**Submission Guidelines**

The Boolean’s focus is to provide postgraduate students with an opportunity to communicate their work to a wide, non-expert, audience, and thereby develop the skills necessary to effectively communicate research in non-technical ways. Therefore, all submissions should be intelligible to a broad, general audience of readers. Your submission to the Boolean should be accessible to everybody, regardless of discipline or background. Further information on this can be found in *The Boolean’s* **Editorial Policy**. Support services which can teach authors the fundamentals of writing for wide audiences are provided by UCC’s ***Skills Centre****,* and other resources are available via ***The Boolean* website***.*

All manuscripts submitted to *The Boolean* must be submitted using *The Boolean* style sheet. Manuscripts should be divided into clearly defined sections with headings. For example, Introduction, Background, Methods, Results, Conclusions, **or any equivalent,**may capture some/all sections.

The first page of every manuscript should be a dedicated Title Page.  A Title Page is needed to present the research title, corresponding author, the research abstract, the declaration of interests, and keywords. On this Title Page, it must be clear who the corresponding author of the manuscript is by providing **one email address**. This email should be your UCC student email and should be the same as the one you used to sign up to the *journals.ucc.ie* submission platform.

Manuscripts should be no more than seven pages in length (**approximately** 2,500 words), inclusive of**everything** (main body, references, tables, figures etc...), except the title page. Figures should be appropriately sized to fit the content they convey, and can be placed near the relevant text, preferably below the relevant paragraph. Disproportionate figure sizing and poor pixelation will be met with a request for revisions.

As detailed in ***The Boolean* Style Sheet**, all manuscripts should be submitted using the font(s) Times New Roman, at size 12, and all manuscripts should have 1.5 spacing with justified text and line numbers. These line numbers are useful for the editing process and will be removed upon completion of the peer-review process. A mixing of fonts, text sizes, text spacing and positioning across individual manuscripts will result in a request for corrections.

Manuscript sections, and subsequent sub-sections, should have a heading. A clear and logical system of division should be established. Use these divisions for internal cross-referencing. For example, do not refer to ‘the text’, refer to the *Introduction*. This greatly enhances the readability and reviewability of manuscripts and mirrors contemporary academic journal requirements.

A concise “At A Glance” (i.e., abstract) is required with each submission (between 50-100 words, regardless of manuscript length). This “At A Glance” should briefly state the purpose of the research, the principal results, and major conclusions. Like an abstract, it may be presented separately from the article, so it must be able to stand alone. For this reason, citations should be avoided. Also, abbreviations which are inaccessible to non-experts should be avoided.

Immediately after the “At A Glance”, provide between 4-6 keywords, using either English or American spelling but not a mix of both. Authors should avoid the use of abbreviations in their Keywords. Each keyword should be separated clearly (i.e., by semi-colons). The Editorial Board urges authors to limit the size of each individual Keyword. These keywords will be used for indexing purposes, and subsequently must be concise.

If there are appendices included, they should be identified as A, B. For example, *Appendix A.*

Regarding formatting, ***The Boolean Style Sheet*** and the guidelines addressed in the **Editorial Policy**must be adhered to. Regarding structure, we ask authors to be cognisant of the written and argumentative flow of the piece, ensuring it is readable to wide, **non-expert** audiences and advances arguments logically, and respectfully.

Referencing is not required in manuscripts submitted to *The Boolean*. However, if present, a concise list of no more than **10 key sources which are foundational to the research** can be provided as it provides direction for future reading, should readers be interested. This type of referencing is non-technical in nature and serves to provide an overview of suggested future reading for those interested. If formal in-text citations are included, any style of referencing is allowed once it is consistent throughout the manuscript (and references are provided at the end). Where applicable, author(s) name(s), the source title, year of publication, or pagination should be present and the inclusion of DOI’s is highly encouraged. If the editors and reviewers feel that reference lists constitute a disproportionate amount of the article content, revisions will be requested.