

Centre for Higher Education Practice: Perspectives on Pedagogy and Practice

Submission Guidance for Authors

Papers submitted for publication in 'Perspectives on Pedagogy and Practice' will be subject to strict double-blind refereeing by at least two referees identified by the Editorial Subcommittee.

Submission dates

Submission of articles for publication is offered on a rolling basis, but manuscripts should be sent before **28 October of each year** in order to be considered for the next issue. You should also complete the **cover sheet** and the signed **declaration of originality**.

Submissions should be sent to Dr Amanda Platt (aj.platt@ulster.ac.uk), Room 2B21, Jordanstown Campus.

Length of submissions

Articles should not exceed 3500 words. Please include the word count at the end of the article.

Please note that it is the responsibility of the author(s) to ensure that all submissions adhere to the guidelines below. Where authors fail to comply, articles will be returned for correction.

Cover sheet

- 1 For the purposes of blind refereeing, the full name of each author with current affiliation and full address/phone/fax/email details plus short biographical note (maximum 25 words) should be supplied separately on the **cover sheet** provided.
- 2 The cover sheet should have the full title of the paper, an abstract of 100-150 words and up to 5 key words.

Declaration of originality

- 3 It is the responsibility of the author(s) to ensure that permission is obtained for quotations and material reproduced from other sources. A clear statement should appear in the text if any material has been published elsewhere.
- 4 A signed copy of the copyright agreement must be provided for every manuscript accepted for publication.

General guidelines

- 5 Articles should be submitted electronically, typed in MS Word, using 11 point Arial font throughout. All elements (including captions and notes) should be double spaced.
- 6 Footnotes and endnotes are not permitted.
- 7 Pages should be numbered.
- 8 Use *italics* type for italics. Do not use bold presentation, centring or other sizes/styles of font.
- 9 Tables, illustrations, charts and figures should be submitted in separate files; they should be either copied and pasted, or saved and imported, from the originating software into a blank Microsoft Word document. The location in the text should be indicated as, for example, [table 5 here]. Figures and tables should be clearly labelled in bold, with tables numbered consecutively and independently of any figures using Arabic numerals.
- 10 Spelling should accord with that in the *Oxford English dictionary*. To ensure consistency, please use the 's' (not 'z') spelling in words such as **organisation** and **realise**.
- 11 The main text should be clearly organised, with a clear hierarchy of headings and subheadings. Section headings should be in bold and lowercase, while subsections should be in bold, lowercase and italics.
- 12 All quotations must be accurate and carefully transcribed. All quotations in running text should go in double quote marks (single for quotes within quotes), preceded by a colon if the quotation is a complete sentence. **Quotations should not be italicised**. An ellipsis (three spaced dots) indicates words dropped within a sentence or at the beginning of a sentence. Quotations exceeding 40 words should be indented.
- 13 When using direct quotations, insert page number of quotation. E.g. Williams states

“.....” (2007, p.15).

14 Where acronyms are used, their full expression should be given initially.

References and acknowledgements

15 Where two or more works are referred to in the main text of the article within the same parentheses they should be in chronological order starting with the earliest published work.

16 References should adhere to the Harvard referencing system (guidelines are outlined in the **Quick Reference Guide** below).

17 Acknowledgements should appear at the end of the paper before the references.

18 Please note uppercase initial letters in title of journal e.g. Mandell, L. and Klein, L.S. (2007) Motivation and financial literacy, *Financial Services Review*, 16, 105-116.

19 Use uppercase for first word in title of book but lowercase for the rest of the words (except when a proper noun is included). E.g. Falchikov, N. (2005) *Improving assessment through student involvement*. London: Routledge.

Quick Reference Guide

Within the text	
Single author	In a recent study Jones (2008) argued that ...
Two authors	Jones and Peters (2008) suggested that ...
Alternatively the author's name and date can be placed at the end of the sentence, both in brackets.	
More than two authors	The nature of laws can vary in accordance with the perspective from which they are viewed (Chartrand <i>et al.</i> , 1997).
Author with more than one work published in the same year	(Williams, 2007a); (Williams, 2007b); (Williams, 2007c)
Authors with the same surname	(Williams, B., 2007); (Williams, W., 2007)
Author and direct quotation	Peters states "....." (2007, p.15)
No author	(Anon, 1994)
No date	Jones (n.d.) stated that ...
An organisation or corporate body as author	72% of people believe that fixed retirement ages should be abolished (Age Concern, 2004).
Secondary referencing	
Green (2000) found that ... (cited in Brown, 2004) or at the end of the sentence ... (Green, 2000 cited in Brown, 2004)	

Reference list		
Book	Author(s): Surname(s), Initial(s). Year of publication (in brackets) <i>Title,</i> Edition – if other than first. Place of publication: Publisher.	Race, P. (2005) <i>Making learning happen: a guide for post-compulsory education</i> . London: Sage.
Chapter in an edited book	Author of contribution Year of publication (in brackets) Title of contribution, in Author(s)/Editor(s) <i>Title of publication,</i> Edition – if other than first. Place of publication: Publisher, Page numbers.	Hartley, P., Turner, J. and Skelton, F. (2002) Evaluation as a tool for curriculum development: a case study of multimedia development in the teaching of creative writing, in Macdonald, R. and Wisdom, J. (eds) <i>Academic and educational development: research, evaluation and changing practice in Higher Education</i> . London: Kogan Page, 29-40.

