Articles are subject to the process of anonymous refereeing by up to three referees. The refereeing procedure usually takes 1-2 months.

Articles (in word PC 6 or higher) should be emailed to ShOP: shop@sheffield.ac.uk
Name(s) of the authors should appear at the top of the article. For refereeing purposes the author(s) should not be identified elsewhere within the text.

Shorter pieces will be edited and there will be no consultation with the author. All longer pieces are subject to changes by the editorial team but here the final say is with the author.

Each article should be accompanied by an abstract of 100-150 words along with a brief biography and an indication of whether or not they wish their email address to be published with the article.

Articles should not exceed 7000 words and should be typed in 12 point Arial following these guidelines: Title = Bold, 14 point. Author = bold, 12 point. Body text = regular, 12 point, single spaced. Headings (first level) = bold, 12 point. Headings (second level) = regular, italic, 12 point.

References may be indicated within the text thus: Smith (1993:12) has argued... or… It has been argued (Smith, 1993; Jones, 1996)

Hyperlinks, tables, illustrations and graphs should be included within the body of the text.

References should be listed at the end of the paper thus:

• If no author name is given then anon should be used instead: Anon (1998) Schemes to boost dental care. Guardian, Monday May 18 1998, p.8.
• Published conference proceedings with author or editor(s): Banks, S. et al (1998) Networked Lifelong Learning: innovative approaches to education and training through the Internet: Proceedings of the 1998 International Conference held at the University of Sheffield. Sheffield, University of Sheffield.
• Paper from published conference proceedings with author or editor(s): Proctor, P. (1998) The tutorial: combining asynchronous and synchronous learning. In: Banks, S. et al. Networked Lifelong Learning: innovative approaches to education and training through the Internet: Proceedings of the 1998 International Conference held at the University of Sheffield. Sheffield, University of Sheffield. p.3.1 - 3.7. If no author or editor is given on the title page the name of the conference is cited first either in italics or underlined.
• Please check http://www.shef.ac.uk/library/libdocs/hsl-dvc2.html for help about referencing electronic sources of information.

Notes and references should be separate, notes appearing at the end of the article following references.