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| A R T I C L E I N F O  Article history:  Received 00 December 00  Received in revised form 00 January 00  Accepted 00 February 00  *Keywords:*  Each keyword to start on a new line |  | A B S T R A C T |

**Main** text

Here introduce the paper, and put a nome­nclature if necessary, in a box with the same font size as the rest of the paper. The paragraphs continue from here and are only separated by headings, subheadings, images and formulae. The section headings follow this structure, and should not be numbered:

Heading 1

Heading 2

Heading 3

Structure

Files must be in MS Word only and should follow this structural order: Title, Authors, Affiliations, Abstract, Keywords, Main text (including figures and tables), Acknowledgements, References, Appendix. Bulleted lists may be included and should look like this:

* First point
* Second point
* And so on

Tables

Tables should be placed at the correct point in the text, numbered sequentially with clear captions and referred to in the main body of the text. Below is an example which the authors may find useful.

Table 1

Caption for Table 1

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Figures

Images must have a resolution of at least 300dpi at the final printed size. Images that don’t meet this are low-resolution and can reproduce very poorly.

* Figures should be sequentially numbered.
* Where possible, include figures within the article file.
* If figures are provided separately, include placement indicators for all figures in numerical order in the manuscript at the ends of paragraphs where you want them to appear.
* Colour photographs and halftones must be saved in CMYK, not RGB.
* Photographs taken with a digital camera: most digital cameras produce JPEG images as their standard format, but some can be set to TIFF. If your camera can be set to produce TIFF format, please select this option when taking photographs.
* Scanned images: it is always better to supply the original artwork rather than scan from a printed copy, where possible. If you are providing scanned copies of the original image, make sure they are scanned to a final resolution of at least 300dpi at the size they are to be reproduced.

Construction of references

Use endnotes rather than footnotes, at the end of an article or chapter, unless otherwise agreed. A reference list should generally contain all the sources cited in the text and notes and any other important titles that you think should be included. It should aim to provide a useful and concise reference guide to works relevant to the subject of your publication. Use APA6th referencing system.

House Style

Italics and bold

Use italics and bold minimally. Use italics and not bold for emphasising words within the text. Use italics for the following: book and journal titles, newspaper titles, film titles, play titles, stage directions, foreign words/phrases (that are not in common usage), song titles, etc.

Numbers and dates

Spell out numbers up to but not including 10. Elide numbers to minimum digits, e.g. 233-4; dates, e.g. 1993-4. Do not elide in titles and headings. Centuries should be written as words not numbers, e.g. eighteenth century. Hyphenate if used as an adjective, e.g. eighteenth-century masterpiece. Dates as UK usage: 18 August 2015.

Quotations

Quotations should be indicated by single quotation marks but use double quotation marks for quotations within quotations. Indent quotations of more than 50 words and do not use quotation marks for these. Quotations should remain exactly as they are in the original.

Equations

Equations and formulae should be typed in Mathtype, and numbered consecutively with Arabic numerals in parentheses on the right hand side of the page (if referred to explicitly in the text). They should also be separated from the surrounding text by one space.

 (1)

Acknowledgements

Acknowledgements and Reference heading should be left justified, bold, with the first letter capitalized but have no numbers. Text below continues as normal.

An example appendix

Authors including an appendix section should do so before References section. Multiple appendices should all have headings in the style used above.

References

Jarvis, P. (2010). *Adult education and lifelong learning: theory and practice* (4th ed.). London: Routledge.