NOTES FOR CONTRIBUTORS

AIMS AND SCOPE
Citizenship Teaching & Learning is global in scope, exploring issues of social and moral responsibility, community involvement and political literacy. It advances academic and professional understandings within a broad characterization of education, focussing on a wide range of issues including identity, diversity, equality and social justice within social, moral, political and cultural contexts.

ILLUSTRATIONS
We welcome images illustrating an article. All images need a resolution of at least 300 dpi. All images should be supplied independently of the article, not embedded into the text itself. The files should be clearly labelled and an indication given as to where they should be placed in the text. Reproduction will normally be in black-and-white. Images sent in as e-mail attachments should accordingly be in greyscale.

The image should always be accompanied by a suitable caption (the omission of a caption is only acceptable if you feel that the impact of the image would be reduced by the provision of written context). The following is the agreed style for captions:

Figure 1: Artist, Title of Artwork, Year. Medium. Dimensions. Location. Copyright holder information [use of Courtesy of or © should be consistent].

Please note the colon after the number and the terminating full point, even if the caption is not a full sentence. Copyright clearance should be indicated by the contributor and is always the responsibility of the contributor.

LANGUAGE
The journal follows standard British English. Use ‘ize’ endings instead of ‘ise’.

LENGTH OF ARTICLES
Articles should be from 6000–8000 words long, and must not exceed 8,000 words including notes and references – but not including the author biography, keywords or abstract.

METADATA
Contributors must check that each of the following have been supplied correctly:
• Article title
• Author name
• Author addresses – the submitted material should include details of the full postal and e-mail addresses of the contributor for correspondence purposes
• Author biography – authors should include a short biography, specifying the institution with which they are affiliated
• Copyright consent form giving us your permission to publish your article should it be accepted by our peer-review panel. An electronic template is available from the Editor
• Abstract of 150 words – this will go on to the Intellect website.
• Keywords – six words, or two-word phrases. There is a serious reduction in an article’s ability to be searched for if the keywords are missing
• References – Intellect requires the use of Harvard references embedded in the main text in the following format (Harper 1999: 27)
• Bibliography – titled ‘References’

NOTES
Notes may be used for comments and additional information only. In general, if something is worth saying, it is worth saying in the text itself. A note will divert the reader’s attention away from your argument. If you think a note is necessary, make it as brief and to the point as possible. Use Word’s note-making facility, and ensure that your notes are endnotes, not footnotes. Place note calls outside the punctuation, so AFTER the comma or the full stop. The note call must be in superscripted Arabic (١٢٣).

OPINION
The views expressed in Citizenship Teaching & Learning are those of the authors, and do not necessarily coincide with those of the Editors or the Editorial or Advisory Boards.

PERMISSIONS/COPYRIGHT/LIABILITY
Copyright clearance should be indicated by the contributor and is always the responsibility of the contributor. The author retains copyright of their contribution and grants Intellect an exclusive license to publish, Intellect retains copyright of the PDF version of the article. The copyright license form should be completed and sent to the Editors to accompany every submission.

PRESENTATION/HOUSE STYLE
All articles should be written in Word. The font should be Times New Roman, 12 point. The title of your article should be in bold at the beginning of the file, but not enclosed in quote marks. Bold is also used for headings and subheadings (which should also be in Times New Roman, 12 point) in the article. Main headings should be in upper case. Capitals should be used for the first letter of each word in the sub headings. Headings should not be numbered. Italics may be used (sparingly) to indicate key concepts.

Any matters concerning the format and presentation of articles not covered by the above notes should be addressed to the Editor.

QUOTATIONS
Intellect’s style for quotations embedded into a paragraph is single quote marks, with double quote marks for a second quotation contained within the first. All long quotations (i.e. over 40 words long) should be
‘displayed’ – i.e. set into a separate indented paragraph with an additional one-line space above and below, and without quote marks at the beginning or end. Please note that for quotations within the text, the punctuation should follow the bracketed reference. For a displayed quotation the bracketed reference appears after the full stop.

All omissions in a quotation are indicated thus: [...] Note that there are no spaces between the suspension points. When italics are used for emphasis within quotations, please ensure that you indicate whether the emphasis is from the original text or whether you are adding it to make a point.

REFERENCES


Blood of My Blood’ (2016), Jack Bender (dir.), Game of Thrones, Season 6 Episode 6 (29 May, USA: HBO).


Woolley, E. and Muncey, T. (forthcoming), ‘Demons or diamonds: a study to ascertain the range of attitudes present in health professionals to children with conduct disorder’, Journal of Adolescent Psychiatric Nursing.

electronically as an e-mail attachment in Microsoft Word format to Alan Sears (asears@unb.ca). Books for review should be sent to the Reviews Editor, c/o the Editorial Office.

BOOK REVIEWS
Reviews should be sent by e-mail attachment to the reviews editor, Jasmine Boon Yee Sim (jasmine.sim@nie.edu.sg). The reviews editor will read each review to check for relevance to the journal. Where revisions are required the administrator and reviews editor will co-ordinate necessary correspondence to ensure that the final version of the review has been formally accepted before publication occurs.

Reviews should be between 400–600 words long. They should be written in Word (Times New Roman 12 point). Presentation should conform to the style shown for reviews already published in the journal – i.e. Title of book in bold, upper case; name of author in bold upper case followed in brackets by date of publication; place of publication; publisher; number of pages; ISBN; paperback(pb) or hardback (hb); price. A review with references should be followed by the name, e-mail and postal addresses of the reviewer.

The guidance on this page is by no means comprehensive: it must be read in conjunction with Intellect Style Guide. The Intellect Style Guide is obtainable from http://www.intellectbooks.com/journals, or on request from the Editor of this journal.