STYLE GUIDE for *Level3*

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 Core Editorial Team or Editorial Board.

We organise open call issues, special issues, themed issues and invited issues depending on needs and demands.

The Core Editorial Team makes decisions regarding accepting or discouraging proposed items for any particular Issue.

Communications with authors is normally through TU Dublin email and phone.

We do not normally use automated technologies for 'manuscript' submissions as we value conversations with authors before agreeing final text for publication.

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.

General format and style of contributions

- New submissions should be in Microsoft WORD

- Items already published elsewhere may retain their original formatting and be submitted as pdf files with a separate introduction in WORD.

- 'Track changes' should not be used, Please.

- We welcome diagrams, photographs and visuals generally, in addition to text.

- Interactive technologies can normally be facilitated.

- Authors may use either APA or Harvard referencing style, or any other referencing style provided it is used accurately and consistently. Copy-editors and/or Proof-readers are not responsible for referencing.

Titles

Authors are advised to keep titles short and specific.

Abstracts – *required for the generic template*

Articles should have an abstract or introduction of 50 - 80 words.

Key words – *if used*

Articles may include five key words immediately following the abstract.

Formatting

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

Word count

Level3 is a totally online journal, so we can be flexible regarding word count. As a guide, the following lengths are recommended:
Articles and academic papers – up to 7,000 words.
Research reports – variable up to 10,000 words.
Analytical accounts of innovations in policy and practice – up to 3,000 words.
Think-pieces – up to 3,000 words.
Book reviews – up to 1,000 words.

Proof-reading and copy-editing

Proof-readers and/or copy-editors are likely to contact authors for clarifications and to get approval for final versions.

Authors are advised to check their final version with care as it is very difficult and costly to amend an item once it has been uploaded by Arrow technical staff. In this regard, authors should ensure that ALL content is accurate and that any necessary permissions to publish or re-publish have been achieved in writing.