Transitions Symposium Guidelines for papers

- **Title (Maximum 10 words)**

- **Abstract (Maximum 150 words)**

The abstract is very important as it 'sells' the paper. The first sentence or two of the abstract should sum up the core idea, argument or thesis of the paper. This should be followed by details of the evidence used to support the argument. The implications of the paper (for different stakeholders) should normally follow. Do <u>NOT</u> simply describe what the paper attempts to do or repeat the introduction or conclusion. The Abstract should make it clear what *additional substantive* contribution your paper makes to the research area.

- **Keywords should be provided (up to six).**

- **Content (2000-3000 words)**
  Papers should be original. If there is an overlap with material published elsewhere, details should be given. The article limit is 2000–3000 words including a title of no more than 10 words. This limit does not include the abstract which should be a maximum of 150 words. However, it does include everything else: references, figure titles, acknowledgements etc.). Please note that there will be no changes to title and abstract from the original submission until after the Transitions conference. Thus, changes may be made <u>ONLY</u> when working on the final paper, and <u>ONLY</u>, if they are within the guidelines. Keywords should be provided (up to six). A biography of 100 words should also be included. This should detail a description of the author(s) background, interests and achievements. Please note that the 100 word limit is for the entire biography and does not increase with multiple authors. Further, no changes to the biography will be permitted at any stage.

  Do **NOT** include any styles in the style sheet other than normal for text (12 pt Arial, unjustified) and use only three levels of headings (Level 1 — 14pt Times bold; Level 2 — 12pt Times bold; Level 3 — 12pt Times bold, italic). Please ensure all other non-default styles are deleted. A note should appear at the end of the last page indicating the total number of words in the article (including those in the Abstract and References- Although please note the abstract will not contribute to the final article word limit).

- **Writing style**
  Papers should be written in an easily accessible style, suitable for an international audience of academics, policy makers and practitioners. All papers should use *UK English spelling, grammar and punctuation.*

  The text should be self-contained so that the reader can understand the point being made without recourse to reading tables or diagrams. These should be included when they provide confirmation of the text, or are an appropriate way to summarise an argument spelled out in the text. However, authors should avoid the following: 'Table 1 shows the results for the sample….' Instead, data in tables should be referred to in parentheses at the end of sentences or paragraphs that have already spelled out for the reader what the results show.

  Certain phrases, including 'in terms of' and 'whereby' should be avoided. Avoid starting sentences with 'and' and 'but' and do **<u>NOT</u>** normally insert commas before conjunctions.

  Make sparing use of bullet points or numbered lists, which should only contain short statements. Use only standard round bullet points. Please also hyphenate compounds, such as 'public-sector organisations', 'thick-sandwich students', 'higher-level skills'.

- **Methodological details**

  Research methodology should be included in the paper, but in an economical way that provides maximum information in as few words as possible.

  The following should be provided where appropriate:
  - methodological approach including epistemological underpinnings;
  - data sources including sample and population details; sampling method;
  - response rates/dropout rates; how data was collected;
  - forms of analysis (not the name of software packages (e.g. SPSS) but what techniques were used (e.g. cross-tabulation));
  - any methodological concerns. If the methodology is complex and inhibits the 'story' then it is acceptable to put detail in a methodological footnote.
  - Statistical data should be reported in an accessible way—especially where it is fundamental to the argument. Peripheral numerical details, such as significance levels, correlation coefficients, should normally be incorporated into tables or footnotes unless they can be integrated into the text without making it cumbersome and hard to read.

- **Footnotes/endnotes**

  Footnotes to the text should be avoided but where used, should be numbered consecutively and presented as endnotes. They should be indicated in the text by a number in square brackets, viz. [1], and then added to the end of the text. Do **NOT** use footnote/endnote facilities in Word.

- **Appendices**
  Do **NOT** use appendices to papers unless they are a vital part of understanding the content of the paper. Usually, any material that might appear as appendices can be incorporated into the text in some form or deleted.

