

Writing in Practice

Submission Guidelines

Submissions should be in the region of 4000-10,000 words. Shorter submissions may be submitted to *Writing in Education*.

Submissions should be made as Word documents or Rich Text Format files (.rtf). Please do not include any tracked changes. Photographs, illustrations, etc can be incorporated in the document but should also be submitted as separate jpeg files.

Submissions should be in Arial, 12pt font, single-spaced, with a full line break between paragraphs. (In Word, go to Format/Paragraph and set spacing “before” and “after” to 0 pt.) All text should be left-only justified.

Submissions must be the sole work of the author(s) and not involve third parties with a claim to copyright. Permission to reproduce any text, photographs and illustrations is the responsibility of the author(s).

An abstract of up to 200 words should accompany the submission, within the same document.

Nowhere in the document should your name, initials or any other indication of your identity be given.

A biographical note of up to 200 words should be provided in a separate document.

For your paper to be listed in the subject index, please provide up to 10 keywords or phrases.

Please note: these requirements, together with further matters of style listed below, have been developed in order to enable streamlined online production of the journal. Submissions that do not conform may be returned unread.

Style Guide

Writing in Practice is a scholarly journal that aims to enshrine the highest literary standards. Eloquence is prized and excessive academic jargon should be avoided.

We do not wish to be over-prescriptive. The following points should however be observed.

Language used to describe people should be inclusive, inoffensive and person-focused.

Do not use gender-specific language unless you are referring to one gender in particular. Use plurals, plural pronouns or the person’s profession to avoid “he/she” awkwardness.

Use Oxford English Dictionary spelling: “z” rather than “s” in words for which there are alternatives, such as “organize” and “subsidize”. (This is in line with the established preference of *Writing in Education*.)

Use double quotation marks, except for quotations within quotations.

The stop at the end of a sentence should be followed by one space, not two.

Use the Harvard system for references. Full details with examples are given further below.

Use endnotes, not footnotes.

Acronyms and abbreviations should always be spelt out in full at the first mention, with the acronym in brackets. The acronym can be used thereafter. Do not use full stops in acronyms.

Numbers one to nine should appear as words except when attached to a unit of quantity or linked by a dash: 7pm, £2, 9km, 5–14. All numbers of 10 or more should appear as digits, unless starting a sentence.

Dates should be given as follows:

- 17 November 2002 or Sunday 17 November 2002
- The 80s
- 1990s
- The 21st century
- The class of '89
- 1995–2002, but 1955–6

Initials should be followed by a full stop and a space: E. B. White.

Referencing

References must be consistent and use the Harvard system. All materials cited within a publication should be clearly referenced within the text and in a list at the end. List them in alphabetical order by the name of the author (or originator) of the work. Material read in preparation must be clearly cited in a separate Bibliography.

The guidelines below each give the reference style, an example and any points to note.

Books

Author/editor surname, initials. (Year) *Title*. Edition. Place of publication: Publisher.

Alexander, N. (2010) *Ciaran Carson: Space, Place, Writing*. Liverpool: Liverpool University Press.

- In the text refer to: (Alexander 1987) or Alexander (1987) states how ...
- The date is the year of publication not printing.
- The edition is only mentioned if other than the first.
- The place of publication is the city not the country.
- Where there are more than two authors, detail the first author followed by the phrase “et al.”.
- Use letters to distinguish between authors who have written more than one publication in a particular year (e.g. Smith 1987a and Smith 1987b).

Journal articles

Author surname, initials. (Year). Title of article. *Journal name*. Volume number, issue or part number, first and last page numbers.

Brown, D. (1994) The art of teaching. *Journal of Learning and Teaching*. 24 (2), 7-14.

- In the text refer to: (Brown 1994) or Brown (1994) states how ...
- The journal name is italicized, not the article title
- The journal volume number is in bold

- It is acceptable, but not necessary, to use the terms “vol. and no.” e.g. Vol. 24, No. 2, pp. 7-14.

Corporate authors

Corporate author (Year) Title. Edition. Place of publication: Publisher.

NAWE (1995) *Creative Writing in Special Education*. York: NAWA.

- In the text refer to: (NAWE 1995) or NAWA (1995) states how ...
- The format is the same as for a book, but uses the “corporate” (company, business, organization) author in place of a named author.
- Corporate authors are typically government bodies, companies, professional bodies, clubs or societies, international organizations.

Government publications

Government department/institute Subdivision of department/institute (if known). (Year). *Title of document*. (Name of chairperson if it is a committee). Place of publication: Publisher

Department of Health and Social Services (1980) *Inequalities in health: report of a research working group*. (Chairman: Sir Douglas Black). London: DHSS.

