

## GUIDELINES FOR AUTHORS

*Frontline* invites authors to submit articles for consideration by the editorial board, on a wide variety of subjects relevant to families and workers in the area of intellectual disability. These guidelines are given to facilitate authors and to ease the editorial process.

### PUBLICATION DATES

*Frontline* is published quarterly; copy deadlines are the 1st day of the following months:

February (March issue),  
May (June issue),  
August (September issue)  
November (December issue).

The editorial board retains the right to defer publication of an accepted article for a particular issue.

### FORMAT

Articles should be submitted by email to (editor@frontline-ireland.net). Illustrations/photographs/graphics are an important addition to most articles. High-resolution Images. Full information on illustrations is required (for caption or acknowledgement), along with confirmation that permission has been given from individuals shown in the photographs. [In the event photographs are taken from the internet to illustrate the text it is essential copyright is not infringed.](#)

A one-page article should be approximately 750 words, allowing for small picture/s, or maximum 900 words without illustrations. Approximately 1500-1700 words constitute a two-page article. For readability, Articles longer than three pages in length are discouraged. To avoid 'run-ons' to a later page, some editing may be necessary to meet page-length requirements, and authors' cooperation in this matter is appreciated.

### ACCESSIBLE SUMMARY

All articles have to be accompanied by an accessible summary of not more than two short paragraphs informed by the National Adult Literacy Agency Guidelines. It is the responsibility of the author (s) to ensure the accessible summary is in place.

As part of the magazine's editorial process, all articles are seen by *Frontline*'s copy editor to ensure clarity and consistency of style. Where any significant alterations are recommended to the original text, the author will be consulted before publication.

### COPYRIGHT

*Frontline* requires notification if a proposed article has been submitted for publication, or has already been published, elsewhere. Copyright of articles appearing in *Frontline* resides with the individual author; permission to reproduce such articles must be obtained both from the author and from *Frontline*.

Past issues (in PDF format) are included on the *Frontline* website. Authors' permission to reproduce their articles is assumed with submission for publication in the magazine.

### STYLE SHEET/REFERENCING

**CAPITALISATION** Use for specific titles, but sparingly--Capitalize only the first word in book/article titles

**NUMBERS/DATES** one to twenty spelt out (except for money amounts, percentages or statistics)  
1000 (not 1,000) 10,000 1 January 1995 (no comma, not 1<sup>st</sup> or 5<sup>th</sup>) 1995–6 1980s '70s or 'seventies  
p. 9, but pp 11-15 telephone numbers: tel. 01-238 0501 045-561 3492 0044-208-349 1454

### **PUNCTUATION**

**single quotation marks** to be used, except for double quotation marks for an inner quotation  
**italics** used for titles of books, journals, plays, and for unfamiliar/new words  
**spacing** - one space between sentences

BIBLIOGRAPHIC STYLE / REFERENCES (samples)

Anderson, A.N. 1982 Completely fictional thoughts. *Archaeology Ireland* **8** (3), 16–17.

Arthur, N.E. (ed.) 1976 *The best book ever*. New York, Academic Press.

Bloggs, J. 1992 Once upon a time in academia. Unpublished Ph.D. thesis, University College Dublin.

Bloggs, J. (in press) A bit of my thesis. *Ulster Journal of Archaeology* **9** (3), 15–22.

Else, S.O. 1976 What rubbish. In N.E. Smith (ed.), *The best book ever*, 23–9. New York, Academic Press.

Ray, N., Barr, A. and Bliss, J. (eds) 1996 *Dublinia*. Monographs in History 4. Dublin, Royal Irish Academy.