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 email to the editors Penny Welch at P.Welch@wlv.ac.uk and Sue Wright at suwr@dpu.dk.

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 (5,000–8,000 words) extending knowledge through original research and scholarship.
- Essays (3,000–4,000 words) offering new perspectives and stimulating debate.
- Reports (1,000–2,500 words) of research in progress and innovations in practice.
- Reviews (600–1,000 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 email), biographical data of approximately 100 words for each author (including an ORCID if applicable), a total word count, the number of tables and/or figures included and any acknowledgements. Affiliations and email addresses will be posted online for indexing/abstracting purposes.

ABSTRACT/KEYWORDS
The article must include an abstract of 125 words and 5 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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**STYLE GUIDE**

The LATISS style guide is based on the *New Oxford Style Manual* and *New Hart’s Rules*, with some deviations for house preferences. Please note that the journal uses **UK punctuation and spelling** (including a preference for –ise over –ize endings), 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 body text (not in-text citations) should include the first and last name. Multiple sources in a parenthetical note should be listed alphabetically.

Please note that translations of all non-English titles in the reference list are required for indexing/abstracting purposes (see the translated title examples provided below).

**REFERENCE LIST EXAMPLES**

**Book with one author/editor**


**Book with multiple authors/editors**


**Chapter or other part of a book**


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Translations


Translated title


Article in a newspaper or magazine


Paper presented at a meeting or conference


Thesis, dissertation or unpublished manuscript


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

Access dates are only required when no date of publication or revision can be determined from the source.


Online video

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  o An abstract that is 125 words, is a summary or overview of the entire article, and does not duplicate verbatim sections of the main text;
  o Six to eight keywords that are in alphabetical order and separated by commas (with only proper nouns capitalised);
  o Complete contact information for each author (mailing address, phone number and email);
  o A bio of approximately 100 words for each author (including an ORCID if applicable);
  o Total word count, the number of tables and/or figures included and any acknowledgements.

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• 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;

• UK 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);

• Numbers 0–100 are spelled out, as are large whole numbers (e.g., fourteen hundred), and all number ranges are non-abbreviated;

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• Single quotation marks are used for all quotations and terms, except for quotes or terms within quotes, and quotations of more than 60 words are indented as extracts with no quotation marks;

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• Abbreviations such as e.g., i.e., etc. and et al. are not used in the main text (except in parentheses);

• Every author mentioned in the reference list is cited in the main text or notes, and every author cited in the main text and notes is listed in the reference list.

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