

# Lifewide e-Book

*The journal of the Lifewide Education Community*  
*Edited by Norman Jackson and Brian Cooper*

## Contributor Guidelines

The journal aims to publish between four to six chapters each year which address the theme of lifewide learning, education and personal development.

The book is organised into four sections:-

- A. Conceptual articles
- B. Biographical and autobiographical accounts
- C. Research studies
- D. Practice-oriented accounts

The editors aim to strike a balance between academic scholarly and research-based contributions, and contributions authored by people who do not count themselves as academic but who can provide real-life stories that reveal their personal perspectives on lifewide learning and development.

Chapters will be reviewed by the e-book's editorial team and reviewers' comments and suggestions will be submitted to the author. The editors retain the right of refusal to publish.

The book is provided as a free download under a creative commons licence to anyone who sees value in these ideas.

## We welcome contributions to the e-book

If you would like to contribute a chapter, in the first instance please contact the Commissioning Editor, Professor Norman Jackson at [lifewider1@btinternet.com](mailto:lifewider1@btinternet.com) to discuss your proposal. Having reached an agreement, you will be asked to submit a 250 word précis. Once this has been considered and approved, a schedule and proposed publication date will be agreed.

Inclusion in the e-book confers upon the publisher (Lifewide Education Community Interest Company), the right to use and re-use the author's submitted material in for example Lifewide Magazine or any additional publications for example a thematic book. Any revenue earned from such publications will be used to support the not for profit educational activities of the Lifewide Education CiC. There will be no payment to authors unless specifically agreed with the Commissioning Editor.

## Technicals, mechanicals and small print

- Text should be submitted as a word processed document
- Chapters will normally be between 2500-10,000 words in length.
- Illustrations and graphics should be submitted preferably as separate jpeg files, with a minimum resolution of 300dpi.
- We encourage the use of audio, video and website links to illustrate points or offer further explanation

- Use endnotes but not footnotes
- Permissions must be obtained for any table, figure, photograph or artwork that has been previously published. Each chapter author is responsible for obtaining permission from the original publisher for the material they wish to reproduce.
- Acknowledgements: place at end of article, before references

## Referencing

### In text citation

(author, year) and (author, year; different author, year) [references in chronological order]

Same author, same year: (author, 1999a, b)

Same author, different year: (author, 1999, 2001)

### Multiple authors:

Two authors - cite both names every time the reference appears in the text

More than two authors - cite last name of the first author followed by *et al.* in the text

### Reference list

Follow APA 5th edition (see examples below) Layout -no space between references

#### Book:

Bloggs, A. (2003). *Style guides are fun*. Milton Park, Oxfordshire, England: OUP.

#### Journal article:

Brown, J. (2002). This is a journal article. *Australian Style Journal*, 10(2), 213-224.

#### Book chapter:

Trevelyan, G.M. (2001). This is a chapter. In J. Brown & C. Smith (Eds.), *Book title* (pp. 34-56). London: Taylor & Francis.

#### Online source:

Smith, F. (2000). *Online article*. Accessed November 14th, 2003, from <http://www.blahblahblah.edu.au>

#### Newspaper article:

Jones, P. (2003, September 3) This is a newspaper article. *The Times*, p.10.

This is a newspaper article with no author (1993, July 7). *The Times*, p.10. Translated book: French, F. (2000). *A book in another language* (P. Smith, Trans.). New York: Dover. (Original work published 1923).

#### Conference proceedings:

Brown, P., Green, S., & Jones, E. (1997). Title of proceeding contribution. *Proceedings of the Style Standardisation Team, USA*, 23, 25-46.

#### Book section:

Bloggs, J. (1997). Title of contribution. In F. Smith (Ed.), *Milton Park Symposium on Style* (pp.235-238). Milton Park, Oxfordshire, England: OUP.

#### Multiple authors:

List all authors except for works with more than 6 authors, in which case give the first 3 names then *et al.*

References should conform to the style set out in the Publication Manual of the American Psychological Association (fifth edition). <http://www.apastyle.org/faqs.html>