

The Jubilee Press Style Guide to the Preparation of Manuscripts

Please note that these guidelines should be followed strictly. The Series editors will consider draft proposals and papers in the first instance. These should bear the title of the contribution, name(s) of the author(s) and the address where the work was carried out. The full contact details (including e-mail address) of the author(s) for correspondence should be included. All pages should be numbered. We would like to encourage authors to make sure that the language used does not convey any unintended bias.

Font: Verdana 10

Line Spacing: 1.5 cm justified

Margins: 3.5 cm

Length: The length of papers are different for each series as follows, including notes and references.

Occasional Paper Series: 10,000 – 15,000 words

Working Papers Series: 8,000 – 10,000 words

Visiting Scholars' Papers: 5,000 – 8,000 words

In special circumstances these limits may be negotiated with the editors.

Language: Papers should be written with clarity, brevity and simplicity, using British rather than American spelling. Do not number sections or paragraphs and use sub-headings selectively. Please note that the use of 'z' as in 'organization' is correct British usage, as shown in the *Oxford English Dictionary*.

Tables and captions to illustrations: Tables must be presented on separate pages and not included as part of the text. The captions to illustrations should be gathered together and also typed out on a separate sheet. Tables should be numbered by Roman numerals, and figures by Arabic numerals. The approximate position of tables and figures should be indicated in the manuscript at the end of the paper, after the references and on separate pages. Captions should include keys to symbols.

Figures: Please supply one set of artwork in a finished form, preferably electronically, suitable for reproduction. If this raises problems, please contact us.

References: should be indicated in the typescript by giving the author's name, with the year of publication in parentheses. 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. The references should be listed in full at the end of the article in the following standard form:

For books: Rogers, A. (2003), *What Is the Difference? A new critique of adult learning and teaching*, Leicester, National Institute of Adult Continuing Education.

For articles: Lesnick, A. (2006), 'Forms of Engagement: the ethical significance of literacy teaching.' *Ethics and Education*, 1 (1), 29-46.

For chapters: Conti, G. J. (2004), 'Identifying Your Teaching Style', in M. W. Galbraith (Ed.), *Adult Learning Methods: a guide for effective instruction*, 3rd Edition, Florida, USA, Krieger Publishing Company, 75-91.

Titles of journals should *not* be abbreviated. Endnotes should be used sparingly.

For websites: Author/organization, date of publication, title, website address, date accessed.

Abstract: Please send a one-paragraph (200-250 words) abstract with your draft paper for inclusion on the publisher's website.

Key words: Please provide five or six keywords for the website. This is very important for web searches.

E-proofing: Proofs are sent to authors as a PDF file. When the proof is ready, authors receive instructions on how to correct the proofs. Proofs must be returned to the editors by e-mail within the number of days indicated. Authors are reminded that only corrections to typographical errors should be made. Rewriting of material originally submitted will be disallowed at the editors' discretion.

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