Developing Academic Practice

About this journal
Developing Academic Practice is a peer-reviewed platform for the open access publication of research and practice in learning and teaching in higher education. The aims of the journal are to celebrate scholarship in all aspects of educational practice, and to provide an opportunity to celebrate innovative practice in Higher Education in an open, creative and collaborative publication.

The journal offers a range of contributions from those engaged in Higher Education in the University of Liverpool and beyond. The journal is a cornerstone of the University’s thriving culture of educational excellence and a vehicle to enhance the work of colleagues across the institution.

Developing Academic Practice is published by Liverpool University Press (LUP) which is the UK’s third oldest university press, with a distinguished history of publishing exceptional research since 1899, including the work of Nobel Prize winners.

First issue: The Academy will launch the first issue in January 2021.

The journal provides:
- Gold Open Access under a CC-BY license;
- Rigorous peer review pre-publication interactivity post-publication;
- Flexibility on article length from 1,000-5,000 words;
- International dissemination under the imprimatur of a university press.

ISSN 2732-5725
Liverpool University Press Collection. Browse the collection.

Editorial Board

Editor:
• Dr Charles Buckley, University of Liverpool

Associate Editors:
• Dr Gayle Brewer, University of Liverpool
• Dr David Higgins, University of Liverpool
• Dr Gita Sedghi, University of Liverpool
• Dr Tünde Varga-Atkins, University of Liverpool
• Professor Luciane Vieira de Mello, University of Liverpool
• Professor Susanne Voelkel, University of Liverpool

Members of the Editorial Advisory Board:
• Dr Pete Bridge, University of Liverpool
• Dr Kerry Hanna, University of Liverpool
• Dr J'Annine Jobling, University of Liverpool
• Dr Gopalakrishnan Narayanamurthy, University of Liverpool
Opportunity to become a reviewer with Developing Academic Practice
The journal invites colleagues to act as reviewers. To apply to become a reviewer, please contact theacademy@liverpol.ac.uk

Article submission guidelines
The journal invites contributions (research papers, case studies, and reflective articles) in the areas of developing academic practice, developing academic leadership, and innovation in education and offers opportunities for all concerned with Higher Education to make contributions to debate.

The Editors welcome submission of articles which can take one of the following formats:

- Research papers: up to 5000 words excluding references.
- Case studies: up to 2000 words, excluding references.
- Reflective articles: up to 1000 words, excluding references.

Research paper
- A research paper describes original research which includes a clear research question, a review of the relevant literature, quantitative and/or qualitative methods, results and discussion, and possible limitations and implications for broader practice. The word limit is a maximum of 5000 words, excluding references.

Case study
- A case study reports preliminary evaluation of academic practice within a particular learning and teaching, curriculum, institutional or wider educational context. It presents the process and outcomes, includes a review of the relevant literature, quantitative and/or qualitative evaluation methods, and discusses the benefit of the study for a specific area or wider context. A case study may inform future research work. The word limit is a maximum of 2000 words, excluding references.

Reflective article
- A reflective article provides informed analysis and insights into academic practice and involves constructive criticism of your own practice or that of others, challenging current practice. It may involve for example reflecting on your own professional or academic practice or experience, evaluating a project or experiment, a particular event, or considering literature findings and linking theory with practice/reality. It may also prompt thinking about future practice. The word limit is a maximum of 2000 words, excluding references.

SUBMISSION DETAILS
Authors should submit articles as Word attachments by e-mail, formatted as Microsoft Word or Rich Text Format files to: theacademy@liverpool.ac.uk

The submission should include a cover letter, manuscript (without author details to support blinded review), biographical statements, and additional documents (e.g., tables and figures) as appropriate.

**COVER LETTER**

Each contribution should be accompanied by a brief cover letter, specifying the type of submission (research paper, case study, or reflective article), word count, and number of tables or figures included. The cover letter must confirm that the manuscript has not been published (and is not currently submitted for review) elsewhere and that all authors have agreed to the final submission.

