CPA *Explorations*

guidelines for submission and for when your submission is accepted.

Invitation to contribute
The editors are keen to actively invite all kinds of people to contribute and encourage and support contributions from all over the world.

Acceptance
The editors will jointly make a decision whether a contribution will be accepted. In principle contributors will receive a response stating the reasons why the journal accepts or sometimes rejects a contribution.

Adjusting a contribution
The editors can suggest changes to a contribution and request a contributor to make adjustments or (partly) rewrite a contribution, including to reduce the word count to fit with other contributions.

Timeline
It is expected of contributors to understand and accept the timeline the journal follows in order to be able to have a contribution published in the issue it was meant for. That means that the editors will let you know when a contribution must be received or by what timeline it should be adjusted or changed in line with the editor's request.

Photographs/illustrations
If you are providing images for the journal (which is highly encouraged), please be aware that poor quality/low resolution images may not be usable. You should:
- always send the largest available file size (note that pictures taken on smartphones can be sent at different file sizes
- if you email a picture direct from an iPhone, for example, it will ask you what size to send, allowing you to pick the largest file size)
- never send pictures via WhatsApp or similar apps (they reduce the file size)
- avoid taking images from websites (they are likely to be low resolution for our purpose and copyright may be a problem) and
- send pictures separately, rather than embedding them in a Word document.
- if you have an illustration or logo, it may be an .eps or .ai file. Don't change this format, even if you can't 'open' it yourself.

Our designer can handle most picture formats, including jpgs or pngs and high-resolution pdf files as graphics.

References
Please make sure that you reference any works you mention in the house style described in the section below.
Your references should always include the full title (including the sub-title) and the names and initials of all the authors.

The year date you quote in your reference should be the year of first publication, *not* the year of the edition you are referencing – see **Reprints** below for an example of how to record this.

House style for references – format
- ***Don't*** use Word's automatic referencing system.
- **The house style for *Explorations* is to put footnotes on pages, rather than a list of references at the end of your text.**
- **When supplying your text put a number in the correct place and a numbered list at the end of the text, so that the designer can place the references on the most appropriate page of the journal. (This is because the page layout in the journal is likely to differ from the page layout in your submission).**

Harvard referencing style
The referencing style used in *Explorations* is based on the Harvard referencing system.
Only use a capital letter at the start of the book or article name (except where the name of an organisation is included). However, use upper & lower case for the names of journals.
Examples:
Jordet, G., Hartman, E. and Jelle Vuijk, P. (2016). Team history and choking under pressure in major soccer penalty shootouts. *British Journal of Psychology*, 103(2), 268-283.
Carroll, J. (2007a). *A handbook for deterring plagiarism in higher education.* Oxford: Oxford Centre for Staff and Learning Development, Oxford Brookes University.
Carroll, J. (2007b). Do national statistics about plagiarism tell you about your students? *LINK Newsletter on Academic Integrity.* The Hospitality, Sport and Leisure Subject Centre, 18, 3-9.

Reprints:
Author(s) of the book. (Year of original publication). Title of the book. Reprint, Place of publication: Publisher, Year of reprint.
Electronic journal article:
Yuill, C. (2016). The North Laine: a visual essay. *Sociological Research Online*, 17(1). [Online]. Available at: http://www.socresonline.org.uk/17/1/4.html [Accessed 12 April 2016].
Web article:
Gillett, A. (2016). *Writing a list of references* [Online]. Understanding English for Academic Purposes. Available at: http://www.uefap.com/ writing/writfram.htm [Accessed 12 Oct 2012].
Allowed abbreviations:
ch. chapter / no. number / ed. edition / Eds. editors / et al / p. / pp. / vol.