Knowledge Base of Futures Studies (KBFS 2020)

Author Guidelines

Introduction

For many years post-2005 I often thought about the desirability of working on a new up-date of the KBFS. Yet I set the idea aside time and time again. The reason was that, having left the university system, I no longer had access to graduate students and others who had helped make the earlier editions possible. I could not do it on my own - which is where the idea lay until 2018. During this time it seemed to me that the APF had grown into a world class and truly facilitative futures organisation. Its membership had grown, it ran world-spanning online events, and it had an always-impressive online journal, Compass, ably edited by Andrew Curry.

A conversation with Jay Gary, the incoming APF chair confirmed that such a project was indeed worthwhile. So after a number of emails and conversations I started to look for a co-editor. When Andy Hines, whom I’d known and worked with back in my AFI days, opted to join me I felt that the project would be viable. Since then we’ve sought the views of various 'experts' and others involved in futures work around the world and the outlines of the project slowly started taking shape. A central purpose is to highlight and make accessible materials and innovations that might well otherwise be overlooked or lost over time. This arguably assists the self-understanding of the field and provides an essential platform, or starting point, for new entrants and would-be practitioners.

The KBFS 2020 update has four central themes:

- recognising new or emerging methods, tools and approaches to futures studies and applied foresight over this period;
- providing critical overviews of recent work across particular geographical areas;
- bringing together a sample derived from examples of the best recent work; and
- introducing the work, perspectives and voices of new and emerging practitioners.

We have been clear from the outset that this is not an encyclopedia - such a project falls well beyond our limited resources. Nor is it commercial. The editors view it as a service to the profession and are working throughout on a pro bono basis. We expect that the final output will be rendered in electronic media and hard copy. The key quality criteria we are using bear a close resemblance to the above themes:

- Does the item highlight an important innovation or change in the field?
- Is it clear, accessible and of exceptional quality?
- Does introduce a 'new voice / voices' into the field?

Process

The following notes are intended to give prospective writers broad guidance about how we will proceed. So please read them carefully. Updates will be added according to need.

- Submissions to KBFS 2020 are by invitation only.
- Authors will be notified of the status of their work at the earliest possible time - most likely within four weeks of receipt.
• All submissions need to conform to the APF house style. It is essential that writers familiarise themselves with this in order to keep the editing process manageable. Manuscripts that do not broadly correspond to its main features will not be accepted. That said, authors are encouraged to write within the English style with which they are most familiar (e.g. US, UK, Australia etc).
• Broadly speaking we anticipate that there will be two broad types of papers - normal and extended length. The former will deal with specific topics and limited to 5-6K. The latter will cover broader territory (such as a review of methods or journals) and will normally be limited to 10K. This is intended as a general rule so there are likely to be exceptions.
• Please note that the style and approach in these submissions will differ from, e.g. academic journals. The language will need to be non-academic, jargon-free, clear and accessible. (See The Conversation and Guardian examples below).
• In place of footnotes and a separate bibliography, we will consolidate these into a single numbered set of endnotes (see RS example below).
• For this project the number of notes should be no more than 10 - 20 items max (editing long lists of references pushes up costs since all need careful checking).
• In the case of a previously published article or paper, authors will be invited to edit their work down to the required length and format. For instance, we might suggest paring back or removing the literature review, and getting right to the point. To reference other details - such as original co-authors, detailed figures or tables and bibliography - please reference the original with its full URL (if available). If it is not available then a final pre-publication manuscript lodged on an author’s site, is an acceptable substitute.
• Again for budgetary reasons illustrations, figures and tables will be kept to a minimum. Wherever possible, instead of reproducing a figure or illustration authors are encouraged to provide full (but not embedded) links in the notes to visual resources or examples elsewhere. These must be reliable. So please check and confirm each one prior to submission.
• Authors are requested to sign a non-exclusive, contract with the APF as publisher. Copyright will remain with authors.
• On final publication authors will be able to access the entire update from the APF website.

Examples

The Conversation: https://theconversation.com/au

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