

## ***The Adult Learner Style Guide 2023***

### ***The Irish Journal of Adult and Community Education: The Adult Learner***

#### **Introduction**

The Editorial Board of The Irish Journal of Adult and Community Education: The Adult Learner welcomes articles and reviews from the community of tutors, educators, researchers and commentators in the field of adult and community education. The Journal requires that authors use an academic style of referencing, the system used to acknowledge the root of your ideas, theories, facts, tables, graphs, quotations and any other source material.

**Please note the following requirements for the submission of articles. You must adhere strictly to the *Style Guide 2023*. If articles do not adhere to the style guide they may be sent back to the author for revision before inclusion in the peer-review process.**

#### **Author's Submission Statement**

All submissions to the Journal must include a one-page Author's Submission Statement that contains the following information:

- name of the author(s)
- institutional affiliation (if applicable)
- email address
- phone number
- mail address
- title of article

The author should state clearly under which of three categories they are making a submission:

- **Section 1:** peer-reviewed theory articles (max 8000 words)
- **Section 2:** peer-reviewed case studies about practice (max 3000 words)
- **Section 3:** book or policy reviews (max 750 words)

The *Author's Submission Statement* should be submitted as a one-page Microsoft Word file separate from the Microsoft Word file containing the author's submission.

**An example of the *Author's Submission Statement* is available in Appendix A of this *Style Guide*.**

## General Information

### **Points of Note:**

- proof-read your article and double-check references before submission
- do not use endnotes
- do not use headers or footers
- avoid the use of footnotes except for the rare instances where an explanation of an important fact or clarification is not possible in the text of the article (note that footnotes count toward the total word count of your article)

### **Title of Article:**

The title of the article should be placed at the top of the page in font:

**Times New Roman, 16pt, bold**

### **Abstract:**

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

### **Keywords Section:**

A Keywords Section should be inserted under the Abstract. Each keyword should be capitalised.

**An example of the abstract and keywords section from a previously published article is available in Appendix B of this *Style Guide*.**

## Style Points

### **Font:**

- **Font:** Times New Roman
- **Size:** 14 point for the main heading and 12 point for all body text including section headings
- **Line Spacing:** 1.5-point, 0 point spacing 'before' and 0 point spacing 'after'
- **Hard Return Spacing:** 8 point between paragraphs
- **Alignment:** text should be justified
- **Section Headings:** must be bold and tabbed in
- **Sub-section headings:** must be in italics
- **Spelling:** always use English spelling (e.g. organised, programme, colour) not American
- **Italics:** use italics for foreign terms in full written form such as *ibidem* and *et alia* (abbreviations of Latin terms e.g. *et al.*, *etc.* do not need to be italicised) and book titles, government documents, and journal titles
  - Do not use italics for emphasis unless directly quoting from another source

### ***Headings:***

#### *Capitalisation*

In all Headings (Title, Section Headings, Subsection Headings) use capitals for:

- nouns (man, bus, book)
- adjectives (angry, lovely, small)
- verbs (run, eat, sleep)
- adverbs (slowly, quickly, quietly)
- pronouns (he, she, it)
- subordinating conjunctions (as, because, that)

Do not use capitals for:

- articles: a, an, the (unless it appears at the first word of the title)
- coordinating Conjunctions (and, but, or, for, nor)
- prepositions (fewer than five letters) on, at, to, from, by

#### *Indentation*

Headings within articles must be indented by 1.27cm.

**The layout of paragraph formatting requirement in Microsoft Word is visible in Appendix C of this *Style Guide*.**

### ***Abbreviations and Acronyms:***

- a full point should be used in standard abbreviations of terms or phrases to indicate the omission of letters, e.g. No. 10, Dr., Mr.
- a full point should be used to abbreviate a proper name, e.g. Clayton, J. or J.D. Salinger
- a full point should be used to abbreviate a Latin phrase, e.g. (exempli gratia), ibid. (ibidem), etc. (et cetera)
- do not use full points in abbreviations of a formal organisation, e.g. IMF, NASA, or ILP
- use all capitals if an abbreviation is pronounced as the individual letters (an initialism): ETB, CEO
- use all capitals if an abbreviation is pronounced as a word. Spell out with capitals, e.g. OECD, NATO, UNICEF, unless it can be considered to have entered the language as an everyday word, such as awol, laser, pin number and sim card

**Note:** If an abbreviation or acronym is to be used more than once in a piece, put it in parentheses at first mention. Example: Education and Training Boards (ETBs), European Agenda for Adult Learning (EAAL). Please note that certain audiences will not necessarily be aware of adult education abbreviations. If an organisation is mentioned only once, it is not necessary to give its abbreviation or acronym.

