

**NEWMAN UNIVERSITY**  
**GRADUATE SCHOOL**  
**CRITICAL COMMENTARY**  
**GUIDELINES FOR CONTRIBUTORS**

**Critical Commentary: The Student Journal of Newman University and CREST Institutions** is published in collaboration with the Consortium for Research Excellence Support & Training (CREST) and several of its member institutions and welcomes articles from undergraduate and postgraduate students which discuss topics of importance and interest. Articles may be written from a variety of academic and professional perspectives and should be informed by theory and research.

Articles submitted to *Critical Commentary* must conform to the requirements listed below, otherwise they will not be considered for publication.

- Articles must not exceed 7000 words excluding references. They must not have been sent to another journal for consideration.
- The article should be accompanied by an abstract of no more than 200 words, together with three to five keywords. This must be submitted as a separate file simultaneously with the article.
- The article must be submitted by email as a Word file.
- The first page of the article must include the title, the name of the author(s), and an email address and full postal address for correspondence.
- An article by more than one author must list the names of the authors in order of publication credit. In the case of collaboration with a member of staff, the student's name must be placed first.
- The file name must relate to the title and be easily identifiable.
- The article must use the font Tahoma, 12-point, and be double line-spaced. The paper size must be A4 with margins of at least 25mm.
- All pages must be numbered.
- Footnotes and headers to the text must not be used.
- Tables must be numbered by Roman numerals and figures by Arabic numerals. The position of tables and figures must be indicated in the text.
- Tables and figures must be reproduced as separate files and not included as part of the text.
- The sources of tables and figures must be referenced, or if they are by the author this must be stated.
- References should be indicated in parentheses in the text by giving the author's surname (without initials) and the year of publication.
- When referencing direct quotations, the following format must be used: (Brookes, 1998: 3). This indicates that the author's surname is Brookes, the year of publication was 1998, and the page number is 3. Single citation marks must also be used around the quotation.
- If several books/papers by the same author and from the same year are cited, a, b, c, etc. must be put after the year of publication.

- The references must be listed in alphabetical order at the end of the article in the following standard form:

For books: Ball, S. (1990) *Politics and Policy Making in Education*. London: Routledge and Kegan Paul.

For articles: Johnson, R. (1989) 'Thatcherism and English education: breaking the mould or confirming the pattern?' *History of Education*, 18 (2), pp3-34. (Titles of journals should not be abbreviated.)

For chapters in books: Ranson, S. (1990) 'From 1944 to 1988: education, citizenship and democracy.' In M. Flude and M. Hammer (eds) *The Education Reform Act 1988: Its Origins and Implications*. Basingstoke: Falmer.

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Submissions will be scrutinised by at least two reviewers, and authors advised of the outcome. Authors may receive a copy of the reviewers' comments, which they should address in full if they are invited to resubmit the article. The Editor's decision regarding publication is final.

A proof will be sent to the contact email address provided and must be corrected and returned to the Assistant Editor within 14 days. Major alterations to the text cannot be accepted.

Contributors will receive one copy of the issue of the journal in which their article is published. The copyright of the article will be held by *Critical Commentary*.

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**Critical Commentary: The Student Journal of Newman University and CREST Institutions**

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