

# **International Journal of Education and Ageing**

## **Notes for Intending Contributors**

### **General guidelines**

These guidelines largely refer to articles submitted to the IJEA for potential publication. However, they can be regarded as guidance where appropriate (e.g. in matters of style conventions, references, tables and figures) for other kinds of contribution - such as international project news, research in progress, book reviews, conference reports *et al.* which may be offered to the editors and sometimes solicited by them.

Intending contributors should bear in mind the international character, linguistic diversity and multi-disciplinary nature of IJEA's readership. They should take care to draw out the implications of their analyses for readers from other cultures, countries and disciplines.

All contributions should be submitted in English.

An article will only be considered under the condition that it has not already been published elsewhere, has not been offered elsewhere for publication and is not planned to be offered.

Authors themselves are responsible for obtaining permissions from copyright holders for reproducing any illustrations, tables, figures or lengthy quotations that have been previously published elsewhere. They should provide the editors with a signed statement to that effect.

Articles should normally be in the range 3500-7000 words including endnotes and references.

All contributions should be typed in Times New Roman<sup>12</sup>, double-spaced with at least one – inch or two centimetre margins throughout (including endnotes and list of references).

Articles should normally have the following sections in sequence: Title Page, Abstract (c.200 words), Keywords (three to five), Main Text, End-notes, Acknowledgements, References. Any tables and/or figures should be presented on separate pages in sequence at the end of the article. The Title Page should contain the title of the article and the name(s), title(s) and affiliation(s) and postal and email addresses of the author(s). In the case of multiple authorship, a name and address (postal and e-mail) of the submitting author, which the editors can use for correspondence, should be identified.

## **Style Conventions**

### **Headers**

Intending contributors should follow the following style conventions:

**First level headers should be in bold and left justified.** In the text of a contribution **bold text** should not be used at all.

*Second level headers should be in italics (not bold) and left justified*

### **Paragraphs**

Paragraphs or sections should not be numbered. In the main text, the numbers one to nine should be written as words, but for higher numbers the numerals (e.g. 11, 23, 364) should be used.

### **Spelling; acronyms; percentages; capital letters**

British spelling is to be used (e.g. 'ageing' not 'aging').

All acronyms should be expanded on first use, even the apparently most common such as EU, USA, UK or UN.

In the case of percentages, per cent should be used rather than % except in illustrative brackets (e.g.10%).

Capital letters are to be used sparingly, except with proper nouns. For example, the title of a book will normally have only the first letter of the first word capitalised.

### **Quotations**

Quotations which are larger than a few words should be indented and in italics. Colons (:) before indented quotations should not be used as a matter of course, but only when they improve sense. Indented quotations should end with a full stop (outside the last bracket, if a reference is given).

### **Footnotes**

Footnotes should not be used. Limited endnotes are permitted for technical and information details. Endnote superscripts should be placed outside a punctuation mark (so.<sup>3</sup> not<sup>4</sup>.)

### **Citation of references**

References should be indicated in the text by giving the author's name followed by the year in parentheses, e.g. '...early research by Smith & Jones (1995, p. 275) showed...'; alternatively this could be shown as '...early research (Smith & Jones, 1975, p.275) showed...' For references with one to three authors, all authors should be named (Smith, Jones & Harris, 2003). For references with four or more authors, the following form should be used in the text (Smith *et al.*, 2003 ) but all authors should be named in the list of references.

If a reference to a text is cited more than once in the same passage without intervening references to other texts by the same author(s), the device *op. cit.* should be used for the

second or further citation (as in Smith & Jones *op.cit.*). If, succeeding references are made, in the same passage, to a particular page or pages, the device *ibid.* should be used (as in Smith & Jones *ibid.*).

The full references should be listed in alphabetical order at the end of an article using the following style:

- Book:* Withnall, A. (2010) *Improving learning in later life*. Abingdon: Routledge.
- Article in a journal:* Gorard, S. & Selwyn, N. (2005) What makes a lifelong learner? *Teachers College Record*, 107, pp.1193 – 1216
- Jamieson, A. (2007) Education and the quality of life in later years. *Quality in Ageing*, 8, 3, pp. 15-23.
- Chapter in a book* Alber, J. (1995) The social integration of older people in Germany. In A. Walker (Ed.) *Older people in Europe: social integration*. Brussels: Commission of the European Communities.
- Internet pages or publications:* United Nations Programme on Ageing (2006) *Madrid international plan of action on ageing*. Available <http://www.un.org>. (accessed 8 October 2007).

Authors' full first names or initials may be used. Journal titles must be given in full.

Authors are requested to minimise the citation of unpublished reports and conference papers (because of their inaccessibility to readers). If unpublished conference papers are cited, complete details of the title of the conference, the convening organisation, the location and the date of the presentation must be given.

Particular care in the presentation of references would be greatly appreciated by the editors and publishers.

## **Tables and figures**

Tables and figures should be numbered consecutively (using Roman numerals for tables and Arabic numerals for figures) and be headed by a title (e.g. Table 4 Characteristics of participants in the student survey).

Each table and figure should be identified in the main text and its preferred location indicated for the publisher. Each table and figure should be on a separate page and submitted at the end of the manuscript.

Tables may be reformatted by the publisher to permit more compact typesetting.

Graphs and figures may be only be supplied in black and white.

## **Submission of contributions.**

Submissions should be sent in the first instance to Professor Keith Percy by email to [kozmapercy@gmail.com](mailto:kozmapercy@gmail.com).

The editors will be happy to engage in discussion about development of possible articles: [kozmapercy@gmail.com](mailto:kozmapercy@gmail.com) or [franz.kolland@univie.ac.at](mailto:franz.kolland@univie.ac.at) or [jim.soulsby@btinternet.com](mailto:jim.soulsby@btinternet.com)

When the manuscript is submitted it will be reviewed by the three editors. If deemed within the scope of the journal and having the potential for publication it will be sent for peer review. The reviewers will review the article and suggest to the editors if it should be accepted, accepted with minor revisions, accepted with major revisions, resubmitted or rejected. Based on these recommendations the editors will make a joint decision and communicate it to the submitting author. Decisions concerning submitted manuscripts will not be negotiated.

If a paper is accepted with revisions the submitting author will be asked to re-submit within an agreed time- frame. Failure to deliver a revised manuscript within this time-time may result in the manuscript not being published. Re-submitted manuscripts will be reviewed again by the editors and may be sent back to the original reviewers.

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