

Author Guidelines

Preparation and Submission of Manuscripts

1. Manuscripts submitted electronically should be sent in MS Word 2003-2007 format to LS@adapt.it.
2. Papers should usually be approximately 10,000 words and must be accompanied by an abstract of up to 250 words. See below for referencing style.
3. All submissions must contain full contact details (email, postal, telephone) of the corresponding author with institutional affiliations for all contributors. Whereas possible, a link containing the main information about the authors should be provided.
4. Further, contributors should provide us with online resources and documentation that are quoted within the paper.
5. Papers should be edited according to the model provided together with these guidelines. However, here are some features Authors should be aware of:

Text: Garamond 12 justified, black

Title: 18, right justified; dark red

Paragraph: Garamond 12, left justified, dark red.

No indentation, single-spaced text.

Superscripts referring to footnotes are placed before other signs of punctuation (e.g.: text¹.)

Please remember to edit the header with the name and surname of the Author in even pages and with the title of the paper in odd pages. **Headers are all capitalized and in small caps.**

Referencing System

Please provide footnote citations. Please follow this order to indicate:

- a. author (initial letter of the first name and Surname)
- b. title (italic and capitalized)
- c. publisher
- d. where the publication was issued
- e. publication year

If you are quoting an article that has been published in a review, please also quote:

- a. author (initial letter of the first name and Surname)
- b. title (italic)
- c. the complete name of the review (italic)
- d. publication year
- e. issue number
- f. pages

Information need to be separated by a comma. Here are some examples:

Examples

Book

T. Judt, *A Grand Illusion? An Essay on Europe*, Hill and Wang, New York, 1996.

A single chapter or paper in a book

A. Dietrich, H. Reinisch, *Internationale und interkulturelle berufliche Handlungskompetenz als Zielkomponente beruflicher Bildung*, in P. Wordelmann (ed.), *Internationale Kompetenzen in der Berufsbildung: Stand der Wissenschaft und praktische Anforderungen*, Bertelsmann, Bielefeld, 2010, 33-43.

Journal

S. Kristensen, *Learning by Leaving – Towards a Pedagogy for Transnational Mobility in the Context of Vocational Education and Training (VET)*, in *European Journal of Education*, 2001, vol. 36, n. 4, 42-30

Paper presented at a meeting

R. Areeya, *The Role of TVET Providers in Training for Employees*, Paper presented at the APEC Forum on Human Resources Development, Chiba, Japan, November 2008

A web page (please provide direct link and access date according to the following model)

D. Ratha, X. Zhimei, *Migration and Remittances Fact book 2008*, Migration and Remittances Team, Development Prospects Group, World Bank, 2008,
<http://siteresources.worldbank.org/INTPROSPECTS/Resources/334934-1199807908806/SSA.pdf>
(accessed April 17, 2010)

The first time you mention a work, you must provide full publication details. All subsequent notes of the same work can be written in short form (name of the author and *op. cit.* in italics). All subsequent notes of the same author are to be referred to with the name of the author, title and *cit.*

Images, graphs and tables

1. All images including photographs must not be included in the Word file but they should be submitted separately in both doc and xls format.

2. Please refer to the images, graphs and tables within the text by making use of the wording "Table No. XX around here".

3. All images, graphs and tables should be in English and provided with the title and the source. The source should be indicated just after the image with no tab and as follows (no Italic and same size):
Source:.....

4. For tables, it is recommended that you use some sort of background colour like light grey (preferably 20%-grey) for the title row or column of a table, and ensure that the text of titles is in bold.