### **Capitals:**

You must always use a capital letter:

- at the start of a sentence
- for proper names and place names, e.g. Mary; Galway
- for days, months, festivals, and projects, e.g. September; Adult Learners' Festival
- for the titles of reports, books, and government documents (e.g. Further Education and Training Strategy 2014-2019)
- for people's titles, e.g. Mrs., Dr., Mr.

### **Hyphens:**

- hyphens tend to clutter text, there is no need to use hyphens when the meaning is clear without a hyphen
- use hyphens to form short compound adjectives (e.g. two-tonne vessel, three-year deal)
- use hyphens in adjectival phrases including a verb participle (e.g. the jacket was ill-fitting)
- use hyphens in prefixes before a proper name, number or date, e.g. anti-Thatcherism, post-2014 legislation, mid-December
- do not use hyphens for open compound nouns, but do use them for compound adjectives (e.g. the Irish working class/ Irish working-class culture)
- when question whether a term should be hyphenated, please refer to the Collins English Dictionary spelling (e.g. wellbeing)

**Note:** use hyphen only between words, do not use a hyphen where the longer en dash (–) is required

### **Numbers:**

- numbers one to nine should be spelt out (unless expressed in a percent form)
- numbers from 10 onwards, the numerical figures should be used
- if a sentence begins with a number, the word should be spelt out rather than using the numerical figures (e.g. Thirty people gathered in Dublin)
- use m (million), bn (billion) or tn (trillion) for sums of money, quantities or inanimate objects in copy (e.g. 5m tonnes of coal, 30bn doses of vaccine, €2tn), but million or billion for people or animals (e.g. 1 million people, 25 million rabbits, the world population is 7 billion, etc.)

### **Percentages:**

- use the symbol % in all cases, rather than the word 'percent'
- use percentages only when a substantial size population (e.g. over 100) is being used as a base sample set

### **Quotations:**

- use single quotation marks first
- double quotation marks should be used for a quotation within a quotation
- if a quotation is longer than two lines, it should be indented
- indented quotations do not require quotation marks, unless containing a quotation within them (use single quotation marks in this instance)
- indented quotation should be introduced by a colon
- quotations should not be italicised (exceptions being titles of publications cited within the quotation)

### **Lists:**

- use a comma for simple lists (including the Oxford comma)
- use semi-colons or bullet points for complex lists
- if bullet points are used, please use the following structure:
  - primary list structure
    - second list structure
      - third list structure
- do not use full stops in bulleted lists (these should not be in full sentence form)
- ensure lists follow a parallel structure where possible

### **Punctuation:**

The **full stop** should be used to:

- complete a sentence
- indicate an abbreviation (as specified by rules stated in the abbreviation section of this style guide)
- full stops should be followed by a single space before a new sentence
- when referencing, full stops should not be used at the end of a website citation

The **colon** should be used to:

- indicate a distinct pause
- introduce a list
- introduce a long quotation

The **semi-colon** should be used to:

- link two complementary ideas that could stand on their own as a complete sentence
  - Example: The rumour was that the king was dead; the people believed it.
- to separate complicated lists

The **comma** should be used to:

- add a descriptive clause to a sentence
- surround a defining clause
- separate simple lists

The **apostrophe** should be used to:

- show something is left out of a word (e.g. 'don't' is an abbreviation for 'do not')
  - Example: Don't open the door.
  - Please note: You should refrain from the use of contractions in formal writing unless you are quoting directly from a source.
- be aware of exceptions to this rule, e.g. its v. it's ('Its' is the possessive version of it)
  - Example: Everything in its place. The dog wagged its tail. It's a fine day.

### **Common Phrases:**

Common phrases that appear frequently in the journal and which are highlighted here must be presented in the following format.

