National Centre for Guidance in Education

SCHOOL GUIDANCE HANDBOOK

POLICY/GUIDELINES/TEMPLATES/FORMS GUIDELINES

PART II–POLICY/GUIDELINES/TEMPLATES/FORMS 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 policies/guidelines/templates/forms written for the Handbook take this into consideration i.e. terminology employed should be defined and explained where appropriate.

This section of the Handbook aims to provide policies/guidelines/templates and forms that will be of practical support to the guidance counsellor and the school in the planning, delivery and review of the school guidance programme.

SUBMISSION – TERMS AND CONDITIONS

Authors[1] should note the following when submitting work 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 set out examples of good practice in the work.

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[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 content submitted or the review of the content 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 the work if it does not meet NCGE criteria as set out in documentation.
- Authors will receive feedback where appropriate concerning the work from NCGE/the review process. This feedback will consist of one of the following recommendations: acceptance (without changes), acceptance (conditional on requested changes), non-acceptance.
- In the event that an Advisory Committee has been convened by NCGE to support it in the development of policies/guidelines/templates and forms, the Committee will operate under the Terms of Reference (TOR) of that Committee. All work under development by the Committee will be kept confidential until finalised and published. The above Terms and Conditions will apply to the work of the Committee and the Committee shall take on the role of the Editorial Panel in relation to the finalisation of the work.

STYLE GUIDE

FORMAT

- The work should be submitted in Word.
- Times Roman (12 point) for text.
- Line spacing should be single.
- 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 work should be proof read and spell checked before submission.
- The work (document) name should reference the work theme e.g. referral.doc

STRUCTURE

The work should employ the structure indicated below.

General Points:

Length:

The word count should be no more than 1,000 words 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:

Sections and Headings:

Title Page (heading):

- Work title.
- Author name and professional title e.g. guidance counsellor (as appropriate. In the event of a Committee developing the work information concerning Committee members shall be provided), contact details.
- Author affiliation(s) e.g. employer name (as per Committee above).
- Date – month and year.

Introduction (heading):

- This should outline the purpose of the work and define any terminology used.

Main body:

- Headings for each section should be provided to provide a structure for the reader.
- The following key words may be a guide for headings: what (is the work about), who/what (is it for), why (it is used), how (can it be used).
- The work should be written to support the practical application of the work i.e. illustrate in concrete steps how it may be used.
- An example to illustrate how the work can be used may be useful.

Summary (heading):

- A summary of the work should be provided to highlight the main points.

Further Information (heading):

- Additional reading/resources should be provided as appropriate.

Biography (heading):

- A short biography on the author(s) should be provided (in the event of a Committee developing the work the TOR of the Committee shall be provided).

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 could include templates for instance.

Note: In the event that the guidelines/templates were created prior to the establishment of the SGH e.g. Planning the School Guidance Programme (NCGE, 2004) the guidelines/templates can remain in the original format and be uploaded to the SGH in that format.