



The Network of Correspondents

InfoNet Adult Education is an information agency directed in the first place at journals reporting on adult education. The main sources of information are editors of the respective journals who work as correspondents for the network, at the same time. In addition, there are further correspondents and the reports from the InfoNet office in Brussels. InfoNet has about 30 correspondents in Europe working for it.

Writing for Europe

To be comprehensible for a European audience, the texts should have the following characteristics:

- An unambiguous, clear topic
- Explanations of all abbreviations, names and institutions
- Straightforward, clear style, because otherwise there could be difficulties with respect to the translation
- Concentration on the essential topic, avoid sub-topics as far as possible
- Do not assume knowledge, but explain the background (if necessary in an additional box)
- Refrain from linguistic peculiarities, allusions, irony etc.
- Short sentences, a simple style of language
- Check key concepts on the basis of InfoNet terminology (database), paraphrase expert concepts typical for a particular language as far as possible or place a short explanation in brackets after the concept in question.

Structure of the texts

1. A meaningful **heading** that should contain the important key concepts and provide a pointer to the essential content of the article.

Example: EU presents a new programme for the furtherance of lifelong learning.

2. **Summary** (ca. 3 sentences) that illustrates the central message of the article by elaborating on the heading. *Example: The European Commission has announced a new programme "Lifelong learning". It encompasses a sub-programme named "Grundtvig", will run until 2013 and have at its disposal a budget of 650 million euros.*

3. The **main text** should be written in accordance with the classic criteria, i.e. the most important aspects should come first and it should be able to cut down at the end. The text should be no longer than 4400 characters in order to be suitable for publication.

This three-branched structure must be adhered to under all circumstances. Of particular importance hereby is the summary: it serves as a short version that could also be published in its own right and should excite the reader to continue to read the article. It appears for example on the first page of the InfoLetter, in the RSS-Newsfeed or on the opening page of the Homepage.

Contents

All correspondents have to make sure that their contributions can appeal to readers from other countries with regard to content, subject and style. Editors of journals will only choose such texts as they deem worthy of printing. The quality of contributions is thus of the highest priority. InfoNet is exclusively interested in reports that have a **bearing upon adult education** (non formal adult education) and which could be of interest for readers across the whole of Europe: This means that texts may only be submitted if they belong to one of the following categories:

Europe

Contributions which describe an issue in a European context or deal with activities / events, etc with a European dimension.

Examples:

- Projects, plans with (possible) consequences for the whole of Europe
- Processes within the EU-institutions
- Processes, examples, etc. which are typical for European integration, for Europe growing together
- System comparisons, overviews/ examples of different systems in Europe

Current Developments

Reports on topical adult education / national events which are of special significance and could be interesting / significant for other European countries, too (point of view: what could be interesting for readers from abroad?):

Examples:

- New, special methods
- Serious legal changes and tendencies in a country
- New projects: planning or results
- New tendencies in the academic discussion
- Conferences with particularly important outcomes
- Important research findings

Background

Reports which portray the main features of a country / field or provide general information on it, describing typical features and facilitating understanding of the country / field.

Examples:

- Background reports on the general development of adult education structures in a country
- Reports on an educational institution which is particularly typical of a country

These texts are primarily for the respective editorial offices (and their readers), but they can also be made available to universities, institutions and interested professionals on the basis of a subscription.

Each InfoLetter has its own topic that is laid down at a meeting of the correspondents. In the case of wide-reaching subjects the editorial staff makes suggestions regarding the structuring of the articles, and, suggests alternative for specific subjects - in case there should be, from a national point of view, nothing to report on a certain topic.

It is also possible to submit reports that do not concern the topic of the InfoLetter in question.

Types of Contributions and Delivery

The following types of contributions are possible:

European affairs (articles, news items, background reports, interviews, comments)

National affairs (articles, news items, background reports, interviews, comments)

Projects (articles, brief information)

Practice (articles, brief information)

Technical/Scientific information (information from the academic community, on projects, on practical examples): brief information / best practice reports / expert reports

Reports on publications: Summaries of professional articles / book reviews

Graphic material: photos / caricatures / information graphics

The texts do not have to be written by the correspondents themselves, they can be written by other authors, too.

Translation

All articles will be translated into English or proof-read, should they not have been submitted by a native speaker of English. The English language variant makes it possible that the texts can be understood by as many people as possible. A translation for the purpose of a publication in a third language may be commissioned from the InfoNet translation agency or from a translator of your own.

The main language of the network is English.

Submission of contributions (as from Version 1.1)

The texts should on principle always be entered directly into the system (InfoService) and not mailed to the InfoNet editor. In the case of articles pertaining to the topic of the InfoLetter the deadline must be adhered to. All articles may be entered at all times.

The system functions as follows:

- All correspondents are registered.
- One calls up the input mask under "New" and follows the instructions given there.
- Non-English texts must be directly transmitted for translation (Button "Translate into English").
- English texts should be linguistically correct. If they are not they can be proof-read by the translation agency. This is done on the basis of a direct inquiry on the part of the correspondents.
- All texts entered are on principle published immediately. In exceptional cases it is possible to select the option: "store without publishing". In this case the text is not published and may also be amended later. The standard is "store and publish"
- The translation agency enters the English translations into the system. The articles are published immediately.
- Should amendments nevertheless be necessary, in particular with regard to the translation, then this is to be reported to the InfoNet editor, who will undertake such amendments.
- Texts may not (due to the translation) be altered at a later date. Only the InfoNet-editor has access to them.

Duties of the correspondents

All correspondents are requested to write a contribution to each InfoLetter (6 times a year). Anyone unable to submit an

article must report briefly to the InfoNet-editor. It is also permitted to work on other topics than that of the InfoLetter. All correspondents who do not submit their contributions in English may only submit a maximum of 6 articles and 4 new items.

Correspondents who cover a certain country or topic submit in addition one especially researched background articles each year:

- A report over tendencies and developments in adult education (politics, institutions, events)
- A report on scientific breakthroughs, discussions and studies.

Fees

The following regulation applies:

Standard articles: 75 Euros

News items: 45 Euros.

Specific background/overview reports: 150 Euros

Responsibility

All correspondents are themselves responsible for the correctness of their contributions and the copyright of the material/sources they use.

Copyright / usage

InfoNet-Texts can be used free of charge naming the agency and the author (InfoNet/Sirkku Määttä). In addition the contributions may be used as a source of material for articles of one's own. The Copyright for the contribution lies with InfoNet. The authors cede their rights to InfoNet.

New Correspondents

New permanent correspondents can only join the network, if they cover an area which no other correspondent is working on. The decision on admission is taken by the InfoNet editor or the steering group. New freelance correspondents, too, must cover a new area / special field.

Contact

Website: www.infonet-ae.net

Editor/project co-ordinator:

Dr. Michael Sommer, Akademie Klausenhof, Klausenhofstr. 100
D-46499 Hamminkeln, Tel.: 0049 2852 89-1329, Fax: 0049 2852 89-3300, Email: sommer@akademie-klausenhof.de

InfoNet is a European network of editors in the field of Adult Education and Life-Long-Learning. The main objective is to build a community for sharing experience, knowledge and material (news, articles etc.) for editorial work. To achieve this, InfoNet will establish a web based information service for the dissemination of news on Adult Education with European relevance. InfoNet is a project within the framework of Lifelong Learning/Grundtvig 4 (2005-2008/2008-2011).



Education and Culture DG

Lifelong Learning Programme