The cover letter should declare any relevant conflicts of interest and any sources of funding. If funding has been obtained, please state the role of the funder in the study design, data collection or analysis, and report writing (if applicable). If no funding was obtained please state this. If any third-party materials are included (e.g., reproduced tables or figures), details of the permissions to include such material should be included in the cover letter.

It is expected that all research should have received ethical committee approval and have adhered to relevant codes of ethical conduct (please see DAP ethical guidelines). The cover letter should confirm that ethical approval has been obtained or, where appropriate, the reasons ethical approval is not required (e.g., the article is a reflection on the author’s own practice).

Full names and institution names should be provided for each author, together with the institution postal address, telephone number, and email address of the corresponding author.

**BIOGRAPHICAL STATEMENTS**

You should, at the same time, submit a brief biographical note for the List of Contributors (100-150 words). This should be attached as a separate word document (not included as part of the manuscript to allow blinded review).

**ABSTRACT / KEYWORDS**

The manuscript must include an abstract of no more than 150 words and 6 to 8 keywords, presented after the abstract in a comma-separated list, with only proper names capitalized.
FORMATTING AND STYLE GUIDE

Please note, there may be some variation in format for occasional issues such as Special issues.

All material is published in English, with quotations given in the original language followed by English translation.

The document must be set at A4 paper size. The entire document (including the notes and references) should be double-spaced with 2.5 cm (1 inch) margins on all sides. A 12-point standard font such as Times or Times New Roman should be used for all text, including headings, notes, and references. An unusual character or diacritical mark should be flagged, as the character may not translate correctly during typesetting. Notes should be kept to a minimum and placed at the end of the text.

BRITISH-ENGLISH STYLE GUIDE

The Developing Academic Practice style guide is based on the Oxford Guide to Style (OGS), with some deviations for house preferences. The journal uses U.K. punctuation and spelling, following The Oxford English Dictionary (OED). Please use ‘ize’ words, e.g. criticize, politicize, satirize, etc.

ARTICLE TITLE AND HEADINGS

- Notes should not be attached to titles, headings, subheadings or author names.
- Headings and subheadings should not be numbered.
- Indicate main headings by bold lettering and subheadings by bold italic.
- Footnotes should be avoided.

ABBREVIATIONS

- Avoid unnecessary abbreviations.
- Acronyms must be spelt out on first appearance. Provide parenthetical explanations: REM (rapid eye movement).
- Do not use a full stop (period) after abbreviations including the first and last letter of the word (contractions):
  - Mr Mrs Dr St Ltd
  - Some abbreviations drop the full stop, including those in the international system of measurement: Mme Mlle m mm kg
- Use full stops in the abbreviation of names of countries but omit them with acronyms: U.S. U.K. UN EU NATO

PUNCTUATION

- All punctuation should be followed by a single space rather than a double space.
- There should be no full stop at the end of headings or subheadings.
- There is no need for double punctuation at the end of a sentence, either after an abbreviation or after a punctuation mark in quotation marks or a book or article title.
[BRACKETS] AND (PARENTHESES)
- Use square brackets for editorial comments within quotations or for uncertain data in references (e.g., if the publication year or city is ascertainable but does not appear in the book).
- Brackets are also used within parentheses: (he used to go there [to Tehran] every spring).

QUOTATIONS
- Always use single quotation marks. Double quotation marks are only used within a quotation. He remarked: ‘This charge of “fraudulent conversion” will never stick.’
- Quotations longer than four lines should be extracted (indent, no quote marks; translations of quotes similarly, with an extra space between quote and translation).
- Quotations should not start or end in ellipses […].
- Please double-check that all quotations are correct.
- For integrated quotations, the closing quote should precede the final punctuation or reference. For extracted quotations, the final punctuation precedes the reference.

TRANSLATIONS
In addition to translations of quotations (see above), all non-English terms and expressions should be followed on first mention by a translation or gloss in English in square brackets. Similarly, all non-English book/film titles etc. should be followed by an English translation on first usage (preferably use published translations where applicable with appropriate reference).

DASHES
- The UK style for dashes requires blanks before and after the en dash.
- The en dash is commonly used in ranges without additional spaces: 129–173, Monday–Thursday, vi–xii.

