



CELE Exchange – Authors' Guidelines

Title

Include the name of the country or countries concerned.

1st paragraph

Summarise the article in one or two sentences.

Style

Write for *CELE Exchange* readers: policy makers, architects and other practitioners, educators, and others interested in the physical infrastructure of schools and universities. Group information logically and place the main point of your paragraphs up front. Keeping in mind our international readership, define abbreviations and use clear, simple language.

Length

The article should not exceed 2 000 words.

Images

Provide a selection of images (*e.g.* photographs, tables, drawings, graphs) that illustrate the text, along with possible captions. Specify if images should be credited.

Contact details

Give your name, title, organisation, mailing address, e-mail address and website; these will be placed at the end of the article for readers wishing more information. Your name, organisation and country will appear in the byline.

Submission process

Submit your text and images to jill.gaston@oecd.org. If your article is accepted for publication, it will be edited and translated; the journal is produced in English and French. If relevant, provide the article in your mother tongue along with an abstract in English or French.

Conditions for acceptance

Acceptance is on the understanding that all rights in the article shall be vested in the Organisation. The authors confirm that all sources in the article are properly cited and that all necessary permissions have been obtained for use of previously published material in the article. Any republication of the article elsewhere shall be subject to written permission from the OECD and shall mention the title of the original OECD publication in which the article was initially published.

For more information, contact:

Jill Gaston
Centre for Effective Learning Environments
Organisation for Economic Co-operation and Development
2, rue André-Pascal
75775 Paris Cedex 16
France
Tel.: +331 45 24 94 62
E-mail: jill.gaston@oecd.org
www.oecd.org/edu/facilities/journal