

Critical and Reflective Practice in Education

Instructions for Authors

Format and Style of Submitted Papers

The Editorial Board reserves the right to make any changes in accepted manuscripts.

Line one of manuscript: Main author's name with email address.

Line two of manuscript: Title (Maximum of 100 characters).

Line three of manuscript: Author/s with academic affiliation.

Line four of manuscript: Academic biographies (Maximum of 120 characters).

Abstract: (Maximum of 300 words).

Observe 4,000 to 8,000 word limit, which will include title, academic biographies of all authors, abstract, and references. All manuscripts should follow the Harvard system of referencing.

All text should be in Calibri 9 with all headings in **Calibri 10 and Bold**.

When using bulleted lists, follow journal style, which is a small solid bullet.

Use blank lines to separate paragraphs as opposed to using indents.

Justify text and center key headings and use one and a half line spacing.

Direct quotations, which are more than two sentences should be single spaced, indented by 7 spaces from the left and should have no quotation marks.

All Tables and Figures should stand alone with an appropriate heading and should be placed on a separate page. They should not be placed within the body of the text but instead, should be indicated within the body of text by numbers, as follows: [Table 1, Figure 2], and so on.

Tables and Figures should be submitted as separate Microsoft Word Documents not exceeding 50 KB.

Photographs are not accepted.

It is the responsibility of each author to ensure that all errors are corrected prior to publication. In the case of more than one author the principle author will be required to sign a copyright agreement confirming that s/he has received written authorization from all authors.

The editors will assume the following:

That all personal communication used by authors has received appropriate permission from those with whom the communication has taken place (eg. emails, interviews, telephone conversations and so on). This should be clearly indicated within any article submitted for the purposes of publication.

That all research has received ethical clearance required by the author's employing/sponsoring institution, and that participants have been treated in accordance with ethical principles for research, such as those set out in accordance with the British Educational Research Association (BERA, 2004), 'Revised Ethical Guidelines for Educational Research.

<http://www.bera.ac.ukpublications/pdfs/ETHICA1.PDF>.

