

***Learning and Teaching***  
***The International Journal of Higher Education in the Social Sciences***

**Notes for Contributors**

***Aims and scope***

*Learning and Teaching* is a refereed journal that uses the disciplines of sociology, anthropology, politics, international relations and social policy to reflect critically on learning and teaching practices in higher education and to analyse their relationship to changes in higher education policies and institutions.

The research field of *Learning and Teaching* includes:

- all aspects of learning and teaching and higher education reform from national and
- comparative perspectives, developments in curriculum, assessment, learning and teaching methods
- institutional, national and international policies on learning and teaching – e.g. shifts from elite to mass education, audit systems, quality enhancement, the Bologna process and markets in higher education.

The journal seeks to promote scholarship and research on learning and teaching and invites contributions from a wide and diverse community of practitioners, researchers and students.

**SUBMISSION OF MANUSCRIPTS**

Mailed submissions will be reviewed, however e-mail submissions are preferred. Please note that all correspondence will take place via e-mail. Send email submissions to the editors:

Penny Welch <P.Welch@wlv.ac.uk> and Sue Wright <suwr@dpu.dk>

Mailed submissions must include a disk or CD and three printed copies of the article. Please mail materials to:

Penny Welch  
MC409  
University of Wolverhampton  
Stafford Street, Wolverhampton  
WV1 1SB, UK  
Tel: 01902 321000

**MANUSCRIPTS**

Submissions should be original and not be under consideration by any other publication. Please ensure that the manuscript is for an audience with a basic knowledge of the area, and that it 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 (5000-8000 words) extending knowledge through original research and scholarship.
- Essays (3000-4000 words) offering new perspectives and stimulating debate.
- Reports (1000-2500 words) of research in progress and innovations in practice.
- Reviews (600-1000 words) of relevant recent publications, electronic media and software and conferences.

## **FORMATTING**

The document must be set at the US letter or A4 paper size standard. The entire document (including the notes and references) should be double-spaced with 1-inch (2.5 cm) margins on all sides. A 12-point standard font such as Times or Times New Roman is required and should be used for all text, including headings, notes, and references. An unusual character or diacritical mark should be flagged, as the character may not translate correctly during typesetting.

## **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 include the research question or issue, identify the data, and give some indication of the findings. Keywords will be drawn from the content and not duplicate the article title.

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## **ANONYMOUS REVIEW**

The last page should provide the title of the article, complete contact information for each author (address, phone, fax, and e-mail), biographical data of approximately 100 words for each author, and any acknowledgments. Please provide a total word count and indicate the number of tables and/or figures as included. Highlight or otherwise indicate any subsequent references to previous work by the author(s) so that manuscripts can be made entirely anonymous before being sent to 2 referees.

## **PROCESS FOR REFEREEING AND ACCEPTING ARTICLES**

LATISS is a refereed journal. Articles are sent to two or three people with relevant experience and expertise for comment. 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.

## **PUBLICATION**

Manuscripts that have been accepted for publication but do not conform to the style guide may be rejected or returned to the author for amendment. The Editors also reserve the right to alter usage to conform to the style guide issued by the Publishers. Authors may not supply new materials or request major alterations following the copyediting stage so please ensure that all text is final upon acceptance. Contributors will receive one free copy of the relevant issue.

## **STYLE GUIDE**

The style guide is based on the *Oxford Guide to Style* (OGS), with some deviations for house preferences. The journal uses British punctuation and spelling, following *The Oxford English Dictionary* (OED). Please refer to the following for a summary of key stylistic requirements.

## ARTICLE TITLE AND HEADINGS

- Use capitalization in the article title and headings (in English) for nouns, pronouns, verbs and adjectives.
- Prepositions and conjunctions are not capitalized (or, but, over, through, between).

