

# INSTRUCTIONS FOR AUTHORS

---

PREPARING YOUR MANUSCRIPT

*for the*

**OXFORD**

**RESEARCH**

**ENCYCLOPEDIAS**



Copyright © 2023 by Oxford University Press

## Table of Contents

<b>Using These Instructions</b> .....	<b>3</b>
<b>Your Contract</b> .....	<b>3</b>
<b>Authorship</b> .....	<b>3</b>
<b>Manuscript Submission Checklist</b> .....	<b>3</b>
<b>Writing Your Article</b> .....	<b>4</b>
<b>Images, Audio, Video, and Other Visual Components</b> .....	<b>5</b>
Requirements for Multi-Media and Other Visual Components.....	6
<b>Text Permissions</b> .....	<b>6</b>
<b>Article Summary and Keywords</b> .....	<b>7</b>
Article Summary.....	7
Keywords.....	7
Sample Summaries and Keywords .....	7
<b>Notes, References, and Bibliography</b> .....	<b>8</b>
Example citations .....	9
Author-date Citations with a Reference List - APA.....	9
<b>Cross-references and Related Articles</b> .....	<b>10</b>
Cross-references and External References.....	10
Related Articles.....	10
<b>Style, Spelling, and Format</b> .....	<b>10</b>
<b>Submitting Your Article</b> .....	<b>11</b>
The Review Process.....	11
Copyediting.....	11
<b>Updating Your Article</b> .....	<b>11</b>
Corrections.....	12
Updates.....	12
<b>ORE Education Instructions</b> .....	<b>12</b>
<b>Citation Style</b> .....	<b>12</b>
<b>Oxford Research Encyclopedia of Education Special Instructions</b> .....	<b>12</b>
<b>Editorial Contacts</b> .....	<b>12</b>
<b>Media Permission Request Form</b> .....	<b>13</b>

## Using These Instructions

While all information provided in these instructions is important and should be read over prior to writing your article, critical instructions have been called out for you using the following icon:



## Your Contract

Your contributor contract should have been provided to you via AdobeSign, a secure contracting service. If you have not received a contract, please contact your OUP editor immediately, and include the names and email addresses of all coauthors in this correspondence. Please be sure to sign your contract **prior to beginning work on your article**. We will be unable to accept your submission if we have not received a signed contract.

## Authorship

OUP expects all published articles to contain clear and accurate attribution of authorship. It is the responsibility of the author to ensure that all authors that contributed to the work are fairly acknowledged and that the published author list accurately reflects individual contributions.

**Note:** Neither symbolic figures such as Camille Noûs nor natural language processing tools driven by artificial intelligence (AI) such as ChatGPT qualify as authors, and OUP will screen for them in author lists. The use of AI (for example, to help generate content, write code, or analyze data) must be disclosed both in cover letters to editors and in the Methods or Acknowledgements section of manuscripts.

For more information, please consult OUP's [authorship guidelines](#).

## Manuscript Submission Checklist

- Before submitting your final manuscript, please be sure that:
  - You have digitally signed your contract.
  - You are submitting the final version of your article in Word format.
  - All special characters, accents, and symbols are as they should appear in the published article. If your article includes non-standard characters and symbols, use Unicode fonts and provide a PDF of your article in addition to the Word version.
  - The article title is listed at the top of your document and is exactly as it appears in your contract. If your article title has changed, please notify your OUP editor at the time of submission.
  - You provided your full name and affiliation as you want them to appear on the published article, along with the names of any approved coauthors and their affiliations.

- You have provided an [article summary and keywords](#), and, if appropriate, a list of abbreviations.
- Headings and subheadings are concise and consistently formatted.
- All notes and references are complete and consistently formatted (see the [Notes, References, and Bibliography](#) section in these guidelines). Your reference list should contain an exact, complete reference for each citation in the text.
- All permissions to reproduce images, tables, and text have been secured and paid for and confirmed with your OUP editor via email.
- You have provided all final versions of images and tables with a complete and accurate caption list, as per [requirements](#) detailed in these guidelines.

