NOTES FOR CONTRIBUTORS

AIMS AND SCOPE OF CITIZENSHIP TEACHING & LEARNING

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 characteristic of education, focusing on a wide range of issues including identity, diversity, equality and social justice within social, moral, political and cultural contexts.

DIVERSITY AND INCLUSION

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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:

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LANGUAGE

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

LENGTH OF ARTICLES

Articles must not exceed 8000 words including notes, references, author biography, keywords and abstract.

METADATA

The following data are required for all submissions. Contributors must check that each of the following have been supplied correctly:

• Article title, or
• (for book reviews) Title of Publication, Author or Editor Name/s (ed./eds) (Year), Edition number if not first, City: Publisher, number of pages, ISBN 123-1-12345-123-1, h/bk or p/bk, price.
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• Abstract of 150–200 words; this will go on to the online version.
• Keywords – six to eight words, or two-word phrases. There is a serious reduction in an article’s ability to be searched for if the keywords are missing (not required for book reviews).
• References – Intellect requires the use of Harvard references embedded in the main text in the following format (Harper 1999: 27).
• Bibliography – titled ‘References’.
• Funder name and grant number (if applicable).

NOTES

In general, we discourage the use of extensive notes – 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 a note is necessary, please use Word’s note-making facility, and ensure that these are endnotes, not footnotes. Place note calls outside the punctuation, after the comma, full stop, colon etc. The note call must be in superscripted Arabic (١, ٢, ٣).

OPINION

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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. Italics may be used (sparingly) to indicate key concepts.

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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.

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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.

REFEREES
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REFERENCES
All references in the text should be according to the Harvard system, e.g., (Bordwell 1989: 9). The default term used for this list is ‘References’. Please do not group films together under separate a ‘Films cited’ heading. Instead, incorporate all films into the main body of references and list them alphabetically by director. The same rule applies to television programmes/music/new media: identify the director/composer and list alphabetically alongside books, journals and papers.

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• ‘Anon.’ for items for which you do not have an author (because all items must be referenced with an author within the text)
• A blank line is entered between references
• Year date of publication in brackets
• Commas, not full stops, between parts of each reference
• Absence of ‘in’ after the title of a chapter if the reference relates to an article in a journal or newspaper.
• Name of translator of a book within brackets after title and preceded by ‘trans.,’ not ‘transl.’ or ‘translated by’.
• Absence of ‘no.’ for the journal number, a colon between journal volume and number.
• ‘pp.’ before page extents.

The following samples indicate conventions for the most common types of reference:


Gliesmann, Niklas (2015), Denkwerkstatt Museum (Think workshop museum’), Norderstedt: Books on Demand.


Woolley, Eileen and Muncey, Tessa (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*.


PERSONAL COMMUNICATIONS

Unless an informal conversation, interviews can be cited in text and included in the references. In the references, the name of interviewer/interviewee, type of communication, location, day and month should be included if available.


Branson, Richard (2014), in-person interview with J. Doe, Birmingham City University, 4 July.

WEBSITE REFERENCES

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TRANSLATIONS

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