



**Policy & Practice**  
A Development Education Review

## **Brief for Contributors**

### **Resource Reviews**

*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**

When reviewing material for the journal you should offer your opinion on how it will influence and reflect on areas of good practice and research in global education. Many different types of resources are reviewed in this section, so please feel to consider some of the following points that are relevant to the resource you are reviewing:

1. What is the resource?
2. What are the main target groups for the resource?
3. Is the content of the resource accessible to the intended reader/user?
4. What are the objectives of the resource?
5. How well does it fulfill these objectives?
6. Would you recommend the resource? For whom? Why or why not?
7. Does the layout and presentation enhance the resource?
8. Would this resource support educational practice? How?
9. How relevant is this resource to the readers of this Journal? Delete; if it isn't relevant we shouldn't ask them to review it
10. How does the resource engage with the concept of development education and what can be learnt from it?

It is also useful to readers if your review takes into account the context in which the resource was produced (for example, a resource produced overseas or with a limited budget).

### **Word Count**

Your article should be between 1,000 and 2,000 words in length. 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 Resource Review should contain:

- A title – preferably one that includes the name of the resource
- The author's name
- 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.

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