## Writing Your Article

Your article should be written for scholars and university-level readers, including advanced undergraduates, graduate students, and researchers within your field and adjacent fields. Your article should provide a synthetic summary of key topics and their development over time, and include key contributions and contributors, debates, controversies, and possible directions for future research. Your article can reflect your perspective, but please also consider the diversity of perspectives that have contributed to the field you are writing about. Avoid format-specific terminology such as “the next page” or directional language such as “see above.”

**New content.** Oxford Research Encyclopedias only publish new, previously unpublished articles. Avoid reproducing text or commentary—even your own—which has already appeared or been published elsewhere.

**Think long-term.** Do not engage with anything that is obviously ephemeral and will cause your article to go out of date very quickly. Avoid using language that locks your piece into a particular timeframe, such as phrases like “in light of recent events,” or “in the last decade.” Instead use language like, “in the early 2000’s.” Think about the longevity of your article; don’t overemphasize events or developments just because they are current.

**Length and scope.** Follow word-count and scope guidelines as set forth in your contract. Do not devote more than a sentence or two to topics you are unable to discuss. Limit the use of jargon and abbreviations and define uncommon technical terms.

**Your reader.** Assume that the reader is knowledgeable in the field and its discourse and terminology. Though it is always a good idea to avoid jargon, you can and should engage with the terms and ideas in circulation in the area.

**Title.** Your article title is listed on your contract. If you would like to suggest a new one, please confer with your OUP editor. We expect the Editor in Chief and OUP editors to make the final decision on article titles but if you choose to propose a new title, please keep the following in mind:

- ❑ Use no more than 40 characters (including spaces)
- ❑ Do not use subtitles
- ❑ Concisely describe the content of your article
- ❑ Avoid hypothetical or rhetorical questions
- ❑ Google values the beginning of titles more than the end, so keep substantive search terms at the beginning of your title (good: “Che Guevara in Bolivia”; less good: “Building Upon Che Guevara’s Bolivia”)
- ❑ Be as specific as possible while accurately describing your article—broad terms are not the best for discoverability (for example, a search for “anthropology and genocide” in Google returns an OUP article titled “Anthropology and Genocide” on the first page of results; however, if the same OUP article were titled just “Genocide” it is unlikely to be discovered, as “Genocide” is too general a title)
- ❑ If your article focuses on a specific geographic location, please be sure to indicate this in your title

## Images, Audio, Video, and Other Visual Components

We encourage the inclusion of audio and visual material. Multi-media material should support the content of your article and should be referenced in the article text. Authors are responsible for securing and paying for permission to use copyrighted multi-media material. Secure non-exclusive worldwide rights to reproduce the material in electronic and print form, in all editions of the work present and future, and in all languages. Send proof of cleared permissions to OUP with article submission.

If permissions are cleared, multi-media will be embedded in the article at publication. You may also link out to relevant visual or otherwise non-textual materials. Please only link to public-domain materials on stable, reputable websites.

We strongly urge you to request permissions as soon as you know multi-media materials you will include in the article, even before you start writing. Securing permissions can take months, and the article due date will not be extended because of missing permissions, as it is difficult to guarantee whether and when they might be granted. If a copyright holder refuses to grant all the rights requested by OUP, then we will not be able to include the material in your article. Your article cannot be approved for publication if there are unresolved permission issues, meaning you might be asked to remove the material and revise accordingly. Crediting the source of copyrighted materials is not an acceptable substitute for securing written permission to reprint previously published materials.

A [template form](#) for requesting permissions is provided at the end of this document. However, most publishers’ websites provide details about requesting permissions, such as contact information and specific forms to complete.

