



**Policy & Practice**  
A Development Education Review

## **Brief for Contributors**

### **Focus Articles**

*Policy & Practice* is a biannual online journal published by the Centre for Global Education. It aims to facilitate reflection and discourse on global education practice in Ireland and to enhance communication and strengthen capacity in the global education sector. The journal intends to celebrate and promote good practice in global education and to inform the work of practitioners in the formal and non-formal education sectors.

The journal 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.

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

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. Thematic 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. As these articles will be peer-reviewed, they 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 in less complex sentences. Short sentences and paragraphs, within a clear and minimal structure, are best suited to electronic publications. We encourage authors to adopt 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 is contacted by the editor to write an article or, more commonly, an author submits a précis of no more than 500 words which outlines the structure and theme of a proposed article. Assuming an article is accepted in principle, the author agrees a deadline with the editor.
2. Once received, the article is reviewed by the editor and sent out anonymously to two readers.
3. The readers' 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 readers 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 to the *Policy & Practice* website.

### **Word Count**

Your article should be between 3,500 and 6,000 words in length. Due to these restrictions, we suggest that you concentrate on developing your main arguments, avoiding long descriptive introductions. You should be aware that bulleted lists and quotations will take up more space than normal text. We may need to edit your article for length if it strays excessively from the guidelines provided.

### **Formatting**

All articles will be put into the house style. For this reason, 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.

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.

### **Citations Format**

*Policy & Practice* uses the Harvard System of referencing. For guidance, please see the document drafted by the University of Exeter:

[http://education.exeter.ac.uk/dll/studyskills/harvard\\_referencing.PDF](http://education.exeter.ac.uk/dll/studyskills/harvard_referencing.PDF)

Please avoid using footnotes where possible by including the information in the main body of the article. In addition, please include a full list of works cited at the end of the article, in alphabetical order.

### **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 Capitalisation**

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). Please do not use full stops in acronyms, e.g. UK *not* U.K., USA *not* U.S.A.

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). However, 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) has argued that...'

## **Submission Checklist**

Each Focus article should contain:

- A title
- The author's name
- 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 email. 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 in contacting Stephen if you have any questions regarding these guidelines or the journal in general.

Stephen McCloskey

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