



National Centre for Guidance in Education

SCHOOL GUIDANCE HANDBOOK

ARTICLE GUIDELINES

PART I – ARTICLE SUBMISSION

SCHOOL GUIDANCE HANDBOOK: OVERVIEW

The School Guidance Handbook is a resource to support the development and practice of guidance in second level schools. It is a resource for school management, the guidance counsellor and all school staff. It aims to inform, develop and support good practice in schools in the development, delivery and review of the school guidance programme. As the target audience ranges from the guidance specialist i.e. the guidance counsellor to a teacher who may not have an in-depth knowledge of guidance but who is interested in guidance and has a role to play in the guidance process it is important that content produced for the Handbook takes this into consideration i.e. terminology employed should be defined and explained where appropriate.

SUBMISSION – TERMS AND CONDITIONS

Authors¹ should note the following when submitting articles for inclusion in the School Guidance Handbook:

- The work has not been published before and is not under consideration for publication elsewhere.
- Competing interests such as funding and commercial interests have to be disclosed to NCGE.
- The work has been approved by all co-authors (if there is more than one author) and by the organisation the author is employed by (in the case of an author undertaking the work on an organisation's behalf).
- Authors wishing to include content (including tables and figures) which has been published elsewhere are required to obtain permission from the copyright owner(s) and to provide evidence that permission has been granted. Please note that NCGE will not refund costs associated with receiving permissions. Material received without evidence of permission will be assumed to have originated from the author. Authors should submit their work online (please refer to the guidelines regarding online submission).
- Authors should set out examples of good practice in the work.

¹ In the event of an author being a member of the Editorial Panel he/she should note that he/she will not be involved in the selection of a peer reviewer for the article submitted or the review of the article concerned.

- Authors will be asked to transfer copyright of the work to NCGE (or grant NCGE exclusive publication and dissemination rights).
- NCGE reserves the right to make editorial changes for publishing purposes. These changes (if applicable) will be advised to the author prior to publishing.
- NCGE reserves the right to withdraw from publishing an article if the article does not meet NCGE criteria as set out in documentation.
- Authors will receive feedback where appropriate concerning submissions from the review process. This feedback will consist of one of the following recommendations: acceptance (without changes), acceptance (conditional on advised changes), non-acceptance.

STYLE GUIDE

FORMAT

- Articles should be submitted in Word.
- Times Roman (12 point) for text.
- Line spacing should be single.
- Word spacing should be just one space between words. Double spaces can be used between sentences.
- Each page should be numbered.
- Margins should be the standard margins i.e. 2.54 top, bottom, left and right.
- Hyperlinks provided should be in the format <http://www> etc.
- The document size should be A4.
- Tab stops should be used for indents, not the space bar.
- Use the table function to create tables.
- The article should be proof read and spell checked before submission.
- The article (document) name should reference the article theme e.g. subject_choice.doc, CAO_process.doc

ARTICLE STRUCTURE

Articles should employ the structure indicated below.

General Points:

Article Length:

The word count for short articles should be from 1,500-2,000 words and from 3,500-4,500 words for long articles (excluding references).

Abbreviations:

- Abbreviations used should be defined at first mention and used consistently thereafter.

Tables and Figures

- All tables should be numbered using Arabic numerals.
- Tables should always be cited in consecutive numerical order.
- Each table should include a table title explaining the components of the table (above the table).
- Figures should be numbered using Arabic numerals.
- Each figure should include a figure title (below the figure).

Headings:

- Please use the headings provided for each section. Each heading should be in bold font:

Article Sections and Headings:

Title Page (heading):

- Article title.
- Author name, professional title e.g. guidance counsellor and contact details.
- Author affiliation(s) e.g. employer name.
- Date – month and year.

Table of Contents (heading):

- Page numbers should be indicated for each section (see below for sections). Please note tabs should be used for spacing and not the space bar.

Summary (heading):

- This section should include a brief summary of the article (similar to an abstract).
- The length should be no more than 150 words.

Key Words (heading):

- 4-6 keywords should be provided for indexing purposes.

Introduction (heading):

- The introduction should define terminology employed in the article, outline the purpose of the article and set out the structure of the article (the discussion thread).

Main body:

- Headings for each section (discussion of a particular theme) should be provided in the main body as appropriate e.g. if writing on psychometric testing a section heading in the main body could be ‘ethical considerations’ for instance. Providing such headings supports the reader by providing a structure for the reader.

Discussion and Conclusion (heading):

- A discussion and conclusion should be provided highlighting the main points raised or addressed in the article.

Further Information (heading):

- Additional reading/resources on the article should be provided as appropriate for the interested reader.

Biography (heading):

- A short biography on the author should be provided.
- The length should be less than 80 words.

Acknowledgements (optional heading):

- Acknowledgements of people, grants, institutions (name in full), funds etc should be provided as appropriate.

References (heading):

- The referencing convention to be used is the APA system (6th edition).
- Please refer to <http://www.apastyle.org/> for further information.

Appendices (optional heading):

- Appendices should be kept to the minimum and should only be employed if the information is of assistance to the reader i.e. a template which may be useful such as a sample questionnaire.