Migration and Mobility in the Asia Pacific (MMAP) Working Paper Series

This working paper series aims to provide scholars, practitioners and policy makers with an avenue to share and exchange information and data on the under researched area of migration and migrant communities in the Asia-Pacific. In this regard, prospective authors and interested parties are welcome to submit several types of papers:

- Preliminary findings
- Field reflections
- Drafts or Work-in-progress
- Reports.

Contact for enquiries and submissions: migration-mobilities@monash.edu

Instructions for Author/s

Language

Either British or American English can be used as long as consistency is maintained throughout the paper. Check for consistent spelling of names, abbreviations, and terms including in tables and figures.

Paper Length

The length of the paper varies with type:
- Preliminary findings (4,000 words minimum)
- Field reflections (4,000 words minimum)
- Draft article (5,000 words minimum)
- Reports (9,000 words minimum).

The author/s holds the copyright of the paper submitted, hence are responsible for the data or information included therein.

Paper Format

The format of the working paper can be viewed from existing published papers.
Here are the guidelines:

> Font type: Calibri
> Font size: 11
> Text spacing: Single space
> Text Alignment: Justify
> Page number: Bottom centre

To format the paper, please use the [template](#) provided, adding in the relevant information (title of paper, name, institution, email, year) in the space indicated.

Abstract and Keywords

An abstract should be included, summarising the paper in 200 to 250 words. Keywords should also be included to facilitate ease of locating the paper electronically. Where possible, use subject headings that are used for indexing, cataloguing, and searching in databases in your discipline(s).

Headings

Heading levels should be clearly and consistently formatted as follows:

Title: Calibri 18, bold, centre aligned, capitalize each word
Heading 1: Calibri 14 bold, centre aligned, sentence case, capitalize each word
Heading 2: Calibri 12 bold, sentence case
Heading 3: Calibri 12 bold italics, hanging indent 0.5 in, sentence case

Abbreviations

Abbreviations should be defined at the first instance they appear in the paper.

Numerals

Commas should be used to separate thousands.

Tables and figures

Tables and figures serve to provide data that the text can refer to, describe, and interpret in detail. Authors need to document the source of the data, present the tables clearly and number them sequentially (Table 1, Table 2, etc.).

If in doubt, refer to American Psychological Association (APA)'s guide on tables and figures:
https://apastyle.apa.org/style-grammar-guidelines/tables-figures

Referencing Style

American Psychological Association (APA) 7th referencing style will be used for all citations and references in the paper. Please refer to https://guides.lib.monash.edu/citing-referencing/apa7th

Here are some common examples:

- ***In-text Citation***

  - ***Paraphrase.***

    Author (Year) describes the situation as …
    John Jackson (2020) states …

    The situation can be described as … (Author, Year).
                                            (Jackson, 2020)

  - ***If there are two authors.***

    (Author & Author, Year)
    (Jackson & Peterson, 2020)

  - ***If there are three or more authors.***

    (Author et al., Year)
    (Jackson et al., 2020)

  - ***Direct quotation.***

    Author describes the situation as "…." (Year, page number/s).
                                (2020, p. 5).
                                (2020, p. 5–10).

    The situation is described as " …. " (Author, Year, page number).
                                (Gandhi, 2020, p. 5)

    If the quote is more than 3 lines, please indent as a block quotation.

References

All references which go beyond one line should be indented.

- ***Books.***

  Author, A. A., & Author, B. B. (Year). *Title of book*. Publisher.

  Ford, M. (2019). *From migrant to worker: Global unions and temporary labor migration in Asia*. Cornell University Press.

- ***Edited Books.***

  Editor, A. A., & Editor, B. B. (Year). *Title of book* (Edition). Publisher.

  Bruyère, S. M. (Ed.). (2016). *Disability and employer practices: Research across the disciplines*. Cornell University Press.

- ***Chapter in edited book.***

  Author, A. A., & Author, B. B. (Year). Title of book chapter. In A. A. Editor & B. B. Editor (Eds.), *Title of book* (Pages). Publisher.

  Hoffstaedter, G. (2015). Urban refugees and the UNHCR in Kuala Lumpur. In G. Hoffstaedter & K. Koizumi (Eds.), *Urban refugees: Challenges in protection, services and policy*. (pp. 187–205). Routledge.

- ***Journal article.***

  Author, A. A., & Author, B. B. (Year). Title of article. *Name of Journal*, Volume (Issue number), pages.

  Palmer, W., & Missbach, A. (2017). Trafficking within migrant smuggling operations: Are underage transporters 'victims' or 'perpetrators'? *Asian and Pacific Migration Journal,* 26(3), 287–307. https://doi.org/10.1177/0117196817726627

  If the DOI of the journal article is available, please include at the end as follows: https://doi.org/xxxx

- ***Reports.***

  Group / Organisation name. (Year). *Title of Report.* URL (If available).

  International Labour Organization. (2021). *ILO Fair Recruitment Initiative Strategy 2021-2025*. https://www.ilo.org/global/topics/fair-recruitment/WCMS_778540/lang--en/index.htm

▪ ***Newspaper articles.***

Author, A. A. (Year, Month Date). Title of article. *Newspaper*. URL / page number.

Ng, Z. H. (2021, Dec 4). Migrant labour complexities. *The Star*. https://www.thestar.com.my/business/business-news/2021/12/04/migrant-labour-complexities

▪ ***Webpages.***

For all webpages, please list the URL as follows:
http:// or https://

● Webpages with named authors.

Author, A. A. (Year, Month Date). *Title of page*. Site name. URL

Craig, E. (2020, April 9). How boredom can inspire adventure. *BBC*. https://www.bbc.com/travel/story/20200408-how-boredom-can-inspire-adventure

● Webpages with a retrieval date.

Author, A.A. (Year, Month Date). *Title of page*. Site name. Retrieved Month Date, Year, from URL

U.S. Census Bureau. (n.d.). *U.S. and world population clock*. U.S. Department of Commerce. Retrieved January 9, 2020, from https://www.census.gov/popclock/

For other types of online content including Twitter, Facebook etc., please refer to https://apastyle.apa.org/style-grammar-guidelines/references/examples#online-media