# Australian Journal of Actuarial Practice

## Editorial Policy and Guidelines for Submissions

The Australian Journal of Actuarial Practice (AJAP) is the journal of the Actuaries Institute, aimed at leading debate on matters where actuaries practice in Australia, so as to improve the understanding of practitioners and enhance their service provided to employers, clients and the community.

The AJAP will consider submissions from both members and non-members of the Actuaries Institute, and will encourage interdisciplinary work that is of interest to members.

The AJAP will publish electronic editions twice annually, and will consider special editions related to relevant conferences.

### Types of Articles

The following types of articles will be considered for publication.

#### Papers

Papersof generally **between 2000 and 5000 words** that deal with some aspect of professional practice relevant to members of the Actuaries Institute and where the author(s) is able to bring insights into how this aspect could be improved or better interpreted.

Papers may focus on:

* new applications of actuarial skills or on improving actuarial practice in more traditional areas;
* on the interpretation and implementation of substantial regulatory issues relevant to members; and
* on the application of newly developed theory, methods or techniques from other disciplines to actuarial work.

Papers received by the Editor will be forwarded on an anonymous basis to two members of the Actuaries Institute for review. Where the Editor determines that specialised expertise is required one reviewer can be drawn from suitably qualified non-members. The reviewers’ comments will be forwarded on an anonymous basis to the corresponding author for comment and changes to the paper. Where a dispute arises between the authors and the reviewers, the Editorial Sub-Committee (for the relevant AJAP edition) will determine the outcome.

#### Notes

Notesof generally **between 250 and 1000 words** that comment on matters of interest to members of the Actuaries Institute with the intention of bringing to members a new idea or understanding of a topic. Notes will be subject to review by the Editorial Sub-Committee (for the relevant AJAP edition).

#### Comments on Published Papers

Comments on published papers of **between 100 and 500 words** are invited. Comments will be reviewed by the Editorial Sub-Committee (for the relevant AJAP edition) and will seek a response by the author(s) of the original paper.

### Submissions

Submissions should be addressed to the Editor at AJAP@actuaries.asn.au.

#### Formatting your Paper

Submissions should be submitted in MS Word format. If your submission is in LaTeX format, you will have to convert it into Word prior to submission. See **Appendix A** for style template.

##### Images, Figures and Charts

If you are supplying images to accompany your article, they need to adhere to the following specs.

* Resolution 72dpi (can be found by right clicking on the photo, selecting properties, details tab and dpi should be listed).
* Maximum file size is 2MB.
* Maximum image size is 2000 x 2000 pixels.

All photos / images must be supplied with captions.

Charts, tables and graphs cannot always be extracted from Word programs. They must be at high resolution to extract successfully. **Ideally they should be supplied separately as jpeg picture files.**

Ensure that you do not use 'above' and 'below' in the body copy when referring to Tables and Graphs, as in most instances exact position cannot be guaranteed in design stage.

#### Exclusivity

Authors should not have submitted the paper, or one similar, to any other journal.

#### References

All references quoted in the text should be listed at the end of the paper. Unless one of the stated purposes of the paper is to compose a bibliography of a particular field, no items that are not referred to in the text should be listed here. Every effort should be made to give complete references (i.e. authors’ names, date of publication, title (of article, report or book), and place (being journal name, publisher, or website) so that readers can immediately find the sources. References **should not** be set up as fields and hyperlinked as in-text citation.

When referring to the Institute, state ‘Actuaries Institute’.

##### Reference Examples

* Booth, WC, Colomb, GG & Williams, JM (1995). *The Craft of Research*. University of Chicago
* Hardy, MR (1996). Simulating the relative solvency of life insurers. *BAJ* 2 (IV), 1003--19
* Huber, PP & Verrall, RJ (1999). The need for theory in actuarial economic models. *BAJ* 5 (II), 377--95
* Renshaw, AE & Hatzopoulos, P (1996). On the graduation of `amounts`. *BAJ* 2 (I), 185--205

#### Data

The source of the data used should be clearly identified; papers citing confidential data will not be published.

#### Papers

The paper should contain an abstract setting out the purpose of the paper and its relevance for practitioners, comment on other relevant publications on the topic with references, research methodology, and results. The authors should not be identified in the paper but set out in a separate note.

#### Notes

These should have a clear introduction as to their purpose, the issue being addressed and the conclusion. The authors should be identified at the end of the Note.

#### Comments

These should have a clear introduction as to their purpose, the issue being addressed and the conclusion. The authors should be identified at the end of the Comment.

#### Important Information for Contributors

The Editorial Committee reserves the right to accept, reject or request changes to all submissions as well as edit articles for length, basic syntax, grammar, spelling and punctuation.

All contributions must conform to our submission guidelines which are available from the Communications and Marketing Team at AJAP@actuaries.asn.au.

## Appendix A – Style Template

Title

Author Name

ENSURE YOU HAVE INCLUDED A SMALL PORTRAIT, HIGH RESOLUTION IMAGE APPROX. 500KB – 1.5MB

Authors Bio

1. Full Name and post-nominals.

2. Email address

3. Position / job description / experience (brief outline, 20 words maximum)

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