

MANUSCRIPT PREPARATION FOR ARTICLES

Criteria for Articles:

Submissions should be between 5000-7000 words. Please include a brief abstract (120 words) with keywords. Also include a brief biography for the contributor's page, should you paper be accepted. Make sure to include all relevant contact information, including a permanent e-mail address.

Contributors are asked to email their submissions to perspectives@ucd.ie

The manuscript should be typed, double-spaced, justified, on one side only and footnotes (also double-spaced) should be at the end of the text. A margin of at least one inch on each of the four sides of the sheet should be left. Paragraphs should be indented or marked by a double return. Block quotations (usually anything over forty words) should be indented two spaces from the left, without quotation marks. Use double quotes and single within for quoted matter in the text itself. Please mark all sub-headings clearly and flag them A, B or C in the margin if necessary to show their relative importance. Footnotes should be brief and kept to a minimum. Citations of works should be presented in the APA style. See <http://apastyle.apa.org/> for APA style guidelines.

Numbers: Spell out numbers from one to ninety-nine unless used with units, e.g. 2km; ages, e.g. a 10-year-old girl; or passages with a lot of statistics. Use minimum digits, e.g. 121-7 not 121-127.

Percentages: Use 10 per cent in the text, % is acceptable in tables.

Abbreviations and contractions: Use full stops after abbreviations (p., Ch.) but not contractions or acronyms (Dr, St, BBC, USA). Please note: ed. eds, etc.