

Notes for Contributors

Preparation of typescripts

The Editor and Reviews Editor will provide further guidance as to the form and style in which contributions should be submitted, but the following gives a brief guide for potential contributors.

Typescripts should initially be submitted in hard copy, using **double spacing on one side of A4 paper** with wide margins, unjustified on the right. The usual maximum length for articles is 5,000 words. Once a typescript has been accepted for publication, the Editor will expect authors to present the final version of their text on computer disk with an accurate print-out. PC disks using Word or WordPerfect software are preferred, but other softwares may be acceptable.

Tables: Tables may be included in the text files if they are fairly simple, but large or complicated tables should be saved in a separate file from the text. They should not be boxed or shaded.

Illustrations: Please consult the Editor about the inclusion of illustrations. On final submission all diagram computer files should be provided in separate files from the text (and on separate pages in the typescript), with the position of each diagram in the text indicated by a marginal note. They should ideally be presented in Excel or Tiff format (though some other kinds of software may be acceptable) and must be saved in black only. Photographs and diagrams not on computer file should be submitted in the best possible quality ready for reproduction.

References

Harvard-style references should be used for preference, but exceptions can be made by prior consultation with the editor.

References should be given in the following format:

In the text: (Ambrose, 1974), (Buller and Hoggart, 1994a), (Welsh Office, 1986), (Gripaios *et al.*, 1995b), (Jones, 1997: 6), (Evans, 1998: 23–9).

Under the heading 'References' at the end of the text: References should be as follows:

Ambrose, P. (1974). *The Quiet Revolution*, London, Chatto & Windus.

Buller, H. and Hoggart, K. (1994a). 'The social integration of British home owners into French rural communities', *Journal of Rural Studies*, 10 (2), 197–210.

Egan, B. (1990). 'Design and technology in the primary classroom: equalizing opportunities', in E. Tutchell (ed.), *Dolls and Dungarees*, Milton Keynes, Open University, 36–45.

Farrell, C. M. (1996). 'Territorial justice and the provision of nursery education in England and Wales, 1981–1994' (unpublished Ph.D. thesis, University of Glamorgan).

Note the use of lower case for all initial letters except the first in an article or unpublished thesis title, and capitals for initial letters of all significant words in book and journal titles.

Publications by the same author in the same year should be differentiated by means of a, b, or c etc. after the year of publication, both in the text reference and in the list of references.

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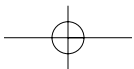
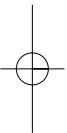
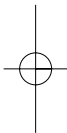
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General policy / Polisi cyffredinol

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Cyhoeddir *Cylchgrawn Addysg Cymru* ddwywaith y flwyddyn gan Wasg Prifysgol Cymru. Mae'n cynnwys erthyglau yn y Saesneg a'r Gymraeg sydd wedi'u dewis oherwydd eu harwyddocâd ym meysydd addysg a hyfforddi, a fydd yn cyfrannu at ymchwil a thrafod-aethau y tu mewn i Gymru a'r tu hwnt; darllenir yr erthyglau gan arbenigwyr priodol. Ceir yn ogystal erthyglau adolygu ac adolygiadau ar gyhoeddiadau sy'n ymwneud ag addysg yng Nghymru neu a ysgrifennwyd gan academyddion sy'n gweithio yng Nghymru, ond hefyd ar deitlau pwysig o arwyddocâd ehangach ac astudiaethau cymharol ym myd addysg.



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by Ian Roffe

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Ian Roffe is Professor of Learning and Innovation in the Centre for Enterprise at the University of Wales, Lampeter.



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