## ABBREVIATIONS

- Avoid unnecessary abbreviations.
- Acronyms must be spelled out on first appearance. Provide parenthetical explanations:  
REM (rapid eye movement).
- Do not use the full point after abbreviations including the first and last letter of the word:  
Mr Mrs Dr St Ltd eds
- Some abbreviations drop the full point, including those in the international system of measurement: Mme Mlle m mm kg
- A full point for: vol. seq. no. ibid. et al. ed.
- Use full points in the abbreviation of names of countries (except the USSR) but omit them with acronyms: U.S. U.K. UN EU NATO

## PUNCTUATION

- All punctuation should be followed by a single space and not a double space.
- There should be no period at the end of headings or subheads.
- There is no need for double punctuation at the end of a sentence, either after an abbreviation or after a punctuation mark in quotation marks or a book or article title.

## [BRACKETS] AND (PARENTHESES)

- Use square brackets for editorial comments within quotations or for uncertain data in references (e.g., if the publication year or city is ascertainable but does not appear in the book).
- Brackets are also used within parentheses: (he used to go there [to Tehran] every spring).
- Include translations of foreign-language quotations in brackets immediately following the quotation (without italics and without quotation marks):  
'Todas somos amigas de desde chiquitas, casi puras vecinas' [We are all friends since we were small, and almost all are neighbours].

## QUOTATION MARKS

- Always use single quotes. Double quotes are only used within a quotation.  
He remarked: 'This charge of "fraudulent conversion" will never stick'.  
Unless the punctuation is part of an original quotation, the closing quote mark precedes all punctuation.
- Quotations of eight to ten lines or longer (or over 60 words) should be indented as extracts and separated from the main text. Such text extracts should not be set within quotation marks.
- Extracts longer than 400 words require copyright permission.

## DASHES

- The British style for dashes requires blanks before and after the en dash.
- An author may substitute a hyphen for the en dash if necessary. The typesetter will later convert the hyphen to the en dash:  
He spoke in a whisper - the room was quiet. (hyphen)  
He spoke in a whisper – the room was quiet. (en dash)
- The en dash is commonly used in ranges without additional spaces:  
129–173, Monday–Thursday, vi–xii.

### **ELLIPSES POINTS (...)** (. ...) (, ...) (... !)

- Three points should be used for omitted text. There should be one space before and after the ellipsis.
- If the omitted text follows a completed sentence, there should be four dots, the first indicating a period (full stop). In contradiction to the three-dot ellipses, there is no space between the last word in the sentence and the first period ending the sentence.

### **DATES, NUMBERS AND RANGES**

- Dates should be set day/month/year, with no comma in between the elements, e.g.,  
26 January 1988.
- In general, use words for numbers that are less than 10, and numerals for all other numbers.  
Number ranges should not be abbreviated.
- In-text number ranges should employ prepositions not dashes:  
Use “from 1924 to 1928” or “between 1924 and 1928”  
Do *not* use “from 1924–1928,” and not “between 1924–1928”

### **AUTHOR-DATE SYSTEM**

- In-text citations should follow the author-date system with full documentation in the Reference section.
- Every author mentioned in the reference list must be cited in the main text, and every author cited in the main text must be listed in the reference list.
- Confirm that spelling and dates are consistent between the main text and the reference list.
- Any parenthetical notes should be presented as endnotes, and should be kept short and to a minimum.
- Acknowledgements should not be included as a numbered note but supplied on the last page of the document, as indicated previously.

### **IN-TEXT, AUTHOR-DATE CITATION EXAMPLES**

(Smith 1987; Pickett and White 1985)

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)

### **REFERENCE LIST**

- The reference list must be in alphabetical order. For multiple listings under an author’s name, list the oldest publication first, followed by the next publications, in chronological order.
- In the references section please use underscores rather than dashes to indicate a subsequent title by the same author.
- Please confirm that web links are accessible as cited.
- If possible, update information where references cited are in press or submitted for publication.

## REFERENCE EXAMPLES

### BOOK:

Wagner, R. G. [1975] (1981) *The Invention of Culture*, Chicago: University of Chicago Press.  
——— (1986) *Symbols that Stand for Themselves*, Chicago: University of Chicago Press.

### BOOK WITH DIGITAL OBJECT IDENTIFIER (DOI)

Wagner, R. G. [1975] (1981) *The Invention of Culture*, Chicago: University of Chicago Press.  
doi:10.2345/tic.1981.123456

### BOOK IN FRENCH:

Baudrillard, J. (1967) *Pour une critique de l'économie politique du signe*, Paris : Gallimard.