Journal article	Author(s) Year of publication (in brackets) Title of article, <i>Full title of journal,</i> Volume number Part number (in brackets), Inclusive page numbers.	Oerton, S. and Atkinson, K. (1999) Voices from the Valleys: researching lone mothers' talk, <i>Community Work and Family</i> , 2 (3), 229-256.
Online journal	As above, add the URL and the date the material was last	Stubbings, R. and Brine, A. (2003) Reviewing electronic information literacy

article	accessed.	training packages, in <i>ITALICS e-journal</i> , 2 (1). http://www.ics.heacademy.ac.uk/italics/issue1/stubbings/010.htm (accessed 17 November, 2009).
Newspaper or magazine article	Author(s) Year of publication (in brackets) Title of article, <i>Title of newspaper</i> , Complete date, Inclusive page numbers.	Sparrow, A. (2009) Miliband calls for majority of Taliban to be reintegrated into Afghan society, <i>Guardian</i> , Tuesday 17 November 2009, 1.
Online newspaper or magazine article	As above, add the URL and the date the material was last accessed	Sparrow, A. (2009) Miliband calls for majority of Taliban to be reintegrated into Afghan society, <i>Guardian</i> , Tuesday 17 November 2009. http://www.guardian.co.uk/politics/2009/nov/17/miliband-taliban-afghan-society (accessed 17 November 2009). If a URL becomes invalid or if the article was obtained from an online archive for a fee, include only the main URL of the newspaper or news service (e.g. http://www.guardian.co.uk).
Conference paper	Author, Year (in brackets) Full title of conference paper, in Editor or name of organisation. <i>Full title of conference</i> . Location, Date. Place of publication: Publisher.	Brown, J. (2005) Evaluating surveys of transparent governance, in UNDESA (United Nations Department of Economic and Social Affairs). <i>6th Global forum on reinventing government: towards participatory and transparent governance</i> . Seoul, Republic of Korea, 24-27 May 2005. New York: United Nations.
Unpublished work		Bloggs, J. (in press) <i>A new book that I have written</i> . London: Vanity.
Corporate	When a publication is issued	Age Concern (2006) <i>Report of the</i>

author	by an organisation with no personal author's name, the organisation is listed as the author in the reference list, even if it is also given as the publisher.	<i>Trustees and Financial Statements.</i> London: Age Concern.
Non-English book title	<p>The capitalisation conventions of that language should be followed. A translation should be given in parentheses immediately after the original title.</p> <p>Where the book has been translated.</p>	<p>Klein, G. (1986) <i>La politica linguistica del fascismo</i> (The language policy of fascism). Bologna: Il Mulino.</p> <p>Canetti, E. (2001) <i>The voices of Marrakesh: a record of a visit.</i> Translated from German by J.A. Underwood. San Francisco: Arion.</p>

<p>DVD, video, film and broadcasts</p>	<p>DVD <i>Full title of DVD or video.</i> Year of distribution. [Medium]</p> <p>Director (if relevant) Country or origin: Film studio or maker.</p> <p>(Other relevant details.)</p> <p>Film <i>Title.</i> Year of release. [Medium] Director. Country of origin: Film studio.</p> <p>Broadcast <i>Series title and episode name and number if relevant,</i> Year of broadcast. [Medium] Broadcasting organisation and Channel, date and time of transmission.</p>	<p><i>Great films from the 80s: a selection of clips from Warner Brothers top films from the 1980s.</i> 2005. [DVD] New York: Warner Brothers.</p> <p><i>Health for all children 3: the video.</i> 2004. [video] London: Child Growth Foundation. (Narrated by D.B.M. Hall.)</p> <p><i>Macbeth.</i> 1948. [Film] Directed by Orson Wells. USA: Republic Pictures.</p> <p><i>Little Britain.</i> 2006. [TV programme] BBC, BBC2, 30 January 2006 20.00.</p>
<p>Pictures, images & photographs</p>	<p>Artist/Photographer's name Year of production (in brackets) <i>Title of image.</i> [Medium] (Collection details).</p>	<p>Beaton, C. (1944) <i>A mother resting her head on her sick child's pillow in the Canadian Mission Hospital in Chengtu.</i> [Photograph] (Imperial War Museum Collection).</p>
<p>Online pictures, images & photographs</p>	<p>As above, add the URL and the date the material was last accessed.</p>	<p>Paco Rocha Fotografía (2005) <i>La Boquería</i> [Photograph] http://www.fotografia.net/foto_galerias/autor/P/5174/3866/fotos.php?foto=28117&galeria=3866 (accessed 17 November 2009).</p>