
Notes for Contributors

LLinE offers practitioners, researchers and policy makers in adult education a forum for exchanging ideas and experiences. The journal introduces practical experiments and solutions in adult and continuing education disseminating information and knowledge, practical and theoretical, useful to policy makers and practitioners, and presenting cases interesting to researchers.

The editors welcome articles on successful undertakings in adult and continuing education, future developments and changes in the field or values guiding adult and continuing education. Articles can range from training and development in enterprises to liberal adult education in all parts of Europe. The style of the text should be clear and easy to read and have an anchoring to concrete practice.

Our readers are practitioners, researchers and policy makers in adult and continuing education in many countries.

Papers can be accepted for publication **if they have not been submitted to other publications in the English language** but Lifelong Learning in Europe.

LENGTH

All papers submitted should be between 1000 and 5000 words in length and be prefaced by an abstract of no more than 100 words (preferably 50-100). They must be written in English. Manuscripts should be typed, including references.

The title page should carry the title, the authors' names and affiliations and current addresses. Authors must supply telephone numbers and email addresses. Manuscripts should be submitted by email, as a paper copy only by request.

Please keep the number of endnotes to a minimum.

STRUCTURE

We encourage writers to include an introductory section where they explain how the article will proceed and what arguments will be made, what questions will be posed and what the answers might be. We also encourage the frequent use of subtitles to help structure the paper and including a concluding chapter where the core message or argument of the article is summarised.

ADDRESS

Manuscripts should be sent to Markus Palmén, KVS Foundation, Haapaniemenkatu 7-9 B, 00530 Helsinki, Finland, e-mail markus.palmen@kvs.fi.

REFERENCES

Whenever there is a direct quotation, short quotations must be placed in single quotation marks, but long quotations should form separate, indented paragraphs. All quotations should be referenced by author, year of publication and page reference, e.g. Antikainen & al. (1996, 36) write,... or quotation followed by (Antikainen et al. 1996, 36) argues,... or it has been argued... (Antikainen et al. 1996, 50-54).

BIBLIOGRAPHIC REFERENCE STYLE

- Antikainen, A., Houtsonen, J., Kauppila, J., & Huotelin, H. (1996). *Living in a Learning Society*. London: Falmer Press.
- Singer, W. (2000). Wissensquellen - Wie kommt das Wissen in den Kopf? [Sources of Knowledge – How does knowledge enter the head?]. In C. Maar, H. U. Obrist, & E. Pöppek (Eds.), *Weltwissen Wissenswelt – Das globale Netz von Text und Bild* (137–145). Köln: DuMont.
- Brücke der Gefühle. Unterschiede in Aufbau und Funktion männlicher und weiblicher Gehirne. (1996). *Der Spiegel*, 19, 122–123.
- Tuckett, A. (2000). Turning Round the Oil Tanker: Lifelong learning policy in England. *Lifelong Learning in Europe*, 4(1), 55–60.
- Higher Education Funding Council for Wales. (2000). *Evaluation Report on Non Award Bearing Non Vocational Funding*. Cardiff: HEFCW.
- Stott, D. H. (1981). *The school debate*. Unpublished manuscript.
- Montgomery, R. (1980, April) Training for the vital skills. In C. M. Bhatia (Chair), *Education, the great debate*. Symposium conducted at the meeting of the American Science Congress Association, Washington, DC.

Reference to Internet sources:

Palmen, M. (2009). *The instructions*. Retrieved October 27, 2009, from www.example.com/12345.

If a date is not available use (n.d.) after the author/organization name. If author is not available, begin the reference with the title of the document.

The instructions. (n.d.) Retrieved October 27, 2009, from www.example.com/12345

KVS Foundation. (2009, August 21). Further instructions. In *Fabulous instructions*. Retrieved October 27, 2009, from www.example.com/12345.

Online journal articles:

Palmen, M. (2009). The instructions. *Journal of Instructions*, 5, 117-123. Retrieved October 27, 2009, from www.example.com/12345.

Email:

M. Palmen (personal communication, December 24, 2009)

PHOTOGRAPHS and FIGURES

The journal also publishes illustrated articles. If the character of the text allows or requires photographs, the author is requested to contact the editorial staff for closer information. Pictures should be in jpeg or tiff, and the resolution at least 300 dpi.

Figures as requested in the original (excel-file) form, as well as pillars or other processed forms.

NOTES ON CONTRIBUTORS

Authors should supply brief autobiographical details (approx 100 words), e.g. background and experience in adult and continuing education, position when they submit their paper, as well as field of research, and a photo.

REFEREES

Texts classified as articles are submitted to the referee system.