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