

# Notes for Contributors

1. **Submission:** The manuscript should be submitted in the form in which the author wishes the paper to appear. Preliminary consultation with the editors about the suitability of the article does not necessarily guarantee its publication. Authors are encouraged to seek comments from colleagues before submitting a paper for publication.
2. **Referee Process:** All papers are read first by the Executive Editor, then sent to two referees ('blind' reviews) of international standing in the field, who will complete a referee report and make suggestions regarding suitability for publication, editing, reworking or development of the paper. The recommendations will be forwarded to the writers for attention before the paper is finally accepted for publication.
3. **Digital Word files** of manuscripts for consideration should be sent to the Editor. Authors should retain a copy for their own reference. If hard copies are sent they will not normally be returned.
4. **Format of Paper:** To facilitate 'blind' reviewing authors must supply a cover sheet on a separate file with name of paper, name of author, contact details in full, and word length of paper. The name of author must be removed from the main body of the paper (including from references).
5. **Length:** Papers should not normally exceed 6000 words (including notes and references.). Longer articles are accepted in special circumstances and by negotiation with the Editor.
6. **Layout:** Manuscripts should be typed in 1.5 space throughout, A4 print set-up, with reasonable margins all around (c. 2 cm). Use standard fonts such as *Times* or *Arial* and format the text in 12pt. Do not separate paragraphs by inserting extra paragraph marks or indents. Use only one empty space between sentences. Do not use Tabs. All titles and subtitles must be in lower case, bold, with initial capitals for first word. Justify all text.
7. **Abstract:** Paper must be accompanied by a short abstract (c. 100 words) at the start of the paper, following the title.
8. **Biographical Note:** Include a short bio note of the author on a separate file (c. 50–60 words max.).
9. **Style:** With few exceptions, the ACCESS format follows APA conventions. Authors are asked to consult the *Publication Manual of the American Psychological Association*. See <<http://www.apastyle.org>>  
  
Different from APA, however, the in-text citations should be formatted as follows: (Author, year: page number(s)), i.e. (Smith, 2002: 78–89). See examples below.
10. **Tables:** Present each table on a separate file with as few lines as possible, and indicate the placing of the table in the text with a note [Insert Table 1 OR Insert Figure 1]. Tables should be numbered in arabic figures with clear identifying legend. Graphs must be either Tif, Eps, or Pdf. Each graph, with its legend, must be on a separate file.
11. **Notes:** Use endnotes not footnotes in all manuscripts. Insert numbers manually not auto.
12. **Graphics or Images** should be on separate files Tif publishable quality.
13. **Editorial Alterations:** The editors reserve the right to make minor amendments, alterations or deletions to articles without consulting the author(s) so long as such changes do not affect the substance of the article.

**14. Abbreviations:** Standard Latin abbreviations (and punctuation):

- cf. compare
- e.g. for example
- etc. and so forth
- i.e. that is
- viz. namely
- vs. versus

**15. Quotations:**

- Use double quote marks around a quoted word, phrase, or sentence, as follows: The examination can be viewed as a “disciplinary practice through which order is privileged” (Smith, 2002: 16).
- A quote within a quote uses single quotation marks.
- If a word or group of words is omitted from the quotation then three stops are used with a space before and after, as follows: “A poststructuralist approach ... displaces the Hegelian dialectical approach”.
- If the quotation is 40 words or more it is indented (left indent only) and does not have quotation marks. Quoted words inside the body of the 40 words are indicated in single quotation marks. For example:

Efficient input-output of information is the principle mode of production within which academics now work. Education itself has become a performative venture. Indeed this situation was predicted by J-F. Lyotard who said, ‘The true goal of the system, the reason it programs itself like a computer, is the optimisation of the global relationship between input and output—in other words performativity’ (1984: 11–12). As knowledge performance is transformed to align with new political motivations there is a conspicuous reconfiguration of higher education and academic subjects whose work involves furthering the institutional goals (Grierson, 2006: 74).

**16. References:** Insert sub-heading References at the top of a new page.

References should be formatted as ‘hanging indent’ style. Do not use tabs. Set up hanging indent by selecting ‘Paragraph’ in Format menu in Word. Be sure to reference every author and text cited in the body of the paper. Authors must check this before sending articles. Do not include references that are not cited in the paper. Incomplete references will not be accepted.

**17. Spelling:** Authors are requested to use English spelling. Exception applies in quoted text with American spelling in the original.