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.
- ‘Track changes’ should not be used, please.
- We welcome diagrams, photographs and visuals generally, in addition to text.
- Authors may use either APA or Harvard referencing style. 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
Articles should have circa five key words immediately following the abstract.

Formatting
Formatting of final 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 education 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 copy-editors are likely to contact authors for clarifications and to get approval for final copy.

**Peer Review**

Authors may request peer review of an original article only.

We offer a double-blind peer review process. Review criteria are available on the Level3 website.

The Scientific Peer Review Panel includes the following experts:

- Dr Philip Cohen, former Head of Library Services, DIT
- Professor Frank McMahon, former Director of Academic Affairs, DIT
- Dr Jim McGovern, College of Engineering and Built Environment, DIT
- Dr Anne Greene, College of Science, DIT
- Dr Mary Lennon, College of Applied Arts, DIT
- Professor Ellen Hazelkorn, Higher Education Policy Research Unit (HEPRU), DIT
- Dr Catherine Collins, School of Business, UCD.

The Scientific Peer Review Panel is augmented when necessary.

**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.

**How to submit**

If you would like to contribute to Level3, please make initial contact with one of the editors:

- anne.murphy@dit.ie for general articles, think-pieces and book reviews
- phil.hanlon@dit.ie for business and industry-related articles
- brendan.devlin@dit.ie for library and information science articles
- garrett.keenaghan@dit.ie for environment and engineering articles.
Authors will receive copy-edited text for approval before publication.

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Authors are totally responsible for the accuracy and appropriateness of their submissions. Editors cannot be held responsible for the opinions expressed in any article or for inaccuracies contained therein.

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We also welcome articles which have a version in a second language attached. However, we may not have the capacity to copy-edit or proof-read in a language other than English. In such cases, authors should ensure the accuracy of the text in the second language.