 or Table 1. Ensure that the images and texts, etc., are
135 clear and legible (no smaller than 10 point font) in black and white (not colour). Figures and
136 photographs can be in colour but need to be clearly legible in black and white. The figures and
137 tables can only be in black and white in the printed version and may be reduced in size to fit space
138 available.

139

140 **Figures**

141

142 Figures include all graphs, diagrams, photographs and the like. All figures should be as high quality
143 as possible and in photo-ready resolution. When the paper is accepted for publication, the Editor
144 may request any unclear figures be redrawn in higher quality. Place the figure title below each
145 figure. Number all figures consecutively using Arabic numerals, with the figure number followed
146 by a full stop and one space. For the caption use times new roman; 10 point bold; centred; sentence
147 case – that is, capitalise first word and proper nouns only; no full-stop at end of caption, as shown in
148 Figure 1. The figure should be centred and have one line spacing above and below the figure,
149 between the figure and caption and between the caption and following text. Figure titles should
150 make their general meaning understandable without reference to the text. List the source(s)
151 immediately after the figure title if the figure is based on previously published data.
152



153

154

155

156

Figure 1. Figure caption

157 **Photographs**

158

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

167

168 **Tables**

169

170 Construct all tables in Word, rather than scanning them from images or cutting and pasting them
171 from Excel or other programs. Tables can only be in black and white. Keep their layout consistent
172 throughout. Ensure each table fits in a page, but if a table must be long and cannot fit on one page,
173 repeat the table number and title on the next page before the table is continued. Some tables are

174 better placed as appendices at the end of the document. It may only be possible to be included in the
175 online version and not the printed version.

176

177 Place the table title above the table (in contrast to the figure title, which appears below the figure).

178 Number all tables consecutively with Arabic numerals and the table number followed by a full stop

179 and one space. Use Times New Roman 12 point bold; align left; use sentence case – that is,

180 capitalise first word and proper nouns only; no full-stop at end of caption. The table title should

181 have one line spacing between the text above the table and caption and between the caption and

182 table. Table titles should make their general meaning understandable without reference to the text.

183 List the source(s) immediately below the table if the table is based on previously published data.

184 Indicate footnotes, immediately below the table or immediately below Source/s (if applicable), by

185 using lowercase letters (a, b, c, etc.) as superscripts.

186

187 Column and row headings should have a one point spacing above and below. Other horizontal and

188 vertical rules should be incorporated only where necessary to improve clarity. Column headings

189 should be in bold and centred. Give the units in which results are expressed at the top of each

190 column; do not repeat the unit on each line of the table. Row headings should be in bold and aligned

191 left. Include borders around all cells used.

192

193 Align all numerical entries in a column under the decimal point. All figures should be rounded to

194 the same number of digits following the decimal point (i.e., do not delete final zeros). If there is no

195 decimal point, align numerical entries in a column under the one's place digit. All null entries

196 should be indicated by 0 or a dash, rather than left blank.

197

198 **Table 1. Caption for table**

199

	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

200

201 **Equations**

202

203 Please submit equations as editable text and not as images. Equations should be centred and

204 numbered consecutively with one line spacing between the equation and preceding and following

205 text unless at the top of the page or bottom of the page where a line spacing is not required. Place

206 the numbers in round brackets flush with the right hand margin of the column and level with the last

207 line of the equation. Microsoft Equation Editor in Word should be used where possible to construct

208 the equations. An example of an equation is shown on the next page

209

$$210 \quad \sin \alpha \pm \sin \beta = 2 \sin \frac{1}{2} (\alpha \pm \beta) \cos \frac{1}{2} (\alpha \mp \beta) \quad (1)$$

211

212 The SI system of units should be employed, but papers will be accepted in the English system (e.g.,

213 from the USA), provided that values are followed by equivalent SI values in parentheses.

214

215 **Discussion**

216

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

224

225 **Conclusions**

226

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

230

231 **Acknowledgements**

232

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

236

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

246

247 **References**

248

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

251

- <http://blog.apastyle.org/apastyle/2011/11/the-proper-use-of-et-al-in-apa-style.html>;

252

- <http://www.apastyle.org/learn/faqs/references-in-parentheses.aspx>.

253

254 References should be in TNR 12 point font, left justified, 1cm hanging indent, 6 point space after.

255

256 Authors are responsible for the accuracy and completeness of their references.

256 **Example Reference List:**

257

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

259

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

- 260 **Journal article – Author, Author, & Author. (Year). Article title. Journal title, Volume**
261 **(issue), pages. doi: when available**
- 262 Grzebieta, R.H., Cameron, J., & Carey, A., Zou, R. (2001). Water-filled plastic safety barrier
263 systems. *Road & Transport Research*, 10(3), 66-83.
- 264 **Conference paper – Author1 & Author2. (Year, Month). Paper title. Paper presented at the**
265 **conference title, Place. . Retrieved from URL if published online**
- 266 Ibitolu, E.O. & Summerscales, J. (1987, September). *Acoustic emission source location in*
267 *reinforced composites*. Paper presented at the 2nd International Conference on the Testing,
268 Evaluation and Quality Control of Composites. Sevenoaks, Kent.
- 269 **Government document – Department/agency name. (Year). Document title. (Report No. if**
270 **available). Place: Publisher.**
- 271 Health Promotion Committee. (2000). *The funding of anti-smoking campaigns*. Brisbane, Australia:
272 Department of Health.
- 273 **Thesis – Author. (Year). Thesis title (Level). University, Place.**
- 274 Turner, S.A. (1985). *Estimating accidents in a road network* (Unpublished PhD thesis). University
275 of Canterbury, Christchurch, New Zealand.
- 276 **Document within a website – Author. (Year). Document title. Retrieved from URL.**
- 277 Pedal Power ACT. (2009). *Civic Cycle Loop – Bringing people to Civic as it grows*. Retrieved from
278 <http://www.pedalpower.org.au/advocacy/docs/civic%20cycle%20loop.pdf>.
- 279 For more examples refer to the following websites:
- 280 • <http://www.apastyle.org/learn/faqs/index.aspx>;
 - 281 • <http://libguides.scu.edu.au/apa>;
 - 282 • <http://www.apastyle.org/learn/quick-guide-on-references.aspx>.

283

284 **Appendix**

285

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