International Journal of Social Pedagogy

Guidelines for journal authors

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Updated: February 2018

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The International Journal of Social Pedagogy author guidelines

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**Submissions**

All manuscript text should be Times New Roman 12-point font and be double spaced.

**Covering letter:**

Covering letters are welcome to be submitted with the manuscript for the Editors reference. Should you wish to provide one, please briefly summarise your manuscript, its findings, major themes, relevant discussion points and any disclosures including conflicts of interest the Editor should be aware of.

**File size and formatting:**

Please submit your manuscript main text/body as Microsoft word (DOC, DOCX). Any supplementary material should be submitted as separate files and referenced in the main text, or designated for review purposes only (including clarifying this in your covering letter to the Editor if relevant.) No one single file should exceed 20 Mb, should you require submitting a file exceeding this size, please contact the journal editorial office for further advice.

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All publications are in English (UK). In order to facilitate rigorous and high quality peer-review, all manuscripts should be submitted to a high and coherent level of English language. Should you require help when writing your manuscript, a native English language colleague may be well suited to help edit the level of English language in the manuscript. You may also want to consider using a professional English language editing service to improve the level of English language.

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**Data and materials**

The *International Journal of Social Pedagogy* encourages all datasets on which the conclusions of the manuscript rely to be either deposited in publicly available repositories (where available and appropriate) or presented in the main paper or additional supporting files, in machine-readable format (such as spread sheets rather than PDFs) whenever possible.

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Formatting

Please prepare your manuscript under the following bold headings:

Title page (non-blinded version)
Include the full title, the full names of contributing authors including their institutions/affiliation and address, and their institutional email address (including ORCID ID’s). The corresponding author should also be identified.

Abstract
Present the abstract as an overview of your article (up to 250 words), giving a summary of the contents and major themes. (Note that this will ultimately be used by search engines, and it will form part of the meta-data that will be seen first by people searching your article.)

Keywords
Please list up to 10 keyword terms that accurately reflect the article.

Main body of text
Please refer to article type descriptions on preparing the main body of text.

List of abbreviations
If any abbreviations have been used, please define and list them accordingly under this heading.

Notes
Use endnotes rather than footnotes, for any additional notes and information. These appear at the end of the main text, before References. All notes should be used only where crucial clarifying information needs to be conveyed.

Funding
All sources of funding for the research reported should be declared, including any project codes.

Acknowledgements
The Acknowledgements heading mentions everyone whose contribution to the work you wish to recognise. Those that contributed to the paper but are not listed as authors can be acknowledged here.

Declarations and conflict of interests
Clearly state the following in the article:

- Consent has been given from all authors for publication and their contributions to the article
- Authors must declare any and all possible conflicts of interests and competing interests that may relate to the submitted manuscript, including all financial and non-financial competing interests. Where there are no conflicts of interests or competing interests, authors must clearly declare this under the same heading. For further information, please refer to the journal’s Editorial Policy
- Ethics or institutional review board approval of research statement (where applicable)
- Consent for publication (where applicable)
  All manuscripts that involve humans including any images, videos, and any other personal and identifiable information, authors must have secured a signed and dated informed consent to publication form before submitting to the journal, and a statement declaring this must be included in the manuscript. Authors also declare that any and all relevant informed consent to publication and declaration forms are freely made available to the Editor(s) upon request.

References/bibliography
A full references list should contain all the sources cited in the text.
Referencing style

IJSP uses the *Publication Manual of the American Psychological Association, 6th edition*, as a referencing style guide. Please ensure that references follow this format which cites authors in the text as (author, year, p. no), and the full reference at the end of the main text in the following format:

Author, A. A. (Year of publication). *Title of work: Capital letter also for subtitle*. Location: Publisher.


Further details can be found on the [American Psychological Association general formatting pages](#).

Anonymisation

The *International Journal of Social Pedagogy* operates double blind peer review, where both the reviewers and authors are anonymised during review. Authors should submit an anonymous version of the manuscript, stripped of all identifying references to the author(s) for peer review.

Authors should submit the manuscript as:

1. The complete manuscript not blinded, as a word file (.doc/.docx, etc.) and;
2. An anonymous PDF version of the manuscript, stripped of all identifying references to the author(s) for peer review (anonymisation includes references to authors, acknowledgements, self references, and any electronic author identification, etc.) Manuscripts may be returned before peer review if manuscripts are not sufficiently blinded.

House style

Spelling

- Authors should consistently adopt British spelling conventions (except in quotations from other sources, where the spelling convention of the original should be retained, or where stipulated specifically in by the journal – for example World Health Organization).

Punctuation

- Systems should consistently follow British conventions (except in quotations from other sources, where the punctuation convention of the original should be retained). British style uses single inverted commas, except for quotations within quotations (which have double inverted commas).
- Punctuation should follow closing inverted commas (except for grammatically complete sentences beginning with a capital).
- Punctuation should precede closing quotation marks (except for dashes, colons and semicolons, unless these are part of the quoted matter).

Hyphenation

- Please consult the Oxford English Dictionary (OED) for guidance. Hyphenation must be used consistently throughout your text.
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**Contractions and abbreviations**

- If you need to use them please write in full at the first appearance with the abbreviation in brackets. You may repeat an abbreviation if it reappears later in your article.
- Abbreviations are usually expressed without full stops, e.g. GNP, USA, PhD
- British style contractions will have no full points (e.g. Mr, St, edn), though abbreviated words, which do not end with their final letter, will (e.g. vol., vols., ed., eds.)

**Capitalisation**

- Keep capitalisation to a minimum and use only for proper nouns and formal names of organisations, etc.

**Numbers and dates**

- Spell out numbers up to but not including 10.
- Elide numbers to minimum digits, e.g. 233-4; dates, e.g. 1993-4. Do not elide in titles and headings.
- Centuries should be written as words not numbers, e.g. eighteenth century. Hyphenate if used as an adjective, e.g. eighteenth-century masterpiece.
- Dates as British usage: 18 August 2015.

**Quotations**

- Quotations should be indicated by single quotation marks but use double quotation marks for quotations within quotations.
- Indent quotations of more than 50 words.
- Quotations should remain exactly as they are in the original.

**Acceptable language**

Please be sensitive in use of terms that might cause offence or be interpreted as racist or sexist; for example, avoid gender-specific pronouns where possible.

**Revisions**

Should your manuscript be requested for revision to raise the acceptability for publication in the journal, please ensure that you follow below points when revising your manuscript and responding to peer review comments.

Please provide your timely revisions along with a response letter to any reviewer reports, within the specified revision period to the handling Editor.

- You should aim to address all points raised by the editor and reviewers, preferably sequentially and in a bullet point list.
- Outline what revisions you made to your manuscript in your response letter.
- Where applicable, perform any additional analyses or experiments the reviewers recommend (unless you feel that they would not make your paper better; if this is the case, explain why in your response letter).
- Provide a polite objective rebuttal to any points or comments you disagree with.

Clearly show and/or highlight the revisions you have made in the text. This can be accommodated by making use of either a different colour text, highlighting the text, or by using Microsoft Word’s Track Changes function.