## Requirements for Multi-Media and Other Visual Components

- Provide each component as an individual file; do not merge multiple images into a single file; do not embed images in your manuscript
- Indicate the placement of non-textual components within the body of the article with a note in brackets and bold font: **[insert Smith-Fig 3 here]**
- Provide image titles, captions, and credit lines for each individual piece of media at the end of your article. Captions should be concise and followed by a complete credit line. Please use the following format:
  - o **Figure 1:** A Roman copy (1st century BCE) of a Greek bronze of Alexander the Great. The distinctive hairstyle immediately marks him as Alexander, despite the Roman cuirass.  
*Source:* Alexander the Great. The National Archaeological Museum, Naples. Alinari © Alinari Archives, Florence.
- Reference each piece of media within the text, by referring to it parenthetically after a relevant statement. For example:
  - o “Statues dating as early as 1<sup>st</sup> century BCE portray Alexander the Great with his distinctive hairstyle (figure 1).”
- Tables should be Word or Excel files, named with author name and table number (numbered independently from images) e.g., “Smith-Table 1.” Please avoid embedding tables in your manuscript.
- Images must be at least 1,280 pixels on the longest side
- Acceptable image-file formats: .JPG, .PNG, .GIF (unanimated only)
- Audio files must be in MP3 format
- Video files must be in MP4 format; we cannot embed videos from any 3<sup>rd</sup>-party sites
- Submit all non-textual materials with your article through ScholarOne (see “[Submitting Your Article](#),” below). Digital files should be named with author name and image numbers (e.g., “Smith-Fig 8” for the eighth image in your article, “Smith-table 2” for the second table in your article). If you have difficulty submitting your non-textual materials through ScholarOne, please contact your OUP editor.

## Text Permissions

- ORE articles are meant to be original content that has not been previously published. However, if you must use portions of text from other sources, here are our guidelines:
  - Your contributor agreement calls for you to secure and pay for permissions for any materials in the article which may be under copyright—this includes reproduced text; it’s worth reviewing the fair-use guidelines available through the U.S. Copyright Office’s website (<http://www.copyright.gov/fls/fl102.html>)
  - Avoid long quotations from works protected by copyright
  - Quoting your own previously published material verbatim may also require written permission to reprint

- Permissions must include non-exclusive worldwide rights to reproduce the material in electronic and print form, in all editions of the work present and future, and in all languages.
- Send proof of cleared permissions to OUP with article submission

## ! Article Summary and Keywords

- You may be asked to supply an article summary prior to submitting your completed article. This summary may be published on the website ahead of the full article. If you would like to revise your initial article summary, you may submit a revised summary when you submit your completed article. Please provide the final summary and article keywords at the beginning of your full article.

### Article Summary

The article summary should be a brief synopsis of the article, no more than a paragraph or two. Rather than a traditional abstract which may use directional language (“in this article”), the summary should be able to stand on its own as a useful piece of content without reference to a larger article. It will include the basic facts without the interpretive or synthetic gloss that the full article will have. **Consider that the first few lines of the summary may be used for the snippets in Google search results and should thus introduce the topic clearly and concisely.** Please note that article summaries should not contain citations, footnotes, or non-textual components.

### Keywords

Please suggest 5–10 keywords that can be used for describing the content of the article and will ensure your article is searchable and discoverable online. Keywords are equivalent to terms in an index in a printed work. Keywords should meet the following criteria:

- Keywords longer than a single word may be used only where specialist terms are recognized and necessary; otherwise, do not exceed three words. The following exceptions apply:
  - o Where the keyword is a work title
  - o Where the keyword is the name of an organization or official body
  - o Where the keyword is the name of a legal instrument (a law, treaty, regulation, etc.)
- Keywords should not be too general to be useful
- Each keyword would ideally appear in the accompanying article summary
- Keywords may be drawn from the article title
- If your article focuses on a specific geographic location, please be sure to include this in your keywords

