

2012 Style Guide for The Adult Learner: The Irish Journal of Adult and Community Education

All articles should have attached a statement to include name of the author; institutional affiliation; contact email, telephone and address for correspondence and title of article. They should include up to 60 words on the background/interests of the author.

An article or paper submitted for publication in the referred section of the journal should have 'author details' on a **separate page** so that the paper can be reviewed anonymously.

The author should state clearly as to which of the three sections they are submitting: Refereed articles, practice articles or resource reviews.

All papers should follow the style guidelines outlined below:

Use one-and-a-half line spacing and 12-point Times New Roman font on one side of page only. The exception will be indented quotations where single spacing will be used. Justify the left hand margin only.

Do not use headers and footers. All pages of article should be **numbered** consecutively and the page number inserted on the right hand foot of each page.

New paragraphs in text should be **one-and-a-half line spaced** from previous paragraph and **indented five spaces**.

An **abstract** of no more than **100 words** in italics should be inserted at the beginning of the article.

4 Titles of article, subtitles and subheadings should be selected so that there are no more than three levels of headings, as illustrated here:

TITLE OF ARTICLE: CENTRED & BOLD Upper and lower case
AUTHOR'S NAME AND WORK PLACE IN BOLD
12-point Times New Roman font

In Text:

Main Headings : Upper and lower case, Bold, Justified to left margin

Subheadings: Italics, Upper and lower case, Left justified.

12-point Times New Roman font

Articles to be submitted by 30 January 2012.

All articles may be submitted to:

The Editor, *Adult Learner Journal*, AONTAS, 2nd Floor 83-87 Main Street, Ranelagh, Dublin 6. Or by email to: eperuffo@aontas.com