

## WORK-BASED e-JOURNAL

### MANUSCRIPT STYLE: QUICK GUIDE

Advice to authors on preparing a manuscript

**NB: Please follow any specific instructions for authors provided by the Editorial Group of the journal**

#### **Text Formatting:**

- Font: Calibri, 12 point.
- Use margins of at least 2.5 cm (1 inch).
- Use 1.5 lines for line spacing.

**Title:** Use bold for your article title, Arial, 14 point, with an initial capital letter for any proper nouns.

**Authors' names:** Give the full names of all contributing authors on the title page.

**Affiliations:** List the affiliation of each author (department, university, city, and country).

**Correspondence details:** Please provide an email address for the corresponding author. Full postal details are also needed by the publisher, but will not be published if specifically requested by author.

**Anonymity for peer review:** Ensure your identity and that of your co-authors is not revealed in the text of your article when submitting the manuscript for review.

(Reminder: Authors should prepare and send Corina Zaharia two versions of their manuscript. One should be a complete text, while in the second all document information identifying the author should be removed from files to allow them to be sent anonymously to referees).

**Abstract:** Indicate the abstract paragraph with italicised text and single line spacing. Do not use a heading. Each article should be accompanied by an abstract / summary of 200-250 words presented after the title and author details.

**Keywords:** Please provide five or six keywords to help readers find your article, for example:

e.g.

**Keywords:** professional doctorates in UK, work-based learning, power, pedagogical practice

**Headings:** Please indicate the level of the section headings in your article:

A: First-level headings (e.g. Introduction, Conclusion) should be in bold, with an initial capital letter for any proper nouns.

B: Second-level headings should be in bold italics, indented, with an initial capital letter for any proper nouns.

C: Third-level headings should be in italics, with an initial capital letter for any proper nouns.

**Tables and figures:** Indicate in the text where the tables and figures should appear, for example by inserting [Table 1 near here]. The actual tables and figures should be supplied either at the end of the text or in a separate file as requested by the Editorial Group. Ensure you have permission to use any figures you are reproducing from another source.

**Running heads and received dates** are not required when submitting a manuscript for review. If your article is accepted for publication, it will be copy-edited and typeset in the correct style for the journal.

**Spelling:** Articles should be written in UK English

**Quotations:** Please use single quotation marks with double within if needed.

### MANUSCRIPT STYLE: EXTENDED GUIDELINES

Title	<b>Bold, 20pt, first word and proper nouns cap only</b> ranged left
Authors	An Author and Another Author ranged left
Affiliation	<i>a Department, University, City, Country; b Department, University, City, Country</i> ranged left
Abstract	Italicised, single spacing
Keywords	<b>Keywords:</b> word, another word, lower case except names Position aligned with abstract, same size as abstract
Correspondence details	Given as footnote on page 1* *Corresponding author. Email: xxxxxxx ranged left, no indent. Postal address not included in footnote. If there is only one author, use *Email: xxxxxxx
Headings	A. Bold initial cap only B. Bold italic, indented initial cap only C. Italic initial cap only All ranged left, numbers to be included if supplied, no indent below.
Paragraphs	Line space between paragraphs

Tables	(Table 1) in text. Table 1. Title initial cap only. (ranged left above table) Note: This is a note. (ranged left under table)
Figures	(Figure 1) in text. Figure 1. Caption initial cap only. (ranged left under figure) Note: This is a note. (ranged left under figure)
Displayed quotations	Indented 1.27cm left and right. For quotations from empirical data (e.g. interviews or documents for analysis): Font size 12, italics. For quotations as part of literature review: font size 10 (over 40 words, or when appropriate)
Lists	(1) for numbered lists Bullets if wanted
Equations	Equation (1) in text Centred
Acknowledgements	A heading. Goes before notes, bio notes and refs Text smaller

Notes	<b>Notes (A heading)</b> 1. This is a note. 2. This is another note.  Text smaller
Notes on contributors	<b>Notes on contributors (A heading)</b> Author name followed by biographical text (150 words max)  For multiple authors: first author details, line space second author details, and so on.  Goes after Acknowledgements, before refs Text font size 11pt
Appendix	<b>Appendix 1. Title if given (A heading)</b> Goes after References Text smaller
Spelling preferences	UK English
Punctuation	Initials (e.g. US, NJ, BBC) do not have full points between them. For names of article authors and in references,

	no space between initials (J.P. Smith, Smith, J.P. or Smith JP depending on reference style).
Dashes	Spaced en rules for parenthetical dashes Use en rule between spans of numbers (e.g. 20–40), including page numbers in references
Numbers and units	Numbers: spell out one to nine, then 10, 1000, 10,000 10% (except at start of sentence) Units: follow author
Dates	4 October 2005 in the twenty-first century in the 1970s
Editorial	<b>Editorial (as title)</b> If editorial has a title, use <b>EDITORIAL</b> (section heading) <b>Title of editorial</b> Editor Name <i>Affiliation if wanted</i>
Other article types	Follow style for main article

<p>Book reviews</p>	<p><b>BOOK REVIEWS (as section heading)</b>  <b>Book title: all bold</b>, by Author and Author / edited by Editor, Cambridge, Harvard University Press, 2010, xliii + 445 pp., US\$28.95 (paperback), ISBN 0-95-445500-3  <b>Book title</b>, edited by Editor, London, Sage, 2008, xv + 340 pp., £24.99 (paperback), ISBN 978-0-445-077881-5  <b>Book title</b>, edited by Editor, Editor and Editor, Bridge Street, Cambridge, Polity Press, xvi + 360 pp., \$170 (hardback), ISBN 978-0-415-0173-9 / \$44.95 (paperback), ISBN 978-0-7456-56086-6 / \$35.96 (ebk), ISBN 978-0-415-46087-3  <b>Book title</b>, by Author, Oxford, Oxford University Press, 2007, 447 pp., £59.95 (hardback), ISBN 978-0-225-112164-6 / £27.95 (paperback), ISBN 997-0-733-114432-3  Reviewer's Name  <i>Affiliation</i>  <i>Email</i>  (c) year, Reviewer Name  References go before reviewer details  Next review follows after a space  No copyright line on first page of reviews</p>
<p>Obituary</p>	<p><b>OBITUARY (section heading)</b>  <b>Name and dates if given (as title)</b>  Author Name  <i>Affiliation</i>  <i>Email</i></p>