### Sample Summaries and Keywords

#### [Digital Literacies in Early Childhood](#)

##### Summary

The study of digital literacies in early childhood (0–8 years) is an emergent and fast-growing area of scholarship. Young children’s communicative practices are today more complex and diverse in scope than ever before, encompassing both “traditional” reading and writing and a growing range of “new” communicative competencies across multiple digital media contexts. Scholars are increasingly interested in children’s literacy practices outside traditional print-based texts, and the theory of multimodality helps them to understand children’s communicative practices in relation to a range of modes, including those present in digital technology. At the same time, the boundaries between what constitutes “digital” and “traditional” literacies are themselves blurred. Multiple academic disciplines have contributed to our understanding of children’s digital literacy practices. Numerous definitions for digital literacy or literacies exist, and scholars have proposed a range of theoretical approaches to the topic. Bill Green’s “3D model” of literacy provides a useful starting point for understanding the different dimensions of children’s digital literacy: operational, cultural, and critical.

It is acknowledged that children’s digital literacy practices are specific to particular social and cultural contexts. In particular, scholars have identified important differences between accepted literacy practices in schools and early years’ settings (“school literacies”) and children’s literacy practices in a socioculturally diverse range of home settings (“home literacies”). A growing field of research is explicitly concerned with the unique skills developed at home, as children learn to produce and interpret a range of “new” digital and multimodal texts. At the same time, numerous scholars have suggested that there is still a general lack of progress with regard to early years’ practitioners’ use of technology in the curriculum. Gaps and absences in knowledge still exist, and it will be important for scholars over the coming years to continue research into young children’s digital literacy practices, both in homes and communities and across early years’ settings.

**Keywords** digital literacies, early childhood, home literacies, school literacies, multimodality, digital media, 3D model, communication, digital technology

## Notes, References, and Bibliography

All ORE content utilizes either APA or Chicago manual of style—before beginning to write, please see the module specific supplement at the end of this document to confirm which style your article should use.

During copyediting, your references will be edited for style but will not be fact-checked, so please pay special attention to the accuracy of your references. Please also ensure that all references are full, complete, and consistently formatted. Do not use *ibid.*, *id.*, *op. cit.*, or other such reference abbreviations. Do not use a long dash to replace a repeated author name in a bibliography or reference list. Give page ranges in full (651–652, not 651–52).

Please only reference unpublished textual material if it is forthcoming in some published form. If the material you are referencing has a DOI (digital object identifier), be sure to include the DOI in your citation. The reference list should contain all works directly cited in



your article and should not contain any works that you have not cited. If you find that some core works are not referenced in your article, you may provide additional references under the heading "Further Reading" immediately preceding the reference list.

## Example citations

### Author-date Citations with a Reference List - APA

#### (text)

The importance of knowledge as a crucial asset for firm performance has been of growing interest to organizational scholars over the last two decades (for example, Cook and Brown, 1999; Grant, 1996; Kogut and Zander, 1992; Nonaka and Takeuchi, 1995; Orlikowski, 2002; Spender, 1996). Whilst Nag et al. (2007) accepted that both institutional and organizational structures can retain knowledge, a significant portion of this knowledge is also contained in the cognition of the firm's constituent employees and other stakeholders; that is, within its human capital (Scott, 1995a, 1995b; Tsoukas, 1996).

#### References

Cook, S. D. N., and Brown, J. S. (1999). "Bridging Epistemologies: The Generative Dance between Organizational Knowledge and Organizational Knowing." *Organization Science* 10(4): 381–400.

Kogut, B., and Zander, U. (1992). "Knowledge of the Firm, Combinative Capabilities, and the Replication of Technology." *Organization Science* 3(3): 383–397.

Nag, R., Corley, K. G., and Gioia, D. A. (2007). "The Intersection of Organizational Identity, Knowledge, and Practice: Attempting Strategic Change via Knowledge Grafting." *Academy of Management Journal* 50(4): 821–847.

