Learning and Teaching in the Social Sciences (LATISS)

SUBMISSION INFORMATION FOR CONTRIBUTORS

The editorial board welcomes contributions for publication, both articles of general interest and ones related to theme issues. Authors should submit articles as Microsoft Word or Rich Text Format (rtf) files by e-mail to the editors, Penny Welch at P.Welch@wlv.ac.uk and Sue Wright at suwr@dpu.dk.

Authors may also submit hardcopy submissions, but e-mail submissions are preferred. Hardcopy submissions must include a disk or CD and three printed copies of the article.

Penny Welch
MC409, University of Wolverhampton
Stafford Street
Wolverhampton, WV1 1SB, UK

Please ensure that the manuscript is for an audience with a basic knowledge of the area and is written in a succinct, disciplined and precise style, avoiding jargon and convoluted constructions wherever possible. Contributions are likely to fall into one of four categories:

- Articles (5,000 to 8,000 words) extending knowledge through original research and scholarship.
- Essays (3,000 to 4,000 words) offering new perspectives and stimulating debate.
- Reports (1,000 to 2,500 words) of research in progress and innovations in practice.
- Reviews (600 to 1,000 words) of relevant recent publications, electronic media/software and conferences.

FORMATTING

The document must be set at the US letter standard size. The entire document (including notes and references) should be double-spaced with 1-inch (2.5 cm) margins on all sides and no extra spaces between paragraphs. A 12-point standard font such as Times New Roman is required for all text, including headings, notes, and references. Any unusual characters or diacritics should be flagged by placing the entire word in red type.

COVER PAGE

The cover page should provide the title of the article, complete contact information for each author (mailing address, phone number and e-mail), biographical data of approximately 100 words for each author, a total word count, the number of tables and/or figures included and any acknowledgements. Affiliations and e-mail addresses will be posted online for indexing/abstracting purposes.

ABSTRACT/KEYWORDS

The article must include an abstract of no more than 150 words and 6 to 8 keywords. The abstract should not duplicate the text verbatim but rather include the research question or puzzle, identify the data and give some indication of the findings. Keywords should be drawn from the content and not duplicate the article title, listed in alphabetical order and separated by commas; only proper nouns should be capitalised.

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LATISS is a refereed journal. Submissions are considered on the understanding that the article is not currently under consideration for publication elsewhere. Articles are sent to at least two scholars with relevant experience and expertise. Referees are asked to advise the editors whether the article should be published and, if so, with what recommended changes. The editors respond to the author with their decision and a list of any changes needed for the article to be accepted for publication. They also send the anonymous referees’ comments to the author, or a summary thereof.

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STYLE GUIDE
The LATISS style guide is based on the New Oxford Style Manual and New Hart’s Rules. Please be aware that the journal uses U.K. punctuation and spelling, following The Oxford English Dictionary.

CITATION SYSTEM
LATISS follows the in-text author-date system, with full documentation in the reference list. Other notes should be endnotes (using Word’s automatic endnote function) and kept short and to a minimum.

Author-Date Examples
(Pickett and White 1985; Smith 1987)
Jones’s research (1977, 1979a, 1979b)
(Kant n.d.; McGinnis forthcoming)

Single Author with Multiple Sources: (Smith 1993: 63; 1998: 124–169)
Three or More Authors: (Jones et al. 2001)
Authors with Same Last Name: (D. Smith 1981; G. Smith 1999)

• The first mention of an author in the main text (not in-text citations) should include the first and last name.
• Multiple sources in a parenthetical note should be listed alphabetically.
• Authors’ first names should be given as first-name initials.

REFERENCE LIST EXAMPLES
Book with one author/editor
Massey, D. (1994), Space, Place, and Gender (Minneapolis: University of Minnesota Press).


Book with multiple authors/editors

Chapter or other part of a book

Journal article (with DOI number if available)

Translations

Article in a newspaper or magazine

Paper presented at a meeting or conference

Thesis, dissertation, or unpublished manuscript


Organisation as authoring agent
Metropolitan Housing and Planning Council (1982), Map 2000: Metropolitan Area Plan for the Year 2000 (Chicago: Metropolitan Housing and Planning Council).

Archive materials
Individual items in archives are usually best cited in endnotes and may be cited according to the conventions of the particular archive or kind of material being cited. A collection as a whole may be cited in the reference list.

Egmont Manuscripts (n.d.), Phillips Collection (University of Georgia Library, Athens).

Slides and films

An Incident in Tiananmen Square (1990), 16 mm, 25 min. (San Francisco: Gate of Heaven Films).

Websites and blogs
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  - Six to eight keywords that are in alphabetical order and separated by commas (with only proper nouns capitalised);
  - Complete contact information for each author (mailing address, phone number and e-mail);
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  - Total word count, the number of tables and/or figures included and any acknowledgements.
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PLEASE ENSURE THAT:

- The style guide has been followed;
- All text, including headings, notes and references, is in a standard 12-point type, such as Times New Roman, and double-spaced with a 1-inch margin on all sides and no extra spaces between paragraphs;
- U.K. spelling is used throughout and a spellcheck has been performed;
- Different levels of headings are indicated by varying the typeface. Use bold type for an A head (a main text heading). Use bold italic for a B head (a first-level subheading). Use non-bold italic for a C head;
- Superscript note reference numbers and/or asterisks are not placed on article titles, headings, epigraphs or the contributor’s name;
- Contributions are referred to as articles (not essays or papers);
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