



Bloomsbury Encyclopedia of Social Justice in Education

GUIDELINES FOR CONTRIBUTORS

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Thank you for contributing to this exciting project. We appreciate the opportunity to work with you. Please read these guidelines carefully and refer to them while writing your essay. Any questions you may have about the style, composition or subject matter of your entry should be referred to your corresponding Volume Editor.

ABOUT THE PROJECT

Written by scholars from around the world, The Bloomsbury Encyclopedia of Social Justice in Education provides the first comprehensive and authoritative mapping of this dynamic field. With 1000 entries presented across ten volumes, this is the first reference work that historicizes, analyzes, and offers expansive resources on the theory and practice of social justice in education. The ten volumes cover:

1. Race and Ethnicity
2. Political and Social Movements
3. Research Methods
4. Teaching and Teacher Education
5. Early Childhood/s and Childhood Studies
6. Language, Literacy, Youth and Culture
7. Gender and Sexuality
8. Bodies and Abilities
9. Restorative Justice
10. Global Education

While acknowledging the importance and prevalence of the term 'social justice' the editors and contributors will also trouble the term and work towards a broader notions of justice and equity as guiding principles. The encyclopedia will serve as a vital reference tool for new and established researchers, educators and students for years to come.

The *Bloomsbury Encyclopedia of Social Justice in Education* will be essential to academic libraries throughout the world—especially institutions with schools of education, law schools, and programs in disciplines such as sociology, political science, criminal justice, and others. The volumes would be assigned as reading to students and researchers who are interested in social justice. There will be a significant audience in teacher education programs globally which are grappling with how to train pre-service teachers to be culturally responsive.

STYLE GUIDELINES

GENERAL

- An encyclopedia should have an objective tone as it will serve as a reliable, impartial, and authoritative source. Contributors are invited to include their own views but should avoid hyperbole and unsupported statements.
- The first paragraph/section of an entry should always adequately introduce the topic for a reader coming to it for the first time. Then, the core of the entry should provide an overview of the topic (not detailed primary research). The final section should actively summarise and conclude.
- Case/research material should be used to illustrate an argument but not form the substantial part of an entry.
- Entries must be written in the third person.
- Bear in mind that readers will come from a diverse range of disciplines and levels. Aim to be as accessible as possible and not to assume any specialist knowledge on the part of your reader.

LENGTH

- The length of each entry will be 3000 words.
- It is crucial that each contributor keep to the word length. The editors reserve the right to edit/revise entries. submitted 5% longer or shorter than specified.

SUB-HEADINGS / REFERENCES

- Please use 3-10 subheading in your entry
- Place 2-10 key references at the end of your entry. All references will be integrated into the volume's bibliography.
- Please include 3-6 keywords at the beginning of your entry.
- Do not include any footnotes/endnotes with your entry.

DRAFT ENRTY

Each Entry must include:

1. Title of entry (this must be the same title printed in your contract)
2. Keywords (3-6)
3. Entry text
4. Key references (2-10)
5. Images/figures are allowed but must have any permissions cleared and, in the case of images, must be high resolution (300dpi or more). There is a small permissions budget of £1000 per volume.
6. At the end of your entry, please type your name and affiliation exactly as you wish to see it in print. Follow this example: Maria SMITH, Department of Education, Oxford University, UK.

FURTHER NOTES ON STYLE

Language	All entries must be submitted in English. Use gender-neutral language: person or individual, not man; people, humankind, not mankind
Spelling	Use American spelling if possible: “jewelry” not “jewellery”; “color” not “colour.” English spellings will be converted to American by the Publisher.
Punctuation	Use a serial comma: “We will discuss apprentices, peasants, and guild members.” Place periods and commas within quotes. Place colons and semicolons outside quotes. Begin a complete sentence after a colon with a capital letter. Use “s” for possessives even when the singular word ends with an “s” (e.g., Ines’s).
Italics	Italicise titles of artworks, films, books, plays, etc.
Quotations	Always cite the source with any quotation. Use the exact spelling and punctuation of the original quotation. Avoid long quotations wherever possible. If a quotation is 100+ words it should be indented, not have quotation marks, and the source should be on a line below the quote. If you insert your own words into a quote enclose these in square brackets.
Numbers	Spell out all numbers that can be written in 1-2 words - such as eighty-five or four hundred – and all fractions, such as two-thirds or three-fourths. With percentages, use numerals for the amounts and spell out the word “percent”.
Non-English Terminology	If the entry contains any non-English terms, set the term in italics the first time it appears and set the English translation in brackets immediately after. After this, the term can be treated as any other.
Non-English Transliteration	In the instance of a non-literal translation, set the word/phrase in italics followed by the approximate translation in quotation marks.
Abbreviated and acronyms	Any abbreviation or acronym should be written out in full on its first appearance with the abbreviation or acronym in brackets. EG: American Historical Association (AHA).
Time	Use BCE and CE, not BC and AD. Hyphens: twentieth-century (as adjective) but twentieth century (as noun); mid-twentieth-century (adjective) but mid-twentieth century (noun). Avoid phrases that tie the text too closely into the time of writing such as “recently”, “up-to-date”, “latest”.
Identifying people/ places	Most readers of your entry will not be specialists in your field. If your entry mentions a person/place not internationally-known, always provide some context to help the reader locate the person/place. E.g.: “...in Brno, Czech Republic, where...” or “David Raymond, 1990s collector of surrealist photography, who...”