Nonaka, I., and Takeuchi, H. (1995). *The Knowledge-Creating Company* (New York: Oxford University Press).

Orlikowski, W. J. (2002). "Knowing in Practice: Enacting a Collective Capability in Distributed Organizing." *Organization Science* 13(3): 249–273.

Scott, W. R. (1995a). *Organizations and Institutions* (Thousand Oaks, Calif.: Sage).

Scott, W. R. (1995b). "Organizational Knowledge." *Organization Science* 6(5): 300–307.

Spender, J.-C. (1994). "Organizational Knowledge, Collective Practice and Penrose Rents." *International Business Review* 3(4): 353–367.

Tsoukas, H. (1996). "The Firm as a Distributed Knowledge System: A Constructionist Approach." *Strategic Management Journal* 17(Winter special issue): 11–25.  
Coast Region of British Columbia" (PhD diss., University of British Columbia, 2014), 250–251.

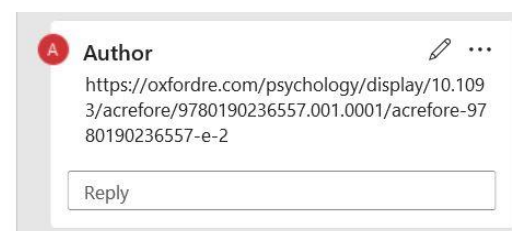
## Cross-references and Related Articles

### Cross-references and External References

Cross-references refer to in-text links to other articles, to other headings in your article, or to specific headings in other articles. You may provide cross references to other articles in the [ORE](#) in which your article will appear. Please provide cross-references in one of the following formats:

- Format 1 (hyperlink): "In many workplaces, there are tensions [between older and younger employees.](#)"
- Format 2 (using "comment" feature in Microsoft Word):

"In many workplaces, there are tensions between older and younger employees."



You are not required to create or suggest cross-references but they greatly improve the research journey and usefulness of your content. Cross-references must target a specific point in the text. Avoid using locators such as "see above," "see below," "infra," "supra," or "see p. XX." Cross-references and external references are subject to editorial approval or additions.

### Related Articles

Related articles are articles that are thematically related to your subject matter. You may suggest related articles published within the specific ORE in which your article will appear. Related articles will appear at the end of the article, accessible by scrolling or through a link on the sidebar. Please list your related-article suggestions at the top of your manuscript; suggestions are subject to editorial approval or additions.

## Style, Spelling, and Format

### Style and Spelling

Please refer to the module-specific supplement at the end of this document for information on how citations will be styled. Spelling should follow the *New Oxford American Dictionary*.

### Headings

Headings and subheadings should be concise, consistently formatted, and clearly identifiable. This means all first-level headings should be formatted the same way, all second-level headings should be formatted the same way and differently from first-level headings, and so on. Use no more than three levels of headings. Think of headings as

keywords for an online search. Headings must not include cross-references or cues to tables, figures, or notes.

### **Format**

We prefer your manuscript be double-spaced, typed in Times New Roman 12-point font. Please keep formatting such as bold, underlining, manual section and page breaks, to a minimum. Also, please turn off the automatic hyphenation function. Assign your article a file name with author name first followed by article title.

### **Submitting Your Article**

Review the [manuscript submission checklist](#) at the beginning of this document. To submit your article, please log in to the ORE ScholarOne site via the URL and log-in credentials provided to you by your OUP editor. If you are unsure of your credentials, your OUP editor can provide you a password reset link. Once you are logged in, the Main Menu will be displayed. Please click on the Contributor Center, where you will find your article title listed under "Invited Articles." Click on the "Continue Submission" button to begin article submission. ScholarOne will guide you through the submission process; if you have difficulties, contact your OUP editor.

### **The Review Process**

After submittal, your OUP editor will review your manuscript against the parameters outlined in your contract. Barring the need for revision at this stage, your article will be submitted to peer review and then to editorial board review, the results of which will be returned to you for response and potential revision. Once the reviews have been satisfactorily addressed, your article will be submitted to the Editor in Chief for final approval for publication.