- In the text refer to: (DHSS 1980) or the DHSS (1980) states how ...

Conference papers

Author, Initial. (Year) Title of conference paper. In: *conference proceedings title, including date*. Place of publication: Publisher.

Gibbs, G. (2001) Learning from Institutional Learning and Teaching Strategies. In: *National Assessment Conference: LTSN Generic Centre: Birmingham, 2001*. York: LTSN.

- In the text refer to: (Gibbs 2001) or Gibbs (2001) states how ...
- Conference papers are often published in book form or as a special issue of a journal.
- It is necessary to include the name, place and date of the conference.

Newspapers

Journalist name, initial. (Year) Title of news item. *Name of newspaper*. Date. Page number.

Peters, R. (1992) Picking up Maxwell’s bills. *Independent*. 4 June, p 28.

- In the text refer to: (Peters 1992) or Peters (1992) states how ...
- Name of newspaper is italicized
- If it is a news article and does not attribute an author the name of the newspaper is used in the text and instead of the author in the reference list.

Theses

Author, initials. (Year) *Thesis title*. Level of theses: Awarding institution

Kirkland, J. (1998) *Lay pressure groups in the local education system: study of two English boroughs*. PhD Thesis, Brunel University.

Unpublished material

Author/editor surname, initials. (Year) *Title*. Edition. Place, unpublished.

Lawler, C (1987) *Childhood vaccinations*. Health Promotion Leaflet, Chester Group Practice, unpublished.

- Some printed materials are not produced by recognizable publishers, and may not be widely available. In this case it is necessary to indicate this.
- If the document is archival in nature, e.g. a manuscript or personal letter, its location should also be included.

Film

Title. (Year) Person or body responsible for production. Running time. Production company. Place of production or publication (if known). Format.

The Apartment. (1960) Directed by Billy Wilder. 124 mins. United Artists. Videotape.

- In the text refer to: (The Apartment, 1960)

Internet (general)

Author/editor, initials. (Year) *Title* [online]. (Edition). Place of publication: Publisher (if ascertainable). Available from: URL [Accessed date].

Holland, M (1996) Harvard System [online]. Poole: Bournemouth University Available from: http://www.bournemouth.ac.uk/using_the_library/guide_to_citing_internet_souc.html [14 February 2001].

- The accessed date is the date on which you viewed or downloaded the document. It may be subject to changes or updating and this allows for this possibility.
- Keeping a record of the document as you used is recommended.
- Often organizations put information onto the Internet without citing an author. In these cases ascribe authorship to the smallest identifiable organizational unit.

Electronic journal

Author, initials. (Year) *Title*. *Journal title* [online], volume (issue), location within host. Available from: URL (Accessed date).

McArthur, D. N. and Griffin, T. (1997) A marketing management view of integrated marketing communications. *Journal of advertising research*, vol.37 (5), p.19 Available from: http://www.web3.searchbank.com/infotrac/session/66/850/10267118w3/15!xrn_12&bkm [Accessed 1st March 1998].

- “Location within host” may have to be used to indicate where the item can be found within the cited address. For example the page, paragraph or line number (when these are fixed within a document).
- Other locations could be a specific labeled part, section or table, or any host-specific designation.

Examples of how other media formats may need to be referenced will be made available on request.

Other rules

An edited book will often have a number of authors for different chapters (on different topics). To refer to a specific author's ideas (from a chapter) quote that author (not the editors) in the text. Then in the reference list indicate the chapter details and book details from which it was published.

When an author cites a journal article or book which you haven't read, it becomes a secondary source. Ideally, you should find this source and cite it in the correct way (as detailed above). If you cannot locate this source, you may cite it in the text using the reference that is provided in your primary source. In your text and reference list you must link these two items with the term "cited in". The style is:

Author of original work's surname, initials. (Year of original publication). Title of original work. Place of publication: Publisher. Cited in Author/editor surname, initials. (Year). *Title*. Place of publication: Publisher.

Pollock, T. (1995) *Children in contemporary society*. Cambridge: Macmillan. Cited in Jones, P (1996) *A Family Affair*. London: Butterworth.

- In the text refer to: (Pollock, 1995) cited in Jones (1996)
- Only the primary source is italicized
- Both years are included

In cases where the publication details are limited it is necessary to indicate that these are not available. A series of abbreviations should be used for these purposes:

[anon] Author/corporate author not given
[n.d.] No date
[s.l.] No place (sine loco)
[s.n.] No publisher (sine nomine)
[n.k.] Not known

Bibliography

List all the material which you used during the preparatory reading but did not make specific reference to in the text. List these items in alphabetical order by author, regardless of whether it is a book or a journal. Include this list after the reference list.

NAWE HE Committee, June 2014