- This Journal should be referred to the first time as *The Irish Journal of Adult and Community Education: The Adult Learner* with subsequent references as *The Adult Learner*
- AONTAS should be referred to the first time as AONTAS, The National Adult Learning Organisation with subsequent references as AONTAS
- Use of a common phrase in a submission must be introduced fully in the first instance, followed by a comma and the phrase 'herein referred to as...'

### **Citations and Referencing**

*The Irish Journal of Adult and Community Education: The Adult Learner* has adopted the Leeds Harvard Referencing Style, which has been developed for the Social Sciences as a clear, accurate and uncomplicated method of citation and referencing, known as the (Author, Date, Page Number) in parenthesis method. See further examples please visit the Harvard Referencing Guide provided by Leeds University at:

<https://library.leeds.ac.uk/skills-referencing-harvard#mast>

The use of free referencing software, such as Zotero or Mendeley, is recommended to ensure your citations and references follow the Leeds Harvard referencing style.

### **In-Text Citations**

You must cite all sources, both those used directly and indirectly. To cite a source in the text you must provide the following in parenthesis:

- author's last name (when there are multiple authors with the same last name, please provide the first initial with a full stop, followed by the last name)
- date of publication
- page number(s)
- in instances where the author has more than one source referenced, provide the primary title of the work followed by the authors last name
  - **Example:** (Jones and Smith, 2018, pp.17-18)
  - **Example:** (J. Jones and K. Jones, 2019, p.23)
  - **Example:** (Jones et al., 2017, p.18); when using "et al.", please do not italicize

Each of the above pieces of information should be separated by a comma. Page numbers should be written as follows:

- p. for single page referencing
- pp. for multiple page referencing
- do not space between full stop and page numbers or hyphens in the case that you are citing multiple pages (e.g. p.30, pp.14-32)
- use 'cited in' to indicate location of quotation from another text/author
- use square brackets and ellipsis to indicate text omitted from a direct quotation [...]
- use [sic] where an error/irregularity appears in a direct quotation
- quotes of longer than 40 words must be indented, with 8 point spacing between paragraphs

### **Direct Quotations**

- **Example:** 'The times we are living in calls for new forms of education and that an integral part of creating something new is imaginatively exploring what might be possible' (Finnegan, 2016, p.55).

### **Indirect Quotations**

- **Example:** According to James Baldwin, the racial and national identities created a complex version of self are illuminated in part by leaving one's nation and looking from the outside in (Baldwin, 1964, pp.1-23).

### **Referencing**

All reference cited in your submitted work must be included in your references contained at the end of your article. They should follow the format outlined below

**Book** references should be written in the following format: Family name, INITIAL(S). Year. *Title*. Edition (if not first edition). Place of publication: Publisher.

- **Example:** Brookfield, S. D. 2005. *The power of critical theory for adult learning and technology*. Maidenhead, UK: Open University Press.

A **chapter in a book** should be written in the following format: Family name, INITIAL(S). Year. Chapter title. In: Family name, INITIAL(S) (of editor). (ed(s)). *Title of book*. Edition (if not first edition). Place of publication: Publisher, page numbers.

- **Example:** Olesen, V. 2005. Early Millennial Feminist Qualitative Research. In: Denzin, N. and Lincoln, Y. (eds). *The Sage Handbook of Qualitative Research*. 3rd ed. New York: Sage Publications, pp.235-278.

**Journal articles** should be written in the following format: Family name, INITIAL(S). Year. Title of article. *Journal Title*. **Volume**(issue number), page numbers.

- **Example:** Rechavi, O., Hour-Ze'evi, L., Anava, S., Goh, W., Kerk, S., Hannon, G., and Hobert, O. 2014. Starvation-induced transgenerational inheritance of small RNAs in *C. elegans*. *Cell*. **158**(2), pp.277-287.

**Online articles** should be written in the following format: Family name, INITIAL(S) (or company name). Year. Title. [Online]. [Date accessed]. Available from: URL

- **Example:** Hamilton, M., Hillier, Y. and Parsons, S. 2000. Changing faces of Adult Literacy, Numeracy and ESOL: A critical history of policy and practice 1970-2000. [Online]. [Accessed 3 February 2020]. Available from: <https://www.lancaster.ac.uk/fss/projects/edres/changingfaces/index.html>

***Images, Figures, Tables and Diagrams:***

All images, figures, tables and diagrams within your article should have an in-text citation. The citation would normally be given after the title of the figure, table, diagram, etc.