### **Copyediting**

OUP will send your manuscript to a professional copy editor who is a member of the OUP copyediting pool. Your copy editor will edit for style, consistency, spelling, punctuation, and grammar, but will not fact check or edit for content. If you have special concerns about diacritics, technical symbols, or any other area you would like the copy editor to be aware of, please provide a memo to that effect when you submit your manuscript. Your copyedited manuscript will be sent to you for review of the copyeditor's work in an online proofing system. You will be asked to review and respond in full to any and all queries from the copyeditor or our production team. **This is your last opportunity to make changes to your manuscript before online publication.** You will then return the manuscript through the online proofing tool, and production will continue.

### **Updating Your Article**

We encourage you to submit revisions to your article OUP editor after it publishes. There are two levels of revision to consider: corrections and updates.

### Corrections

Submitted corrections will appear at the next available monthly website update with no change to the article's online publication date or any other bibliographic data.

### Updates

Updates include, but are in no way limited to, adding coverage of a new argument, adding a discussion around recent developments in the field, updating the article's bibliography, or even substantively rewriting large portions of the article. The original publication of your work is a permanent record of research, held to the same standard of print publications that live on the shelf, often in perpetuity. If a researcher cites your article in their work, they expect that reference to remain consistent and relevant. Therefore, all previous versions of an updated article will remain accessible on the ORE website (linked to from the most recent version of the article). The most recent version of your article will be the default version in search results. Updated articles have new online publication dates and updated bibliographic data.

If OUP, the Editor in Chief, or the editorial board considers an update to the material to be necessary, OUP may commission a new article to address the change in the field. This could include approaching the author of the original contribution, or a new contributor.

## ! ORE Education Instructions

---

### Citation Style

Please follow the *American Psychological Association (APA) 7<sup>th</sup>* edition, and use author-date citations with a corresponding reference list. Example reference formatting can be found in the complete author instructions.

### Oxford Research Encyclopedia of Education Special Instructions

**Use of first-person.** Due to the nature of the topic, we do allow authors to use first-person language in Education articles. The use should still be limited to an as needed basis.

### Editorial Contacts

For all questions about the scope of the ORE or of your topic; article structure and what to cover; the status of your contract or article; production, copyediting, and publication; and payment, please contact the Oxford Research Encyclopedia of Education editorial team at:

Education.ORE@oup.com

## Media Permission Request Form

To \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

To Whom It May Concern:

I am writing to request non-exclusive world rights to reproduce in my article and in its future editions, in all languages and formats, including electronic, the following material:

Author/Artist: \_\_\_\_\_

Title(s) of Work(s): \_\_\_\_\_

Publication date (if applicable): \_\_\_\_\_ Page/Figure/Table No. (if applicable): \_\_\_\_\_

The material is to appear in the following article in the Oxford Research Encyclopedia published by Oxford University Press:

Title: \_\_\_\_\_

Editor: \_\_\_\_\_ Estimated publication date: \_\_\_\_\_

If applicable, please provide a high-resolution electronic file of the figure(s) for reproduction.

Oxford University Press is a not-for-profit university press and so I would be grateful if you would consider granting this use gratis or for a reduced fee.

Please indicate agreement by signing and returning this letter. By signing, you warrant that you are the sole owner of the rights granted and that your material does not infringe on the copyright or other rights of anyone. If you do not control these rights, I would be grateful if you let me know to whom I should apply.

Thank you for your consideration.

Sincerely,

\_\_\_\_\_  
 (Signature)

\_\_\_\_\_  
 (Printed name)

---

**Permission is granted for the use of the material as stipulated**

\_\_\_\_\_  
 (Signature and Date)

\_\_\_\_\_  
 (Printed Name)

\_\_\_\_\_  
 (Credit line of copyright notice to print)