

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

Introduction

The editorial board of *The Adult Learner* welcomes articles and reviews from the community of tutors, educators, researchers and commentators in the field. The journal requires that authors write in academic style of referencing, the system used to acknowledge where your ideas, theories, facts, tables, graphs, quotations, and any other sources have come from.

Please note the following requirements for the submission of articles. You must adhere strictly to the *Adult Learner Journal Style Guide*, if articles do not adhere to the style guide they will be sent back to the author for amendment.

General Information

Author's Statement

All articles should have attached a **statement** to include:

- Name of the author
- Institutional affiliation (If applicable)
- Contact email
- Phone number and address for correspondence
- Title of article

Please include up to 60 words on the background/interests of the authors.

This statement should be on a **separate page** so that the paper can be reviewed anonymously.

Adult Learner Journal Sections:

The author should state clearly as to which of the three sections they are submitting:

- **Section 1:** Refereed theory articles (max 8000 words)
- **Section 2:** Refereed Case studies/practice articles (max 3000 words)
- **Section 3:** Book Reviews (max 750 words)

Other Points to Note:

- It is essential to proof-read your article and double-check references before submission
- Do not use endnotes or footnotes
- Do not use headers or footers
- An abstract of no more than 100 words in italics should be inserted at the beginning of the article – *this should be in italics*
- Key Words should be inserted under the Abstract

Style Guide

Adult Learner Journal (ALJ) Style Font

- **Font:** Time New Roman
- **Size:** 14 point for the main heading; 12 point for all body text, including section headings
- **Spacing / Paragraph:** Single, 0pt spacing 'before' and 0pt spacing 'after'
- **Line spacing:** 1.5pt
- **Alignment:** Text should be aligned left, with the main heading centred
- **Section Headings:** should be **bold**, with one line skipped between the heading and the body text that follows
 - **Authors name and place of work should be capitalised**
- **Sub-section headings:** should be in italics and bold, with one line skipped between the heading and the body text that follows
- **Spelling:** Always use English spelling not American e.g. organised, programme, colour
- **Italics:** Use italics for titles of publications and foreign terms such as *ibid.* and *et al.*

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. (etc. et cetera, e.g. exempli gratia)
- 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, etc; if it is an acronym (pronounced as a word) spell out with initial capital, e.g. Nasa, Nato, Unicef, unless it can be considered to have entered the language as an everyday word, such as awol, laser and, more recently, asbo, pin number and sim card. **Note that pdf is lowercase.**

NB: If an abbreviation or acronym is to be used more than once in a piece, put it in brackets at **first mention:** 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.

- The use of p. followed by a full point should be used when references a page number, e.g. p. 1, multiple page numbers should be indicated by pp. followed by a full point, e.g. pp. 26-32.

Capitals

General rules - 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. ALF
- for the titles of reports, books, e.g. AONTAS Annual Report
- for people's titles, e.g. Mrs., Dr., Mr.

Hyphens

- Use one word wherever possible. Hyphens tend to clutter up text
 - There is no need to use hyphens where the meaning is clear
- Hyphens should, however, be used to form short compound adjectives, e.g. two-tonne vessel, three-year deal
- In an adjectival phrase including a verb participle, e.g. The jacket was ill-fitting.
- In prefixes before a proper name, number or date, e.g. anti-Thatcherism, post-2114 legislation, mid-December

Headings

In 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 capitals for:

- Articles: a, an, the (Unless it appears at the first word of the title)
- Coordinating Conjunctions, e.g. and, but, or, for, nor
- Prepositions (fewer than five letters), e.g. on, at, to, from, by

Numbers

- In written materials, the numbers one to nine should be spelt out, unless expressed in a percent form. 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 today for a conference...
- Use m, bn or tn for sums of money, quantities or inanimate objects in copy, e.g. 5m tonnes of coal, 30bn doses of vaccine, €50tn; but million or billion for people or animals, e.g. 1 million people, 25 million rabbits, the world population is 7 billion, etc.; in headlines always use m, bn or tn

Percent

- Use the symbol % in all documents

Quotations

- Use single quotation marks generally; double quotation marks should be used for a quotation within a quotation
- If quotations are longer than two lines, they should be indented. Indented quotations do not require quotation marks, unless containing a quotation within them. In this instance, use single quotation marks to indicate the presence of the quotation within the text.
- Quotations should not be in italics (exceptions being titles of publications cited in text and foreign terms)

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)
- The colon should be used to:
 - indicate a distinct pause
 - introduce a list
- The semi-colon should be used to:
 - 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
- Apostrophes: Use it 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.
Be aware of exceptions to this rule, e.g. its v. it's.
'Its' is the possessive version of it.
Everything in its place. The dog wagged its tail. It's a fine day.

Citations and Referencing:

Please note that all articles must adhere to referencing style below.

The Adult Learner: The Irish Journal of Adult and Community Education has adopted the 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.

Citing Quotations:

If you use a direct quotation from an author, you should enclose it in direct quotations and give the author's name, date of publication, and the page number(s).

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)

Referencing:

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

See further examples please visit the Harvard Referencing Guide provided by Leeds University at: <https://library.leeds.ac.uk/skills-referencing-harvard#mast>

When you are writing an article or review for *The Adult Learner: The Irish Journal of Adult and Community Education* 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.