

# Writing for *Irish Teachers Journal*

## Author guidelines

The *Irish Teachers' Journal* is a peer-reviewed journal published annually by the INTO. Read previous issues of the journal on the INTO website.

### Article

An electronic copy (MS Word file format) should be sent to Claire Garvey, INTO Education Section - [cgarvey@into.ie](mailto:cgarvey@into.ie). Please include your name, contact address, phone number and email address.

Articles should be word processed, double spaced and pages should be numbered. Articles should be between 5,000 and 7,000 words including bibliography. Please provide five key words based on the theme of your article. Please include on a separate document an abstract between 100 and 150 words and a short biographical note of the author(s).

Use the American Psychological Association (APA) referencing style. Online references should include the date the page was accessed.

Articles should be original and not published or being considered for publication in another journal. If your article is accepted for publication, the INTO will copy-edit and typeset prior to publishing.

### Style guidelines

- ✎ **Font:** Times New Roman, 12 point
- ✎ **Margins:** 2.5cms (1 inch)
- ✎ **Spaces:** Use only one space after periods, colons, exclamation points, question marks, quotation marks – any punctuation that separates two sentences.
- ✎ **Dates:** When writing dates, put day first, then month and year eg 12 June 2012. Omit th after day numeral.
- ✎ **Numbers:** Spell out cardinal numbers from one to nine. From 10 on, use figures.
- ✎ **Graphs/images:** All graphs/images/figures should be in black and white and high resolution files.

### Headings

Format headings as follows:

- ✎ **First level (bold)**
- ✎ ***Second level (bold and italics)***
- ✎ *Third level (italics)*
- ✎ Fourth level (initial cap only)

### Copyright/permissions

- ✎ If you are sharing charts or images to accompany your articles, please ensure that the INTO has permission to use these photographs, that is, that you own the rights or have sought permission for these to be published in the *Irish Teachers' Journal*.
- ✎ If you are sharing pictures that include children, please ensure that you have obtained consent from the child's parent/guardian before submitting the photograph.
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