



POLICY & PRACTICE

A Development Education Review

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Focus Articles

Guidelines for Authors

Policy & Practice is a biannual, peer-reviewed, open access journal published by the Centre for Global Education at <http://www.developmenteducationreview.com>. It aims to facilitate reflection and discourse on development education practice locally and globally, and to enhance communication and strengthen capacity in the development education sector. The journal intends to celebrate and promote good practice in development education and to inform the work of practitioners in the formal and non-formal education sectors. The significant impact of the journal is demonstrated by its international reach which boasts a vast and varied, global readership, of close to 150,000 visitors annually including readers from Australia, India, the Philippines, South Africa and the US.

The journal welcomes contributions from researchers and practitioners in all areas of the development education sector. It features in-depth contributions on aspects of development education practice such as methodologies, monitoring and evaluation, the production of resources, enhancing organisational capacity, strategic interventions in education and sectoral practice. It also supports dialogical exchange between authors toward advancing quality discourse in development education (DE) and between DE and related, 'adjectival' educations such as Human Rights, Sustainable Development, Environment Education and Development Studies.

Each issue has a theme which is addressed by three to five main peer-reviewed articles (Focus section). There are also a variety of regular sections in each journal, including descriptive, practice-driven articles (Perspectives), subjective discussion-oriented articles (Viewpoint) and resource reviews (Reviews).

The Call for Papers for the Autumn Issue is announced in March/April. Articles are to be submitted in July. The Call for Papers for the Spring Issue is announced in September/October. Articles are to be submitted in December.

Please note that material submitted for publication should not have been previously published in the same form, nor should it be under consideration for publication elsewhere, unless agreed with the editor of *Policy & Practice*.

Style and Content

1. Focus articles should examine the key debates and issues relating to the main topic. They should provide a critical analysis of the topic they address.
2. Articles should be of a good standard of English. They should provide well-structured arguments and demonstrate a clear understanding of the key issues under discussion. Clear referencing is essential and the author's main arguments should always be strengthened with empirical evidence and/or support from relevant literature.
3. The use of contested concepts and disputed terminology, where it cannot be avoided, should be empirically supported within the text.
4. Authors should be aware that reviewers and readers will better understand your arguments if they are presented simply and concisely. Short sentences and paragraphs, within a clear and minimal structure, are best suited to electronic publications.
5. Authors should ensure consistency in style and format, which allows for a smoother editorial process.

Editorial Process

The flow of a Focus article, from author to publication, is typically as follows:

1. An author submits a précis of no more than 500 words which outlines the structure and theme of a proposed article. This is reviewed by the editor and, if accepted, a deadline for submission of the article is agreed with both author and editor. In some cases, an author is contacted by the editor to write an article.
2. Once received, the article is reviewed by the editor and sent out anonymously to an external reader.
3. The reader's comments and suggestions are sent to the author, who is then given time to complete any necessary revisions. Note that this may involve more than one redraft and the article will only be processed for publication when the author, editor and reader are satisfied with the content.
4. The article is edited and put into the preferred layout and format for *Policy & Practice*.
5. The issue is sent to an external proof reader before being processed for publication.
6. The final approved article is published on the *Policy & Practice* website.

Word Count

Your article should be between 3,500 and 6,000 words in length, including all references and abstracts. Due to these restrictions, we suggest that you concentrate on developing your main arguments, avoiding long descriptive introductions.

You should also take into account that bulleted lists and quotations will take up more space than normal text.

You will be required to edit your article for length if it strays excessively from the guidelines provided.

Formatting

Please submit your article in MS Word Times New Roman font size 12. Text should be double-spaced on single side A4 paper with page numbers clearly marked at the bottom of each sheet.

Please avoid heavily formatting your article (complicated justification or indents etc.) We only ask that you set out quotations longer than thirty words in a free-standing indented block.

Once finalised, articles will be formatted in the house style.

Citations Format

Policy & Practice uses the Harvard System of referencing. For guidance, please see the document drafted by Imperial College London:

<https://www.imperial.ac.uk/media/imperial-college/administration-and-support-services/library/public/harvard.pdf>

Please avoid using footnotes by including the information in the main body of the article. In addition, please include a full list of works cited (references) at the end of the article, in alphabetical order. Please ensure that all relevant works are included in the References list.

Spelling

All submissions should follow UK spelling and usage (for example organisation *not* organization, centre *not* center) except in the case of proper nouns.

Numbers

The numbers one to ninety-nine should be spelled out except when referring specifically to data or measurements. Ordinal numbers should be spelled out, as in thirteenth or twentieth century. Authors should try, as far as possible, to refer to decades numerically and not colloquially i.e. the 1990s rather than ‘the Nineties’. A number or year at the start of a sentence should be spelled out, as in ‘Five studies were carried out...’ or ‘Nineteen ninety-four began with a series...’

Percentages

Write per cent, not %

Acronyms and Abbreviations

If an organisation etc. is known by an acronym, for the first occurrence quote the full name followed by the acronym in brackets. For example, Irish Aid (IA). An acronym can be used in all subsequent cases. Please do not use full stops in acronyms, e.g. UK *not* U.K., US *not* U.S.

We welcome the use of acronyms for the sake of brevity, particularly where a commonly used term is to be employed frequently throughout the article, for example: development education (DE); non-governmental organisations (NGOs); education for sustainable development (ESD); transnational corporations (TNCs); international financial institution (IFI); and foreign direct investment (FDI).

We ask that authors keep the use of capitalisation to a minimum, except in the case of proper nouns and recognised curricular subjects: the global North/South, East, West; North America, Western Europe, South East Asia; north/south of Ireland; Geography, Politics, Citizenship.

Verb Tense

Choose a verb tense and maintain its use throughout the text. In discussions of the literature, always use the past tense, for example 'Harvey (2010) argued that...'

Tables, Graphs and Illustrations

All tables, graphs and illustrations should be properly sourced. Where necessary, it is the author's responsibility to obtain permission for any material used. All illustrations should be submitted as jpegs to assist with web formatting.

Submission Checklist

Each Focus article should contain:

- A title;
- The author's name;
- Abstract and Key Words;
- Clearly labelled contents, effectively dividing the article into an introduction, discussion and conclusion;
- A full list of works cited (references) in alphabetical order;
- A short biographical statement about the author. It should briefly describe the author's background, occupation, organisation (if applicable), and research and interests;
- The author's full address and contact details, including e-mail. Please clarify which of these details, if any, you wish to be published.

Please send your article to the editor, **Stephen McCloskey**, via email. Do not hesitate to contact Stephen if you have any questions regarding these guidelines or the journal in general.

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