CAHMR Working Paper Series

Guidelines for Authors

I. Background

Working papers are tools for dissemination of scholarly and research results by the academics. Such research results are often initially published as working papers for informal feedback before being published formally as journal articles at a later stage. Tertiary education institutions around the world publish working paper series in business, management, social sciences and other fields. Working paper series are frequently made available online, whereas some papers may be available only in print.

To promote discussion, stimulate debate and facilitate more scholarly and research activities, CAHMR Working Paper Series is launched to disseminate ongoing research work of our academic staff and students. Working papers that typically constitute "work in progress" will be published in connection with previously presented conference papers or other early-stage research papers, particularly those work received support by CPCE/SPEED/HKCC/RGC. They will stimulate discussion and sharing of our academic staff's efforts for the advancement of knowledge across disciplines. Abstracts and full papers of these working papers will be made available through the website of CAHMR and other channels, such as CPCE Libraries, respectively.

II. Submission

Contributions are solicited on research topics relating to the various academic disciplines of CPCE. The length of articles (excluding references) should be between 3,000 and 6,000 words, although shorter or longer contributions may be accepted if the submission justifies it. Shorter articles from practitioners may be acceptable as deemed appropriate.

Electronic copy of submissions in MS Word file is required. **In terms of style and format, colleagues are advised to make use of the detailed instructions provided within the template attached**. In particular, the manuscript should be preceded by an abstract of no more than 250 words, which should be a summary of the entire article. The submission can be accompanied by a brief biographical note on the author(s). References should be made in a uniform style following the APA system. **Please refer to the examples provided in the template**.

Invitation to submit working papers will normally be sent to all academic colleagues once per annum. All submissions should be sent to the following email address: spcahmr@cpce-polyu.edu.hk. Though there is no formal refereeing process, the papers will be read by the CPCE staff related to the particular field of research covered by the paper as appropriate. Authors may be recommended to revise prior to publication as needed.

III. Publication and Citation

CAHMR working paper will be made citable. There will be a series title and a sequential number for the paper, such as Working Paper No. 1, etc. The working papers can be cited as published by "Centre for Ageing and Healthcare Management Research, of Professional and Continuing Education, The Hong Kong Polytechnic University".

Through the website of CAHMR, the working papers will be listed as a series with respective abstracts revealed. In addition, CPCE Libraries will create a record for each working paper at the Library Catalogue where there is a link to the full text of the paper. The access to the full text is available for public viewing via the CPCE Libraries.

IV. Copyright

To allow the online posting free from copyright issue, it is suggested that there shall be a Form for authors to declare their consent of depositing the electronic copy of the paper at the CPCE Libraries. **The authors need to declare that the copyrights of their working paper reside on them**. In case the exact paper and a later version is published somewhere later and its copyright is transferred to another party, the authors shall inform the CPCE Libraries and provide the hyperlink to the published article in the journal concerned (see two examples below). CAHMR will give the working paper a descriptive statement for putting on the electronic copy. Wordings like "PolyU CPCE Disclosure Authorised" may be put on the front cover of the paper as watermark.

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A New Framing? Constitutional Representation at Philadelphia's National Constitution Center
Working Paper #34, Fall 2007
Mariah Zeisberg
Published online by Cambridge University Press: Perspectives on Politics, Volume 6, Issue 03, Sep 2008, pp 553-568

Arts Participation as Cultural Capital in the United States, 1982-2002: Signs of Decline?
Working Paper #33, Spring 2004
Paul DiMaggio and Toqir Mukhtar
A version of this paper can be found in *Poetics*, Volume 32, Issue 2, 169-194, April 2004).
The paper is available online at http://www.sciencedirect.com/science/journal/0304422X

http://www.princeton.edu/~artspol/workpap.html