

Notes for contributors

Preparation of typescripts

Typescripts should initially be submitted online, using double spacing with wide margins, unjustified on the right. The usual maximum length for articles is 7,000 words. Once a typescript has been accepted for publication, authors will be expected to present the final version of their text in electronic format.

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 publisher 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. Any images should be supplied in high-resolution (ideally 300dpi), with images including text or diagram shapes supplied in editable versions. Graphs must be supplied with original data in a separate Excel file.

References: Harvard-style references should be used. Using the author-date system (the Harvard system), and allowing for occasional agreed variants, references should be given in the following format in running 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, the style for references is 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 'Territorial justice and the provision of nursery education in England and Wales, 1981–1994' (unpublished PhD thesis, University of Glamorgan).

Note the use of lower case for all initial letters except the first in an article or unpublished thesis title, and capitals for initial letters of all significant words in book and journal titles.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