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.

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, 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.

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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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*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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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*.

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*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)
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- **Book with one author/editor**

- **Book with multiple authors/editors**
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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).

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

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  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);
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  ▪ Figure 1: A coffee farm near Sasaima, Colombia, 2013. Photo by author.

  **PUBLIC DOMAIN AND CC BY IMAGES**
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  ▪ Figure 4.2. Left: BioShock’s Big Daddy (image 2K Games). Screen capture by author. Right: Cosplay at MCM London Comic Con 2015. Photo by Pete Sheffield, CC BY-SA 2.0.

  **IMAGES FROM A MUSEUM/GALLERY/ARCHIVE**
  ▪ Figure 4. Francios Perrier, Orpheus before Pluto and Persephone, 1647–50. Oil on canvas. Paris, Musée du Louvre. Photo: © RMN-Grand Palais (Musée du Louvre)/Michel Urtado.

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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;
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