ELLIPSES POINTS (...)(....)(,...)(...!)
- Three points should be used for omitted text. There should be one space before and after the ellipsis.
- If the omitted text follows a completed sentence, there should be four dots, the first indicating a full stop (or period). In contradiction to the three-dot ellipses, there is no space between the last word in the sentence and the first full stop ending the sentence.

DATES, NUMBERS AND RANGES
- Dates should be set day/month/year, 2 April 1952, with no comma in between the elements.
- In general, use words for numbers that are less than 100, and numerals for all other numbers. Number ranges should not be abbreviated.
- In-text number ranges should employ prepositions not dashes: use ‘from 1924 to 1928’ or ‘between 1924 and 1928’. Do not use ‘from 1924–1928’, and not ‘between 1924–1928’.
ARTWORK
Please do not embed figures or tables within the Word document of the paper itself. Figure and table placement indicators (e.g. ‘<Insert Figure 1 here>’ or ‘<Insert Table 1 here>’) should appear in the main text, along with any relevant captions and sources.

Figures, tables and corresponding captions should be supplied as separate Word files (with each table or figure in a separate document). Please appropriately name and number these files (e.g. '[author surname]_Figure_1', '[author surname]_Figure_2', or '[author surname]_Table 1', '[author surname]_Table 2', etc.).

For optimal reproduction, figures should be supplied digitally as individual TIFF or JPG files, with a minimum resolution of 300dpi and at approximately 10 x 8 cm. To enhance the accessibility of this content, please include alternative text for images and visual / multimedia content.

REFERENCES
*Developing Academic Practice* requires articles to be submitted using the APA referencing style (see *Publication Manual of the American Psychological Association* for full guidelines). Please ensure all references cited in the text are included in the reference list (and vice versa).

In text citations should include the author’s surname and year of publication. For example, ‘As suggested by Brown and Kumar (2010)…’ or ‘this intervention has been successful in previous populations (Brown & Kumar, 2010). References with more than two authors should include all surnames when first cited, with further citations including the first author surname followed by et al. and year of publication. For example, the first citation may state ‘...(Rutledge, Barrett, Chadwick, & Reynolds, 2015)’ followed by ‘...(Rutledge et al., 2015)’ in subsequent citations. Two references within the same parentheses should be in alphabetical (not chronological) order.

The reference list should be presented in alphabetical order. Journal references should include the author name, year, article title, journal title, volume and issue number, and page number. For example,


Book references should include the author name, year, book title, page of publication and publisher. For example,


We recommend, in line with the University of Liverpool Library, the Cite Them Right version. All details can be found on the University of Liverpool Library website.
together with tutorials and training opportunities offered through the Library.

ETHICAL GUIDELINES
Liverpool University Press is committed to maintaining the highest ethical standards. Contributors are expected to adhere to appropriate ethical standards when conducting research (e.g., obtaining ethical approval and informed consent) and preparation of the manuscript itself (e.g., inclusive language, acknowledgement of sources, plagiarism, and article authorship).

We therefore ask that all contributors and reviewers adhere to the COPE Code of Conduct. Information can be found on the COPE website. Additional guidance for ethics in educational research can be found on the BERA website.

Liverpool University Press Publication Ethics Statement >

COPYRIGHT/PERMISSIONS
Contributors should familiarise themselves with the University of Liverpool guidance for researchers

Contributors are responsible for obtaining permissions on any material for which they do not hold copyright, and for ensuring that appropriate acknowledgements are included in their manuscript.

The Academy will publish in open access format under a creative commons license.

PUBLICATION
Manuscripts that have been accepted for publication but do not conform to the style guide will be returned to the author for amendment. The Editors also reserve the right to alter submissions to conform to the style guide issued by the Publishers. Authors may not supply new materials or request major alterations following the copyediting stage so please ensure that all text is final upon acceptance.

PROOFS
Proofs will be sent to authors via email. They should be corrected and returned within three days. Major alterations to the text cannot be accepted at proof stage.