- Example: Figure 1, A wheel (Jones, 2021, p.56)

If the author(s) have already been named in the text, only the publication year and page number need to be mentioned in an in-text citation.

Please label under each image, figure, table, diagram, etc. An example of this may be found in Appendix D.

When submitting your article, please ensure that images, figures, tables, diagrams, etc. are high resolution. They should be at least 300 DPI (dots per inch). Additionally, please make sure they are in black and white.

**To see further examples please visit the Leeds Harvard Referencing Guide at:**

<https://library.leeds.ac.uk/referencing-examples/9/leeds-harvard#mast>

When you are writing an article or review for *The Irish Journal of Adult and Community Education: The Adult Learner* you will have to draw on others' work in order to substantiate your own position, to evaluate evidence, explorations and arguments used by other authors and to demonstrate your wider reading and study.

Please note: You must acknowledge the work of other authors and account for your interest in it. This is where referencing is essential and it involves a two-part process, the in-text citation and the list of references at the end of the work.



## APPENDIX A: Example Author's Submission Statement

### Author's Submission Statement

**Name of the author(s):** First Surname

**Institution affiliation (If applicable):** University of Journal Style Guide

**Email address:** example@journalsubmission.ie

**Phone number:** +353 01 555 2424

**Mail address:** 111 Example Address Way, Town, County, Eir Code, Ireland

**Title of article:** An analysis of example articles submitted to the Journal since 2010

**Section to which the article is being submitted for consideration:** Section 2: Peer-Reviewed case studies about practice

## APPENDIX B: Example Abstract and Keywords Sections

### Abstract

*This paper draws on the qualitative findings of a PhD study which focused on the lived experiences of adult learners with dyslexia in Ireland. Semi-structured interviews were conducted with 14 adult learners with dyslexia in 2014 and these findings, with particular relevance to adult learning in the recently restructured Further Education and Training (FET) sector, are discussed in this paper. The findings relate to the struggle the adults have experienced throughout their lives and the support and accommodations they need as adult learners. Finally, recommendations are made in relation to creating a more equitable FET sector for adults with dyslexia.*

**Keywords:** Dyslexia, Further Education and Training, Adult Guidance Counselling

## APPENDIX C: Indentation of Subheadings

Paragraph ? X

**Indents and Spacing** **Line and Page Breaks**

**General**

Alignment: Left ▼

Outline level: Body Text ▼  Collapsed by default

**Indentation**

Left: 0 cm ▲▼

Right: 0 cm ▲▼

Special: First line ▼

By: 1.27 cm ▲▼

Mirror indents

**Spacing**

Before: 0 pt ▲▼

After: 8 pt ▲▼

Line spacing: Multiple ▼

At: 1.08 ▲▼

Don't add space between paragraphs of the same style

**Preview**

Previous Paragraph Previous Paragraph Previous Paragraph Previous Paragraph Previous Paragraph  
Previous Paragraph Previous Paragraph Previous Paragraph Previous Paragraph Previous Paragraph

**Abstract**

Following Paragraph Following Paragraph Following Paragraph Following Paragraph Following Paragraph  
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Tab... Set As Default OK Cancel

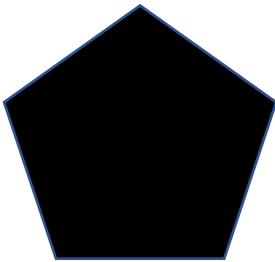
## Appendix D: Labelling Images, Figures, Tables and Diagrams



*Image 1. AONTAS logo*

<b>Place</b>	<b>Date</b>	<b>Time</b>
<i>Dublin</i>	<i>20<sup>th</sup> August</i>	<i>13.00</i>
<i>Cork</i>	<i>11<sup>th</sup> March</i>	<i>15.00</i>
<i>Galway</i>	<i>16<sup>th</sup> September</i>	<i>11.00</i>
<i>Limerick</i>	<i>27<sup>th</sup> June</i>	<i>19.00</i>

*Table 1. Data collection record*



*Figure 1. Pentagon*