  Tables and figures
  All tables and figures must be supplied in black and white only. Tables must be on separate pages at the end of the document and not included as part of the text. Tables should be designated as 'Tables' and numbered sequentially by Arabic numerals. All other diagrams or illustrations should be designated as 'Figures' and numbered sequentially by Arabic numerals separately from Tables. Tables and Figures should have meaningful captions. Tables should be captioned *above* the table. Figures should be captioned *below* the figure. The approximate position of tables and figures should be indicated in the manuscript. Keys to any symbols used should be included under tables or figures.

  Abbreviations
  Avoid using abbreviations other than for established abbreviations of agencies, government departments or institutions where the abbreviation is used at least three times in the article or appears in references. Always put the name in full the first time it is used with the abbreviation in parentheses to follow. Do **NOT** abbreviate words such as higher education, quality assurance, higher education institution. Do not use, e.g., i.e., op.cit, or ibid. Do not end lists with 'etc.'

- **Citations**
  Citations of other work should be limited to those strictly necessary for the argument. Any quotations should be brief, and accompanied by precise references, including page numbers or numbered paragraphs depending on the nature of the source. Where quotations are used then the quote should be followed by a reference with an appropriate page number in the following style: (Jones, 1999, p. 10) or (Smith, 2004, pp. 111–13).

  The exception to this is the citing of excerpts from qualitative interviews, which may be longer and where an appropriate coding system is used to label

interview excerpts. Do **NOT** italicise quotations. Any citation from a website must provide exact Internet address and the date that it was accessed. Any web-based citation source not still accessible on the date of submission of the article should be removed.

- **References**
  References should be prepared according to the Publication Manual of the American Psychological Association (APA) (6th edition). This means in text citations should follow the author-date method whereby the author's last name and the year of publication for the source should appear in the text, for example, (Jones, 1998). The complete reference list should appear alphabetically by name at the end of the paper. **A blank line should be put *between* items in the references.**

  A sample of the most common entries in reference lists appears below. Please note that a DOI should be provided for all references where available. For more information about APA referencing style, please refer to the APA FAQ. Please note that for journal articles, issue numbers are not included unless each issue in the volume begins with page one.

  Journal article

  Example of reference with 2 to 7 authors

  Beers, S. R., & De Bellis, M. D. (2002). Neuropsychological function in children with maltreatment-related posttraumatic stress disorder. *The American Journal of Psychiatry*, *159*, 483–486. doi:10.1176/appi.ajp.159.3.483

  Ramus, F., Rosen, S., Dakin, S. C., Day, B. L., Castellote, J. M., White, S., & Frith, U. (2003). Theories of developmental dyslexia: Insights from a multiple case study of dyslexic adults. *Brain, 126*(4), 841–865. doi: 10.1093/brain/awg076

  Example of reference with more than 7 authors

  Rutter, M., Caspi, A., Fergusson, D., Horwood, L. J., Goodman, R., Maughan, B., ... & Carroll, J. (2004). Sex differences in developmental reading disability: new findings from 4 epidemiological studies. *Jama*, *291*(16), 2007-2012.

  Book Edition
  Bradley-Johnson, S., & Morgan, S. K. (2008). *Psychoeducational assessment of students who are visually impaired or blind: Infancy through high school*. Region 4 Education Service Center.

SUMMARY

- Article limit is **2000–3000 words** including a title of no more than 10 words as well as references, acknowledgements, figure titles etc.
- Abstract limit is **150 words**.
- Please note that there will be no changes to title and abstract from the original submission until after the Transitions conference. Thus, changes may be made ONLY when working on the final paper, and ONLY, if they are within the guidelines.
- Keywords should be provided (up to six).
- A note should appear at the end of the last page indicating the total number of words in the article (including those in the Abstract and References).
- Biography limit is 100 words regardless of the number of authors.
- 12 pt Times/Times New Roman, unjustified should be used ***Ensure all other non-default styles are deleted.*
- There should be only three levels of headings (Level 1 — 14pt Times bold; Level 2 — 12pt Times bold; Level 3 — 12pt Times bold, italic).
- Do **NOT** italicise quotations
- Do **NOT** use footnote/endnote facilities in Word.
- References should be prepared according to the Publication Manual of the American Psychological Association (APA) (6th edition).
- Ensure there is a blank line between items in the references.