

NQ – Guidance for Contributors and Editors

Individual articles and suggestions for the annual special edition

NALDIC publications welcomes individual articles from its readers and ideas for themes for its annual special issue of NALDIC Quarterly (NQ). If you have an idea you wish to have considered for publication please send a summary to the Editor of NQ, Frank Monaghan (f.monaghan@open.ac.uk). Your proposal should include an overall summary of your idea and, if relevant, some further information on individual articles which will make up the special issue. This will be considered by the publications committee at one of its meetings. Further information is provided for prospective editors and authors below.

NALDIC Quarterly is published four times through the year.

Approximate Publication dates	Approximate Copy deadlines
Number 1 February/March	Dec 31st - conference edition
Number 2 April/May	Feb 28
Number 3 July/August	May 31 st – guest edition
Number 4 October/November	August 31st

The aim is to publish and distribute within six weeks of the copy deadline.

The responsibilities of editors

Each NALDIC Quarterly has a main theme agreed by the Publications Committee. Members of the Committee may make suggestions for articles and authors. Making use of these suggestions, and with her/his own ideas, the most important task of the editor is to obtain copy relating to the theme. It is not necessary for every article to relate to the chosen theme. For example, if a good article is available which is not related to the theme, it can be included. The editor is responsible for deciding whether articles submitted are appropriate for inclusion, for undertaking any necessary editorial negotiation with authors, for example, requesting amendments or final proof-reading. If a submitted piece is of poor quality, either in terms of content or form then the piece should be politely declined. If in doubt, please discuss with your appointed guide – see below. The quality of NQ is important in terms of our external profile and the support and guidance we provide for our members.

The editor should liaise with Editor of NQ over the date copy should be ready. An average of 4 weeks needs to be allowed for the publishers to print and distribute the publication

Support and guidance

Each editor will be allocated support from a colleague who is a member of the publications group. It is important that editors ask for help from committee members in the production of NQ.

Information about sections

NB: Not all editions are expected to have all sections!

- 1) **The Editorial** is written by the editor and highlights what is included in the edition.
- 2) **The Contents** section lists the sections (and sub-sections with authors and page numbers.
- 3) **The View from the Chair** comes from the Chair and should be no longer than one page.

- 4) **The NALDIC Interview** is included if there is one. An introductory paragraph (in italics) explains who the interview is with (brief biographical details) and who carried out the interview and when.
- 5) **The Policy, Practice and Research** should be the main section. Articles will need to be formatted with titles and authors at the top. We avoid footnotes whenever possible. References should always be included and be in Harvard style.
- 6) **Refugee Children Update** is provided by Rona Grabowski. It usually only needs formatting. Rona.Grabowski@luton.gov.uk The edition editor should email her to ask for copy.
- 7) **NALDIC News and Activities** this section is provided by Catharine Driver catharine.driver@btinternet.com. The edition editor should email her to ask for copy. These usually come from the website and need to be checked and/or amended for currency and appropriacy for inclusion in the Quarterly. Catharine should not be named as author in the contents page or above the section as she is just the web editor who places the News items and the news items reflect NALDIC's corporate view. The final section of this part should be updates from SIGs and RIGs but there are not usually many of these. Richard Gifford is the contact for these gifford@fav83.freemove.co.uk
- 8) **Book Reviews** – there should be two or three per edition (although this may vary according to availability of books to review). Full details of the book (or article, video) should come at the top including title, author(s), date of publication, publisher, place of publication and ISBN. Price can also be included. Help in identifying books and reviewers may also be sought from our Reviews Editor, Frank Monaghan, f.monaghan@open.ac.uk
- 9) **Conference Reports** can be included if there are any.
- 10) **Conferences**. Brief details of conferences and events can be included but not full details from flyers or advertisements.

Formatting.

The NQ editor will prepare the final copy so there is no need for editors of particular editions or authors to format the document. In fact, it is often more helpful if they don't! Having said that, the following is the format we do apply to the various parts of the document. It would be appreciated if, at a minimum, editors ask authors to apply the page margin settings, use Arial for headings and Times for body text.

- There should be a 2cm margin at the top, bottom and on the left and right hand sides of the page.
- The space setting between paragraphs should be set at 0.6pt before and after in the Format>paragraph menu.
- Page numbers are entered in the centre at the bottom
- Headings are in Arial. Main headings in size 18, sub-headings in size 14, sub, sub-headings in size 12. Main headings should be underlined with a black line at 2.25 point. Other headings should be underlined with a black line at 1 point. The space under each heading should be the same size as the heading.
- A line appears under the title of an article with the name of the author below the line (see example below). It is usual to include the name of the appropriate university if the author is an academic. For other authors, the name of their local authority, school or language service is included but this is optional and account should be taken of the author's wishes.
- Body text is in Times or Times New Roman size 11.
- Text should be left justified.
- Text is laid out in 2 columns. Where diagrams or pictures are inserted text wrap or section breaks can be used if more than a column width is needed. It can speed up the process of copy-editing if illustrations are not included in the body of the article but are sent as a separate file with a clear indication in the text as to where they should be placed, e.g. [Insert table 1 here].

- RCU section update has ***RCU*** in Arial size 12, bold and italics in the centre between each item.
- NALDIC News section has ***NN*** in Arial size 12, bold and italics in the centre between each item.
- Book Reviews - Full details of the book (or article, video) should come at the top including - Title, author(s), date of publication, publisher, place of publication and ISBN. Price can also be included. They should be in Arial, size 12 and bold. The reviewers name comes at the end of the review.

Payments

We do not normally pay authors for contributions to NQ. However, there may be occasions when the editor believes this would be appropriate - for example, if commissioning an article from someone. In such cases it is acceptable to offer a small honorarium of £50. Payment should be arranged through the Treasurer. The editor should complete an expenses claim form for the author and submit it to the Treasurer.

Sometimes members of the Publications Committee receive books for review. The system is usually that the book is passed on to a person to review on the basis that they will retain the copy of the book. Alternatively the editor may select books for review and ask someone to review them. £50 is allocated per edition for the purchase of books for review and again the reviewer is entitled to keep the book. Payment should be arranged through the Treasurer. The editor should complete an expenses claim form for the book and submit it to the Treasurer.

Preparing the final copy

A Word version of the publication should be emailed by the editor to the editor of NQ who will do the final copy-edit and convert to PDF before sending it on to our printer and advise if any extra material will be included with the mailing. The NQ editor should therefore liaise with Maggs Harrison the NALDIC Administrator - naldic@btconnect.com

She will confirm the number of copies to be printed (membership plus NQ subscribers plus a small number of spare copies for the Reading office and British Library) and arrange for printed labels of members' names and addresses to be sent to York Publishing Services. The contact there is:

Duncan Beal at York York Publishing Services
64 Hallfield Road,
Laythorpe
York YO3 7XQ
Phone – 0190 4431213
dbeal@yps-publishing.co.uk

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