

Guidelines for submission of papers for the Magdeburg 2009 Conference Proceedings¹

The proceedings

You are required to send an electronic version of your paper, as a *virus free* attachment, to Rob Evans at esrea09@ovgu.de . **The deadline for receipt is 27th March 2009.** Papers which are received after the 23rd March will not be included in the Conference Proceedings. You will be informed of the safe arrival of your paper within a week of its arrival at the above email address.

If you are not able to produce your paper using Microsoft Word, save the document as a text-only file (with line breaks). The font should be **Times New Roman**. The text should be single-spaced. Paragraphs should *NOT* be indented but *should be separated by a one-line break*. Quotations in the text should be enclosed by *single* quotation marks. Longer quotations (if they are longer than about 2 to 3 lines) should be in a new paragraph, *indented left and right* by 1cm, with *no* quotation marks. Do not use underlining (use *italics* or **bold** as appropriate).

A summary of your paper must be produced. This will help other participants to form a rapid idea of your paper and of the session it is presented in. The summary you produce should not be longer than **90 words**. The summary will have the following information: title of the paper, author or authors, and the **purpose** of the paper (i.e. what the paper argues, what contribution it makes to the conference theme). The summary will be sent together with your paper in a *separate* attachment, using Times New Roman single-spaced, 12pt.

Papers

Font

Please use **Times New Roman** font:

- **18 pt bold for titles**
- 14 pt regular for names/institutions/countries
- **12 pt bold for first level sub-heading** (NO line-space after)
- *12 pt italics for second level sub-headings* (NO line-space after)
- 12 pt regular for text (Use full page - NO columns)
- 12 pt regular for endnotes and references. If you need to use notes, please use **endnotes** and NOT footnotes.

The levels of each of your sub-headings should be clear.

If you need to use *inverted commas* (“” or ‘’), use single marks (‘...’).

If you need to use parentheses/brackets, use round ones (...) *not* squared brackets [...] or these {...}.

¹ Acknowledgements are due to the organizers of SCUTREA 2008, on whose notes these guidelines have been based.

The Title of the Paper

Only the *first letter* of the title should be lower case (but names of people, places, institutions will be in capital letters). The title should be *left aligned* –not *centred*.

So:

From behind prison doors.

Not:

From Behind Prison Doors

The name of the author(s), their institution(s), the country (*in which they work*)

Please leave a *12-point one-line space* between the paper title and the name of the author(s). To reflect the informality of ESREA conferences, *we do not include titles* (e.g. *Dr or Professor*), *degrees or job titles*. Give your first name (your preference, e.g. *Sol or Solveig, James or Jim*). The name of your institution and country should come after your own name, on the same line. Leave a *12-point one-line space* between the line showing name/institution/country and the start of the main text of the paper.

References

Please use the Harvard system for citations. Your references must be complete and in alphabetical order. *Un-cited references or further reading* should NOT be included in the references. Remember that the limit of 3000-5000 words *includes* all endnotes and references. The editor will *not* have time to chase missing or incomplete references.

Please follow the format given below for references (the ‘minimal’ punctuation is important):

For in-text references:

(Corson 2001: 16)

In the bibliography

Bynner J and Silbereisen R (eds) (2000) *Adversity and challenge in life in the new Germany and in England*, Basingstoke, Macmillan Press.

Corson D (2000) 'The eclipse of liberal education in the twenty-first century?', *Educational Review*, 52, 2, pp.111-123.

Johnson R (1998) 'Really useful knowledge 1790-1850: memories for education in the 1980s' in T Lovett (ed) *Radical approaches to adult education*, London, Routledge.

Graphs, tables, diagrams, pictures and photographs

These should be avoided as far as possible. This is also valid for any type of illustration, with shading (grey tones) or any colour – this should be avoided.

Language and terminology

Papers will normally be in correct English. Papers in French or German will be accepted, but it will be necessary to provide a clear **outline (approx. 500 words)** of the purposes,

methods used, data collected, methods of analysis, results and relevance of the paper in good English so that participants can form a clear judgement of the contents and argument of the paper. It is extremely important that the English of the paper or the outline is correct. If necessary, the editor will ask you to seek the assistance of proof-readers or translators if the quality of the language is in doubt.

Participants from other countries or people who work in different areas of education to yourself may have difficulties with some of the terminology (abbreviations for institutions or projects, government structures, philosophical or historical traditions of your country or region, etc) which to you seems perfectly natural and perfectly understandable. We ask you therefore to make sure that such background contextual information is explained fully and that all acronyms and abbreviations are spelt out in full the first time they are used in your text.

Length of the paper

Papers should be 3000 – 5000 words. 5000 is an **absolute maximum**. This figure includes **all references and endnotes**. It also includes the **English-language outline** of 500 words for papers submitted in French or German. The editor reserves the clear right to edit any paper that exceeds this limit. If a paper is over-long, the editor will return the paper to the author(s). They will be given a fixed time-limit for any editing work which is considered to be necessary.

Proof-reading the paper

Reading for errors and correcting these is the responsibility of the **author(s)**. Careful correction must be done before submitting the paper. This includes checking the completeness and the accuracy of all endnotes and all references. The editor cannot be expected to do this work for the author(s).

Deadline

An electronic copy of both your paper and the summary must be submitted by **Friday, 27th March 2009** to Rob Evans at esrea09@ovgu.de
Any papers received after the 27th March will not be published in the conference proceedings.

Important: Conference registration must be completed by 30th April if you wish your paper to be included in the published proceedings.

FINALLY: It is clearly very important that your paper addresses the theme of the conference and that your paper is embedded in research. Inclusion of papers in the proceedings is at the final discretion of the editor.