General format and style of contributions

- New submissions should be in Microsoft WORD
- Items already published elsewhere may retain their original formatting and be submitted as pdf files.
- 'Track changes' should not be used, please.
- We welcome diagrams, photographs and visuals generally, in addition to text.
- Authors may use either APA or Harvard referencing style. Copy-editors are not responsible for referencing.

Titles

Authors are advised to keep titles short and specific.

Abstracts

Articles should have an abstract of 50 - 80 words.

Key words

Articles should have *circa* five key words immediately following the abstract.

Formatting

Formatting of final articles/items is done by the *Level3* team.

Word count

Level3 is a totally online journal, so we can be flexible regarding word count. As a guide, the following lengths are recommended:

Articles and academic papers – up to 7,000 words.

Research reports – variable up to 10,000 words.

Analytical accounts of innovations in education policy and practice – up to 3,000 words.

Think-pieces – up to 3,000 words.

Book reviews – up to 1,000 words.

Proof-reading and copy-editing

Proof-readers and copy-editors are likely to contact authors for clarifications and to get approval for final copy.

Peer Review

Authors may request peer review of an original article only.

We offer a double-blind peer review process. Review criteria are available on the *Level3* website.

The Scientific Peer Review Panel includes the following experts:

Dr Philip Cohen, former Head of Library Services, DIT

Professor Frank McMahon, former Director of Academic Affairs, DIT

Dr Jim McGovern, College of Engineering and Built Environment, DIT

Dr Anne Greene, College of Science, DIT

Dr Mary Lennon, College of Applied Arts, DIT

Professor Ellen Hazelkorn, Higher Education Policy Research Unit (HEPRU), DIT

Dr Catherine Collins, School of Business, UCD.

The Scientific Peer Review Panel is augmented when necessary.

Author details

Single and joint authors should supply the following details:

- Preferred name
- Academic letters or title
- Institution
- Email address for correspondence purposes.

A short biographical profile and/or a passport-style photograph are optional.

How to submit

If you would like to contribute to *Level3,* please make initial contact with one of the editors:

anne.murphy@dit.ie for general articles, think-pieces and book reviews

phil.hanlon@dit.ie for business and industry-related articles

brendan.devlin@dit.ie for library and information science articles

garrett.keenaghan@dit.ie for environment and engineering articles.

Authors will receive copy-edited text for approval before publication.

Policy: Ethics and responsibilities

Authors are totally responsible for the accuracy and appropriateness of their submissions. Editors cannot be held responsible for the opinions expressed in any article or for inaccuracies contained therein.

The editors may reject an item they consider inappropriate for publication.

Submitting authors should indicate if the work is their sole work or joint work with others. In cases of joint work, submitting authors should indicate that permission to publish had been achieved from all authors.

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Policy: Languages

Level3 welcomes articles/items in English.

We also welcome articles which have a version in a second language attached. However, we may not have the capacity to copy-edit or proof-read in a language other than English. In such cases, authors should ensure the accuracy of the text in the second language.