



**‘On Reflection’ The inclusive journal for practitioners
CALL FOR CONTRIBUTIONS**

‘On Reflection’ magazine is an online journal provided for members of the CRA, and with a strong emphasis upon an inclusive focus. You can view an example of the journal at <http://joom.ag/XVvb>

Contributions are invited under one of three headings, as appropriate. These are:

1. Personal perspectives on practice (or an aspect of practice) related to any aspect of PDP, e-portfolio, recording achievement or related activities.
Up to 2,500 words.
2. Accounts of current practice, in one of three forms:
 - Longer narrative accounts
Up to 2,500 words.
 - Shorter case studies produced in a common format, using an agreed template
Up to 750 words, using the template supplied at add url
 - Reports of conference or seminar presentations.
Up to 750 words. These may as presented at the event, or refined following a presentation/workshop
3. Findings from research and/or evaluation (including research reports)
Up to 1,500 words, with references to longer reports as appropriate.
4. Stop press/forthcoming attractions (i.e. events, publications or initiatives of key interest to the readership). Up to 150 words per item.

General Guidance: for all categories

Font

Arial should be used for the main body of text as it is easy to read and widely available.

Format

Title: This should be centred, in font size 14 and in bold.

Author: This should be underneath the title after leaving a line space, in font size 14 and centred. It should read: By: (full name), (Institution/Organisation), Email address:

Main text: The main body of the article should appear in single space, blocked at the margins and size 12 font.

Contact: Your contact details should be added at the end of the article.

Example:

Interoperability and Personal Development Planning

By: Steve Outram, Director, The Centre for Recording Achievement

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Starting with PDP

The term 'Personal Development Planning' first saw light in the National Committee of Inquiry into Higher Education, (the Dearing Report). Subsequently, it has gained: (etc)

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Page layout should be set to portrait.

Text should be submitted in a single-column format.

Paragraphs should not be indented, but indicated by an extra line space.

Use only a single space after a full stop.

Style

Avoid jargon; never assume readers have prior knowledge of the subject.

Capitalisation should be minimal and used consistently. Do not use capital letters for emphasis.

Italics should be used only for publication titles (for example, books, newspapers and journals), some quotations and foreign words.

Emphasis: bold may be used for emphasis where absolutely necessary. Do not use italics for emphasis.

Acronyms should be spelled out in full at the first mention followed by the acronym in brackets. The acronym can be used thereafter. Acronyms do not need full stops between the letters.

Spelling: words such as 'email' and 'website' should appear as single words without hyphenation and without an initial capital letter (except when starting a sentence). Words such as 'e-Learning' should be presented with a lower case 'e' and a hyphen. If starting a sentence, the 'L' should be capitalised.

Numbers: use words for numbers from one to nine. Use numbers thereafter.

Dates should be presented as follows: 21 March 2017.

Abbreviations: when the use of an abbreviation is likely to cause confusion, the full word should be used; for example, 'street' is preferable to 'st'.

Apostrophes: do not use in the pluralisation of letters and figures; for example, 'I was born in the 60s'.

Hyphenation: use only to split vowel sounds (for example, re-elected, co-operation) or to form compound words (well-stocked store). Do not use to split words over lines.

Website references should be checked before submission to ensure they are current and live. An access date should be added immediately following the link; for example, <http://www.recordingachievement.ac.uk> (accessed 17 March 2017).

Pictures and/or diagrams should be no more than 15cm in diameter and clearly visible to the reader.