### TWO AUTHORS:

Apffel-Marglin, F. and Marglin, S. A. (eds) (1996) *Decolonizing Knowledge: From Development to Dialogue*, Oxford and New York: Clarendon Press.

### CHAPTER/ESSAY IN A BOOK:

Franklin, S. (1995) 'Romancing the helix', in J. Stacy and L. Pearce (eds) *Romance Revisited*, London: Lawrence & Wishart, 77-91.

### ARTICLE IN A JOURNAL:

Joyce, C. (1992) 'Western medicine men return to the field', *Bioscience* 42, no. 6 (June): 399-402.

### ARTICLE WITH DOI NUMBER:

Joyce, C. (1992) 'Western medicine men return to the field', *Bioscience* 42, no. 6 (June): 399-402. doi:10.3456/bios.1992.123456

### TRANSLATIONS:

Cortázar, J. (1969) *Cronopios and Famas*, (trans.) P. Blackburn, New York: Random House.

### ARTICLE IN A NEWSPAPER OR MAGAZINE:

Fontanelle, E. C. and Mandible, V. (1951) 'Iron despair: postwar bewilderment', *World Spectator*, 6 April.

### MOVIE:

Hitchcock, A. (dir.) [1959] (2000) 'Crop Duster Attack', in *North by Northwest*, Burbank, CA: Warner Home Video.

### PAPERS READ AT MEETINGS:

Speth, J. and Dindel, D. (1975) 'Seasonal variability in early hominid predation', paper presented at symposium, *Archaeology in Anthropology: Broadening Subject Matter*, seventy-fourth annual meeting of the American Anthropological Association.

### DISSERTATION:

Downer, J. (1975) 'Necessity and Knowledge in the Later Philosophy of Wittgenstein' (PhD diss., University College of North Wales).

### UNPUBLISHED MATERIAL:

Marciniak, E. and Jefferson, N. (1985) 'CHA Advisory Committee Appointed by Judge Marvin E. Aspin: Final Report' (December), unpublished.

#### ORGANIZATION AS 'AUTHOR':

Metropolitan Housing and Planning Council (1982) *Map 2000: Metropolitan Area Plan for the Year 2000* (Chicago: Metropolitan Housing and Planning Council).

#### MATERIALS IN ARCHIVES:

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

#### INTERNET / WORLD WIDE WEB SITES:

World Health Organization (2000) 'Committee on Technical Barriers to Trade – Notification – Mexico – Tequila' <<http://docsonline.eto.org/TBT/Notif.00/168>> (accessed 9 April 2000).

### ARTWORK

- Every table and figure should be referred to directly in the text.
- Mark the typescript clearly to show where tables and figures should be placed in the text: (Table 2 here; Figure 2 here). It will not always be possible for the typesetter to place them exactly where you indicate, so in-text references should be by table number and not as 'the above' or 'the following'. For the same reason, any explanatory notes should appear beneath the table or figure.
- There should be no full point at the end of a table or figure heading.
- Number the tables and figures independently and consecutively (Table 1, Table 2, Table 3; Figure 1, Figure 2, Figure 3) as opposed to grouping items together (Table 1a, Table 1b, Table 1cd).
- As necessary, the source should appear beneath the legend in this form:  
Source: Smith, 1994, reproduced with permission from ...

### Tables

- Tables can be supplied as either Word or Excel files.
- Table titles should appear above the table in the following form:  
Table 1: Title of table

### Figures

- For optimal reproduction photos and maps should be submitted as TIFF (resolution at 300 dpi) and line art as EPS (800 dpi), grayscale, with all fonts embedded. Additionally, all images should be approximately the size they will appear in print at the resolution indicated.
- Photocopies, laser printed artwork and web resolution JPEGs are not suitable for publication.
- For the purpose of submission figure legends should appear in the body of the main text file, however in print they will appear beneath the figure in the following form:  
Figure 1: Title of figure