REFERENCES

(If in doubt, follow The Chicago Manual of Style, 16th edition / online.)

- These should appear in a single list at the end of your entry and will be collated into the volume’s bibliography.
- If references in languages other than English are used, provide an English translation in brackets after.
- Always specify an edition for any work if more than one exists; use standard editions of classic works rather than the most recent.
- List items in alphabetical order of author surname; arrange books and entries by a single author in date order; for second and subsequent works by the same author, unless there are multiple authors, repeat the author's full name; next, list books co-authored by the primary author by the surname of the second author.
- See examples below (which also demonstrate what should be in italics)

Books	Authored	Hansen, Karen Tranberg. <i>Salaula: The World of Secondhand Clothing and Zambia</i> . Chicago: University of Chicago Press, 2000.
	Co-authored	Warwick, Alexandra and Dani Cavallaro. <i>Fashioning the Frame: Boundaries, Dress and the Body</i> . Oxford: Berg, 1998.
	Edited	Eicher, Joanne B., Ed. <i>Dress and Ethnicity: Change Across Space and Time</i> . Oxford: Berg, 1995.
Articles	In Books	Baldaia, Suzanne, “Space Age Fashion.” In <i>Twentieth-Century Fashion</i> . Eds. Linda Welters and Patricia A. Cunningham. Oxford: Berg, 2005, pp. 169-190.

	In Journals	Root, Regina. "Tailoring the Nation: Fashion Writing in Nineteenth Century Argentina," <i>Fashion Theory</i> , 4.1 (2000): 89-118 [Note that issue number or season should be included in addition to the volume number and year.]
Internet sites		Julia Kane. "Margery Kempe." http://www.kings.edu/womens_history/margerykempe.html (December 2001) [Note that it is best to list only well-established or institutional websites.]

CROSS REFERENCING

Where relevant, the Encyclopedia can include cross references between entries. If your entry mentions other themes which you think could be useful cross-references within your entry, please flag these up with your corresponding Volume Editor who will cross-check the overall Encyclopedia contents list and validate your cross-reference.

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Bloomsbury uses an online content management system to manage large-scale projects such as the Bloomsbury Encyclopedia of Social Justice in Education. The BCM allows us to manage the contracting and delivery of articles from a large number of contributors in a simple, automated way.

Like an online journal submission system, the BCM works via automated emails that will prompt you to deliver content (such as your signed contributor contract, or your finished entry) either through the system itself or to the Bloomsbury contact person. You will be set up with an individual account ("profile") that you use to simply log in to the system, following clear instructions, to begin the process of contributing to the Encyclopedia.

Ultimately, once your entry is delivered via the BCM, it will then be passed automatically through the workflow to your corresponding Volume Editor, via automated prompts, to be reviewed and either passed on to the Editor-in-Chief or passed back to you for edits.

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DEADLINES AND SUBMISSION OF ENTRIES

Please deliver the following in a single document:

- Keywords and text of your entry, in a clear and editable format.
- Your byline and affiliation
- References

Please double-check all names, place names, dates, and other basic information in the text and bibliographic entries before submission to your Editor.

It is vital that you meet the deadline specified in your contract. If circumstances change after you sign the contract and you cannot meet the deadline, please contact your corresponding Volume Editor, cc'ing your Bloomsbury contact.

Once you have uploaded your entry onto the BCM your entry will be forwarded to the corresponding Volume Editor for review. Should there be any requests for revision, you will be contacted via the BCM. Your entry will subsequently be sent to Bloomsbury's production team for copyediting and subsequent pre-press production.

WHO TO CONTACT IF YOU HAVE ANY QUERIES

- Queries about the content of your entry should be addressed directly to your corresponding Volume Editor.
- Your primary point of contact at Bloomsbury is:
David Moore - david.moore@bloomsbury.com

Please address any questions about process, documentation, or other practical matters directly to David Moore. David will also be in regular contact with your corresponding Volume Editor, and also the Encyclopedia's Editor-in-Chief.

We look forward to working with you on this exciting and ambitious project.

