



<https://arrow.tudublin.ie/level3/>

STYLE GUIDE for *Level3*

General format and style of contributions

- New submissions should be in Microsoft WORD without pre-formatting, page breaks or track-changes
- Items already published elsewhere may retain their original formatting and be submitted as pdf files. Appropriate permissions to re-publish should be provided.
- We welcome diagrams, photographs and visuals generally, in addition to text.
- Authors may use either APA or Harvard referencing style, or any other referencing style provided it is used accurately and consistently. 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 – *if used*

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

Formatting

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

Length of contributions

Level3 is an online journal, so we are flexible with regard to the length of scientific articles and other items. The following guidelines should help authors:

Full scientific articles: 3,500 – 6,000 words including references and appendices.

Reports: up to 8,000 words, larger if approved by the editors.

Analytical think-pieces: 1,000 – 2,000 words.

Languages – authors who do not use English as a first language may submit items in their first language provided there is an English translation with it. We copy-edit the English version only.

Copyright Copyright remains with authors.

‘Second’ publications – authors may submit relevant items which have been published previously provided they have appropriate permissions. Such items are identified.

Ethical responsibility

Authors are responsible for the accuracy of their own writings and for ensuring that they have all relevant permissions to submit writing generated with others. Authors are responsible for any consequences that arise from content inaccuracies or from inadequate acknowledgements.

Copy-editing and formatting will be done by the *Level3* team.

How to submit

If you would like to discuss a contribution to *Level3* in advance of submission, please make initial contact with one of the editors:

anne.murphy@TUDublin.ie for education-related articles, think-pieces, book reviews – **Main Editor**

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

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

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

ray.english@TUDublin.ie for VET, TVET, Apprenticeships and Internship articles

akenny@tui.ie for education policy and human resources articles

anne.greene@TUDublin.ie for pharmaceutical regulatory science articles

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**.

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

Please send final items to the *Level3* main editor: anne.murphy@TUDublin.ie