Notes for authors

By accepting publication in the journal contributors grant the right to the editorial committee to publish contributions electronically and in hard copy. Contributors should bear in mind that they are addressing an international audience and so must avoid the use of jargon, acronyms without explanation or the use of specialist terms (e.g., in relation to grades, ages, phases of schooling). Please ensure that writing is, as far as possible, free from bias, for instance, by avoiding sexist and racist language. The *Oxford English Dictionary* (OED) should be used as a guide for spellings. Permissible alternative spellings should follow the OED, e.g., verbal forms that can end in -ize or -ise should be given the -ize form.

Contributions can only be considered if they can be read using Microsoft Word.

Metadata

Contributors must check that each of the following have been supplied correctly:
- Article Title.
- Author Name.
- Author addresses – the submitted material should include details of the full postal and e-mail addresses of one nominated contributor for correspondence purposes.
- Author Biography – authors should include a short biography/ies of around 150 words for each author, specifying the institution(s) with which they are affiliated.
- Copyright consent form – this form gives us your permission to publish your article should it be accepted by our peer-review panel will be sent to the main author electronically by the journal editor.
- Abstract of 300 words; this will go on to the Intellect website.
- Keywords – six words, or two-word phrases. There is a serious reduction in an article's ability to be searched for if the keywords are missing.
- Bibliography – titled 'References' (see below).

References

References should be indicated in the text by giving the author's name, with the year of publication in parentheses. Please note that use of 'op cit' and 'ibid' is not acceptable. If several papers by the same author and from the same year are cited, a, b, c, etc. should be put after the year of publication. Where a page number is to be referenced, the style should be (Author Year: Number) e.g., (Hahn 1999: 232). The references should be listed in full at the end of the paper in the following standard form:

Hahn, C. L. (1999), 'Citizenship: an empirical study of policy, practices and outcomes', *Oxford Review of Education*, 25: 1&2, pp. 231–250.

McLaughlin, T. (2003), 'Teaching Controversial Issues in Citizenship Education', in A. Lockyer, B. Crick, J. Annette (eds), *Education for Democratic Citizenship: issues of theory and practice*, Aldershot: Ashgate.

Ratcliffe, M. and Grace, M. (2003), *Science Education for Citizenship: teaching socio-scientific issues*, Maidenhead: Open University Press.

Please also note the following guidance concerning referencing:
- 'Anon.' for items which do not have an author (because all items must be referenced with an author within the text)
- A blank line is entered between references
- Year date of publication in brackets
- Commas, not full stops, between parts of each reference
- Absence of 'in' after the title of a chapter if the reference relates to an article in a journal or newspaper
- Name of translator of a book within brackets after title and preceded by 'trans.', not 'transl.' or 'translated by'
- Absence of 'no.' for the journal number, a colon between journal volume and number
- 'pp.' before page extents

Personal communications
Personal communications are what the informant said directly to the author, e.g., 'Pam loved the drums (personal communication)'. This needs no citation in the references list. Equally the use of personal communications need not refer back to a named informant. However, a more formal research interview can be cited in the text (Jamieson 12 August 2004 interview), and in the references list.

Website references
Website references are similar to other references.There is no need to decipher any place of publication or a specific publisher, but the reference must have an author, and the author must be referenced Harvard-style within the text. Unlike paper references, however, web pages can change, so there needs to be a date of access as well as the full web reference. In the list of references at the end of your article, the item should read something like this:

Bondebjerg, K. (2005), 'Web Communication and the Public Sphere in a European Perspective', http://www.media.ku.dk. Accessed 15 February 2005.

Presentation/House style
All articles should be written in Word. The font should be Times New Roman, 12 point. The title of your article should be in bold at the beginning of the file, but not enclosed in quote marks. Bold is also used for headings and subheadings (which should also be in Times New Roman, 12 point) in the article. Main headings should be in upper case. Capitals should be used for the first letter of each word in the subheadings.

Headings should not be numbered. Italics may be used (sparingly) to indicate key concepts.

Quotations

Intellect's style for quotations embedded into a paragraph is single quote marks, with double quote marks for a second quotation contained within the first. All long quotations (i.e. over 40 words long) should be 'displayed'– i.e. set into a separate indented paragraph with an additional one-line space above and below, and without quote marks at the beginning or end. Please note that for quotations within the text, the punctuation should follow the bracketed reference. For a displayed quotation the bracketed reference appears after the full stop. All omissions in a quotation are indicated thus: [...] Note that there are no spaces between the suspension points.

When italics are used for emphasis within quotations, please ensure that you indicate whether the emphasis is from the original text or whether you are adding it to make a point.

Where the quotation is not from a particular source then the words should be surrounded by single inverted commas e.g., In what ways do specialist secondary school teachers characterize 'educating for citizenship' and why?

Referees

Citizenship Teaching and Learning is a refereed journal. Strict anonymity is accorded to both authors and referees.

Illustrations

It is possible to include images illustrating an article. All images need a resolution of at least 300 dpi. All images should be supplied independently of the article, not embedded into the text itself. The files should be clearly labelled and an indication given as to where they should be placed in the text. Reproduction will normally be in black-and-white. Images sent in as e-mail attachments should accordingly be in greyscale.

The image should always be accompanied by a suitable caption (the omission of a caption is only acceptable if you feel that the impact of the image would be reduced by the provision of written context). The following is the agreed style for captions: Figure 1: Caption here. Please note the colon after the number and the terminating full point, even if the caption is not a full sentence. Copyright clearance should be indicated by the contributor and is always the responsibility of the contributor.

Notes

Notes may be used for comments and additional information only. In general, if something is worth saying, it is worth saying in the text itself. A note will divert the reader's attention away from your argument. If you think a note is necessary, make it as brief and to the point as possible. Use Word's note-making facility, and ensure that your notes are endnotes, not footnotes. Place note calls outside the punctuation, so AFTER the comma or the full stop. The note call must be in superscripted Arabic (1, 2, 3).

Any matters concerning the format and presentation of articles not covered by the above notes should be addressed to the Editor.

Opinion

The views expressed in articles published in *Citizenship Teaching and Learning* are those of the authors, and do not necessarily coincide with those of the Editors or the Editorial or Advisory Boards.

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Submission procedures

Articles submitted to *Citizenship Teaching and Learning* should be original and not under consideration by any other publication. Contributions should be submitted electronically as an e-mail attachment in Microsoft Word format. Books for review should be sent to the Reviews Editor, c/o the Editorial Office. Articles should be sent by e-mail attachment to Alan Sears (sears@unb.ca). The editor will send submitted articles for anonymous review. Two referees will review each submission. Should there be disagreement between the reviewers, the editor will approach a third person for a judgement.

Articles should be of between 5000 and 7500 words, double spaced with ample margins.

All material must be submitted as intended for publication. Tables and captions should appear within the text. Tables should be numbered by Roman numerals and figures by Arabic numerals. Captions should include keys to symbols.

Book reviewers

Reviews should be sent to the reviews editor Jasmine Boon Yee Sim (jasmine.sim@nie.edu.sg), who will read each review to check for relevance to the journal. Where revisions are required the administrator and reviews editor will coordinate necessary correspondence to ensure that the final version of the review has been formally accepted before publication occurs.

Book reviews should be between 400 and 600 words in length. Please enclose a note with your review, stating that the review has not been submitted or published elsewhere.

This guidance is by no means comprehensive: it must be read in conjunction with Intellect Style Guide. The Intellect Style Guide is obtainable from http://www.intellectbooks.com/journals, or on request from the Editor of this journal.