

CONVERGENCE SUBMISSION GUIDELINES

Articles are accepted in English, French and Spanish.

General Directions

CONVERGENCE is a biannual journal published in open access by the UNESCO Chair in Global Adult Education, Faculty of Education, in collaboration with the International Council for Adult Education, aimed at an international readership.

Because of our international distribution, we attempt to select articles of interest to a broad audience of practitioners, field-workers, planners, trainers, teachers, researchers and administrators.

In addressing issues, practices and developments in adult education, *CONVERGENCE* provides a forum for a discussion and exchange of experiences and ideas. Articles are accepted in English, French and Spanish.

Points to Remember

- We prefer to receive a letter of enquiry describing the content of the proposed article, its treatment and why you believe it is suitable for *CONVERGENCE*. Our experience has been that those who read the journal regularly are more likely to have a good sense of an appropriate article. The enquiry letter also helps us to judge if a similar subject or the same region has appeared in a recent issue – we attempt to maintain a balance among subject matter and regions of the world.
- An article may be about a particular country, programme or activity, but the interpretation, description and analysis should be of interest and generally applicable to the work of colleagues in other countries. Papers written for another purpose (e.g., a local audience, a course of study, part of a thesis) are usually unsuitable.
- Put yourself in the position of a colleague in another part of the world and ask: Does this article include what I would wish to know about another country or programme? Is the context clear? Have unfamiliar abbreviations, references or concepts been used?
- Heavily statistical research reports are not accepted. Interpret data, results and conclusions in terms of practical application and lessons learned.
- Since *CONVERGENCE* is open access, no payment is made to authors of articles or book reviews. Reviewers may keep the book that they review.

Style and Presentation

CONVERGENCE follows The Chicago Manual of Style (latest editions) for formatting references and notes; consult the most recent issue if you do not have access to this manual.

Writing should be informal, without jargon or convoluted sentences.

Keep footnotes and references to a minimum. Tables and graphs are considered only when they depict essential information that cannot be described adequately in the text. US and UK spelling accepted for texts in English. . Numbers ten and under are spelt out; 11 and over use numerals.

Review Process and Response from the Editor: Articles are sent out to international reviewers; please expect a delay of three to six months for a response. Requirements Submission: Authors with access to PC computers and word processing software are asked to submit floppy disks of their work. Authors may also transmit their articles in ASCII format via e-mail attachment. Length: Feature articles should be no longer than 5000 words; information reports, up to 800 words; book reviews, 600–1000 words. Abstract: Upon acceptance, an abstract of 150–200 words is requested for translation into other languages. It should summarise clearly the points of the article. Book reviews do not require an abstract. Author's information: Include the title, position, place of work and a background explaining your affiliation with the subject or country you are writing about. Include your address, fax and telephone numbers and e-mail address. For more information, contact: *CONVERGENCE* Editor, Dr. Peter Mayo, Professor, Department of Arts, Open Communities & Adult Education, Faculty of Education, University of Malta, Msida MSD2080, Malta. (prefix 356) 99845476, peter.mayo@um.edu.mt

CONVERGENCE BOOK REVIEW GUIDELINES

General Directions

Book reviews are an important source of information for adult educators in that they provide a valuable synopsis and summary of important recent texts in the field. The timeline for completion of a review will be negotiated between the book review editor and the reviewer. While most book reviews are solicited by the editor, *CONVERGENCE* does accept unsolicited book reviews. The editor reserves the right to reject reviews. Book reviews must provide a concise summary of the contents of the book and must address whether or not the book is a valuable contribution to the field. As such, reviews should evaluate the usefulness of the book as well as make mention of who would find the book useful. Reviews should be written in a manner that is accessible to a general readership rather than to an academic audience.

Style

Footnotes and references must be kept to a minimum. For writing in English, *CONVERGENCE* accepts UK and US spellings. Numbers ten and under are spelt out; 11 and over use numerals. Include the title, author, place of publication, publisher and number of pages with your review.

Requirements

Length: Reviews should not be longer than 600–1000 words (about two to four pages).

Submission: Emailed submission is preferred (maria.brown@um.edu.mt), however, one copy may be mailed if email is not possible. The review should be typed double-spaced. MS Word format is preferred.

Author's Information: Include your institutional affiliation and its national location with the review. Also include your address, fax and telephone numbers, and your email address (if one is available).

For more information, contact: **CONVERGENCE Book Review Editor**, Dr. Maria Brown, Department of Arts, Open Communities & Adult Education, Faculty of Education, University of Malta, Msida MSD 2080, Mata E Mail: maria.brown@um.edu.mt