

The Adult Learner Style Guide 2020

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 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 *Style Guide 2020*. 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 statement that includes the following information. 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 (whether article or review):

- Name of the author(s)
- Institution affiliation (If applicable)
- Email address
- Phone number
- Mail address
- Title of article
- Section to which the article is being submitted for consideration.
 - 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 review (max 750 words)

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

General Information

Points of Note:

- It is essential to proof-read your article and double-check references before submission
- Do not use endnotes
- Do not use headers or footers
- Avoid use of footnotes except for the rare instances where 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 in italics should be inserted at the beginning of the article – The abstract should be written in *italics*.
- A Key Words section should be inserted under the Abstract

An example of the abstract and keywords section from an article published in 2018 is available in Appendix B of this *Style Guide*.

Style Points

Font:

- **Font:** Time New Roman
- **Size:** 14 point for the main heading; 12 point for all body text, including section headings
- **Line Spacing** 1.5pt; 0pt spacing ‘before’ and 0pt spacing ‘after’
- **Hard Return Spacing:** 8pt between paragraphs
- **Alignment:** Text should be justified
- **Section Headings:** Must be **bold**
- **Sub-section headings:** Must be in *italics* and **bold**
- **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.*

Headings:

Capitalisation

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 use 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

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. (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
- 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 brackets 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 Learner's Festival
- for the titles of reports, books, e.g. Further Education and Training Strategy 2014-2019
- for people's titles, e.g. Mrs., Dr., Mr.

Hyphens:

- Use one word wherever possible. Hyphens tend to clutter 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-2014 legislation, mid-December

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 (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.; in headings always use m, bn or tn

Percent:

- Use the symbol % in all cases, rather than the word 'percent'

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 within the quotation)

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.

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*’.
 - Subsequent references should be made as either ‘*The Adult Learner*’ or ‘the Journal’.
- AONTAS should be referred to the first time as ‘AONTAS, The National Adult Learning Organisation’.
 - Subsequent references should be made as AONTAS

Citations and Referencing

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

