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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 in size 10 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. Bell MT size 10, the table number in bold, text in regular.1.0 line spacing. Captions should sit above tables.

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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.
* It is your responsibility to clear copyright for all text and illustrative material that is not your own work. You must clear English language and world distribution rights and it should be made clear to the copyright holder that you are seeking permission to use the material in an Open Access publication. Please use the Permission Form (available to download from the Fields website) to obtain permission.
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* 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.
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**Figure captions**

**Figure 1:** Bell MT size 10, the figure number in bold followed by a colon, text in regular.1.0 line spacing. Captions should sit beneath the figures.

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 APA7th referencing system.

House Style

UK spelling should be used throughout, unless forming part of a quotation. Punctuation should consistently follow UK conventions (except in quotations from other sources, where the punctuation convention of the original should be retained). UK style uses single inverted commas, except for quotations within quotations (which have double inverted commas). Please consult the Oxford English Dictionary (OED) for guidance. Hyphenation must be used consistently throughout your text. Keep capitalisation to a minimum and use only for proper nouns and formal names of organisations, etc.

Text should be justified (distributed evenly between the margins) and be Bell MT, font size 11 for the body and 10 for captions. The spacing of the main body should be 1.15 and double-spaced for the reference list.

***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 40 words and do not use quotation marks for these. Quotations should remain exactly as they are in the original. Display the quotation in a separate and indented paragraph. Page numbers (p. for one page, and pp. for more than one page, in lower case, e.g. pp. 34-35).

***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. The references should be double-spaced with a hanging indent as shown below.

**References**

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

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

1. An example appendix

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