

NOTES FOR CONTRIBUTORS

Journal Articles

Articles published in *Education and Society* are refereed. Articles are only considered for publication on the understanding that they are not under consideration elsewhere. The language of the publication is English. Articles should generally contain between 3000 and 6000 words. Shorter commentaries of 1000 to 3000 words are also considered.

PREPARATION OF MANUSCRIPTS.

1. Authors should submit three copies of their manuscript together with an **ABSTRACT** of no more than 100-150 words to the Editor, *Education and Society*, **James Nicholas Publishers, P.O. Box 244, Albert Park, Vic. Australia, 3206.**
2. A separate cover page bearing the title, author's name, full mailing address, institutional affiliation and a brief biography should accompany each manuscript.
3. All copy, including notes and references should be typed on A4 paper, double spaced and on one side of the page.
4. The number and length of **NOTES** should be kept to a minimum. They should be serially numbered using Arabic rather than Roman numerals and included at the **end** of the text before the reference section.
5. **FIGURES, MAPS, DIAGRAMS** and **TABLES** should be kept to a **minimum** and accompany the manuscript. They should be of good quality: e.g., laser printed to permit photographic reproduction. The Publisher reserves the right to exclude any of the above for reasons of space constraints or inadequate quality for reproduction.
6. **FORMAT OF REFERENCES IN THE TEXT.**
 - a) Identify **all references** to books, monographs, articles and other sources at an appropriate point in **the main text by the author's surname, year of publication, and pagination where appropriate.** Specify subsequent citations of the same source similarly; **do not use** 'ibid.', 'op.cit.' or 'loc. cit.'
 - b) If the author's name is in the text, use only the year of publication in parentheses, e.g., Willis (1977). If the author's name is not in the text, include both the author's name and year of publication separated by a comma within the parentheses, e.g., (Corrigan, 1979). Pagination follows year, e.g., (Lyotard, 1984: 26).
 - c) With dual authorship give both names; for three or more use 'et al.', e.g., (Deleuze & Guattari, 1984) and (Carrithers et al., 1985). If there is more than one reference to the same author and year, distinguish between them by the letters 'a', 'b', etc. attached to the year of publication, e.g. (Baudrillard, 1983a: 100-1). A series of references should be enclosed within a single set of parentheses, separated by semicolons, e.g. (Donzelot, 1979; Rose, 1979; Jones & Williamson, 1979). In the text an ampersand (&) should be used with the names joint authors if they are within brackets (e.g., Deleuze & Guattari, 1984).

- d) Use single quotation marks (except for quotes within quotes).
- e) If the quoted material is three lines or less, place it should be placed in quotation marks within the running text.
- f) If the quotation is longer than three lines it should be set off from the text without quotation marks. Such quotations should have an extra line space before and after the quote and all lines should be single spaced and indented from the left.
- g) An ellipsis mark (three spaced full stops: . . .) should be used to indicate the omissions of words in quoted matter rather than a number of hyphens (---) or dashes (—).

7. **FORMAT OF REFERENCE LISTS.**

List all entries cited in the text, or any other items used to prepare the manuscript, alphabetically by author and year of publication in a separate, headed, reference section. Please follow the examples:

Hoy, D. C. (ed.) (1986) *Foucault: A Critical Reader*. Oxford: Blackwell.

Murphy, P. (1998) Multiculturalism in action: Ethnic diversity in the classroom. *Educational Practice and Theory*, 20, 2: 65-76.

Lofland J. & Lofland, L. (1984) *Analysing Social Settings: A Guide to Qualitative observation and Analysis*. Belmont CA: Wadsworth Publishing Company/

Furlong, J. (1992) Reconstructing professionalism: Ideological struggle in initial teacher education. In M. Arnot & L. Barton, (eds.) *Voicing Concerns: Sociological Perspectives on Contemporary Education Reforms*. (pp. 209-231). Oxford: Triangle Books.

All citations in languages other than English should be translated in brackets after the citation of the source.

- 8. Contributors should retain a copy of the contribution for their own reference.
- 9. Manuscripts are accepted on the understanding that they report unpublished work that is not under consideration for publication elsewhere.
- 10. Authors should obtain permission from copyright holders for reproducing any illustrations or lengthy quotations previously published elsewhere.
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- 12. No honorarium is paid to contributors.

13. Proofs may be sent to authors if time permits. They must be returned by airmail *within three days* to the **Editor, JAMES NICHOLAS PUBLISHERS, P.O. Box 244, Albert Park, Australia 3206.**
Printer's errors alone may be corrected.
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ADDITIONAL NOTES

Form of common abbreviations

e.g., et al., i.e.,

(edn) (edition), (edns) (editions)

Dashes to mark parenthetical elements

For a pair of dashes used to mark parenthetical elements in a sentence a spaced en rule (–) should be used in preference to a number of hyphens (---)

Position of quotation marks

If the punctuation mark relates to the sentence rather than the quotation, it should be placed outside the quotation mark:

Thinking according to Costa (1996), is . . . 'seen not only in the numbers of answers students already know but also in their knowing what to do when they do not know'.

If the whole of a sentence is a quotation, the full stop should be placed inside the closing quotation mark. However, if any part of a printed sentence contains matter not quoted, the final stop should be placed outside the closing quotation mark.

Preferred spelling

"percent" *not* "per cent"

"focused" *not* "focussed"

cooperative/cooperation *not* co-operative/co-operation

Running heads

Authors are welcome to suggest possible running heads at the beginning of the article however, these should *not be included* on each page of the submitted manuscript. Running heads are placed in the article during typesetting.

Keywords

Authors should suggest five to seven keywords for the article.