

ADAPT LABOUR STUDIES BOOK-SERIES CAMBRIDGE SCHOLARS PUBLISHING

GUIDELINES FOR AUTHORS

1. Document Setup

To edit the text correctly Authors can copy and paste their text in the “Sample Chapter” provided together with the present guidelines (.doc file). In all cases, Authors should make sure that chapters are edited according to the following guidelines.

- The full physical page size including all margins will be 148mm x 210mm The five sets of margins
Header: 15mm, Top of main body: 25mm
Bottom: 15mm
Left: 21mm
Right: 21mm
Footer: 0
- Headings within chapters: For A-level subheadings, use 12pts, capitalized in bold. Leave two empty lines before, and one empty line after the subheading. For B-level subheadings, use 11pts in bold and capitalised. Again, leave two empty lines before and one empty line after the subheading. Make sure all empty lines are 10pt with no additional space.
- Appendixes: Treat as chapters, replacing the number by a letter:
- Text: Use Times New Roman 10 pts fonts for the main text and all additional parts except endnotes and index (where you should use 9pts), and chapter headings (where you should use 16pts). All text should be single-spaced.
- Indent the first line of each paragraph by 5mm.
- Indent quoted texts of greater than 2 lines or other texts which you think should stand out by 5 millimetres from both sides, and leave one line spaces between the top line and main text as well as between the bottom line and main text; and use 9 pts for all such text.
- Use double quotation marks for all cases (including single words) except for quotes within quotes.

- Footnotes: Kristensen.¹ → insert the footnote number after the period.
- Number your pages with font size 9pts. For even pages place the number flush left, while for odd number pages, flush right.

2. Figures

- Figures (Fig. 1, Fig. 2, Fig. 3...): please provide black and white images. Images should not be inserted into Word at more than 100% of their original size. Tables (Table 1, Table 2, Table 3...): it is recommended that you use some sort of background colour like light grey for the title row or column of a table, and ensure that the text of titles is in bold. This can be achieved by clicking on the relevant cells of your table, and then clicking on Table, Table Properties, Borders and Shading, and then selecting a colour (preferably 20%-grey). The result should be as below.
- Images should not be inserted into Word at more than 100% of their original size because this will cause a loss of quality.
- Images for printing should always have at least a resolution of 300 dpi at the size in which they are going to be printed.
- The size in which images are intended for printing and resolution (300 dpi) is the minimum required for the original scan or photograph: images cannot be recalculated to a larger size at the same resolution or else they will lose quality.

Table 1

Title 1	Title 2
Text	Text

3. Other Text Issues

- To ensure that there are no extra spaces in the document, use your software's find and replace command to substitute all double spaces

¹ Footnotes are in Times New Roman 9. Kristensen, S. 2001. "Learning by Leaving—Towards a Pedagogy for Transnational Mobility in the Context of Vocational Education and Training (VET)," *European Journal of Education* 36, no. 4:42-30.

for single spaces. Repeat this procedure until no double spaces are found.

- When using m-dashes, do not leave any spaces before or after the m-dash, e.g. trying to be—assuming it works—some kind of nobility...
- Also, do not use m-dashes with other sorts of dashes (only —, never –).

3.1 Apostrophe

Wrong: 's

Correct: 's

4. References

Please follow the referencing system provided below very carefully.

Entries are listed alphabetically and separated by periods. Titles are capitalised headline-style.

Notice that the references' indentation is different from the rest of the text.

4.1. Paper Presented at a Meeting

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

4.2. A single Chapter of a Book

Deitmer, L., and L. Heinemann. 2009. "Evaluation Approaches for Workplace Learning Partnerships in VET: How to Investigate the Learning Dimension?" in *Towards Integration Of Work and Learning, Strategies for Connectivity and Transformation*, eds. Stenström, M.-L., and P. Tynjälä, (Dordrecht: Springer International).

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

4.3. A Book

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

→ When the author is the same use three m-dashes and a period:

———. 2001. *Reappraisals: Reflections on the Forgotten Twentieth Century*. New York: Penguin Press.

4.4. When a Translation of the Title is Provided

Kosugi, R., ed. 2002. *Jiyu no daisho: Furita—Gendai wakamono no shugo ishiki to kodo* [The price of freedom: Freeters—Modern youth's perception of employment and behaviour]. Tokyo: The Japan Institute for Labour Policy and Training.

4.5. A Journal

Kristensen, S. 2001. "Learning by Leaving—Towards a Pedagogy for Transnational Mobility in the Context of Vocational Education and Training (VET)," *European Journal of Education* 36, No. 4:42-30.

4.6. A Web Page

→ Please provide direct link and access date edited as follows:

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

4.7. When the Title is Given only in Translation

Tangchuang, P. 2010a. *Educational Personnel Development* [in Thai]. Chiang Mai: Duang Kamol Publishing Company.

4.8. Report, Working Paper

Murray, J. 2004. "Corporate Social Responsibility: An Overview of Principles and Practice," ILO Working Paper No. 34, Geneva: ILO.