# Guidelines for journal authors

# Contents

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## Consent for publication

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.

## 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 of which the Editor should be aware.

### 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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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.

## Formatting

Authors of **Research articles** should refer to the Research article criteria page, found online at https://www.ucl.ac.uk/ucl-press/journals/IJSP-research-article-guide

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.

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

**Declarations and conflict of interests**
Clearly state the following in 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.

- 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.

No conflicting interests:

Where there are no conflicts of interests or competing interests, authors must clearly declare this under the same heading – usually as "The authors declare no conflicts of interest with this work". For further information, please refer to the journal's Editorial Policy

**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.

**Author biographies**
If you wish to include a short biography of each author, please format under the author biographies heading and not as an endnote.

**Bibliography**
A full bibliography list should contain all the sources cited in the text. Any source not cited in text should not be included.

## Referencing style

IJSP uses the *Publication Manual of the American Psychological Association, 6th edition*, as a referencing style guide.

When using APA style, follow the author-date method of in-text citation. This means that the author's last name and the year of publication for the source should appear in the text, for example, (Jones, 1998), and a complete reference should appear in the reference list at the end of the paper.

If you are referring to an idea from another work but NOT directly quoting the material, or making reference to an entire book, article or other work, you only have to make reference to the author and year of publication and not the page number in your in-text reference. All sources that are cited in the text must appear in the reference list at the end of the paper.

**In-text citation**
Note: APA style requires authors to use the past tense or present perfect tense when using signal phrases to describe earlier research, for example, Jones (1998) found or Jones (1998) has found, etc.

**Short quotations**
If you are directly quoting from a work, you will need to include the author, year of publication, and page number for the reference (preceded by "p."). Introduce the quotation with a signal phrase that includes the author's last name followed by the date of publication in parentheses.

> According to Jones (1998), "Students often had difficulty using APA style, especially when it was their first time" (p. 199).

> Jones (1998) found "students often had difficulty using APA style" (p. 199); what implications does this have for teachers?

If the author is not named in a signal phrase, place the author's last name, the year of publication, and the page number in parentheses after the quotation.

> She stated, "Students often had difficulty using APA style" (Jones, 1998, p. 199), but she did not offer an explanation as to why.

**Long quotations**
Place direct quotations that are 40 words or longer in a free-standing block of typewritten lines and omit quotation marks. Start the quotation on a new line, indented from the left margin. The parenthetical citation should come after the closing punctuation mark:

> Jones's (1998) study found the following:

Students often had difficulty using APA style, especially when it was their first time citing sources. This difficulty could be attributed to the fact that many students failed to purchase a style manual or to ask their teacher for help. (p. 199)

**Summary or paraphrase**

If you are paraphrasing an idea from another work, you only have to make reference to the author and year of publication in your in-text reference/

According to Jones (1998), APA style is a difficult citation format for first-time learners.

APA style is a difficult citation format for first-time learners (Jones, 1998, p. 199).

## <u>Multiple authors</u>

If you are citing a source that has multiple authors, follow these basic steps.

Two authors:
Always cite both authors' names in-text every time you reference the source.

Example:
Johnson and Smith (2009) found...

Three to five authors:
Provide all the authors' last names when you first refer to a document with 3-5 authors. Only list the first author with the Latin abbreviation "et al." for any subsequent references.

Example:
Jones, Chavez, Jackson, and Chen (2010) duplicated...

Jones et al. (2010) further described...

Six or More Authors:
If a document has six or more authors, simply provide the last name of the first author with "et al." from the first citation to the last.

Example:
Thomas et al. (2007) likened abnormal psychology to...
... distractions (Thomas et al., 2007).

**Bibliography**

Additional information on APA style can be found at
https://owl.english.purdue.edu/owl/resource/560/05/. Below are examples and guidelines for
referencing common sources.

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

Calfee, R. C., & Valencia, R. R. (1991). APA guide to preparing manuscripts for
journal publication. Washington, DC: American Psychological Association.

*Edited book, no author:*
Duncan, G. J., & Brooks-Gunn, J. (Eds.). (1997). Consequences of growing up poor.
New York, NY: Russell Sage Foundation.

*Edited book with an author or authors:*
Plath, S. (2000). The unabridged journals. K. V. Kukil (Ed.). New York, NY: Anchor.

*Translation*
Laplace, P. S. (1951). A philosophical essay on probabilities. (F. W. Truscott & F. L.
Emory, Trans.). New York, NY: Dover. (Original work published 1814)

Note: When you cite a republished work, like the one above, in your text, it should
appear with both dates: Laplace (1814/1951).

*Edition other than the first*
Helfer, M. E., Kempe, R. S., & Krugman, R. D. (1997). The battered child (5th ed.).
Chicago, IL: University of Chicago Press.

*Article or chapter in an edited book*
Author, A. A., & Author, B. B. (Year of publication). Title of chapter. In A. A. Editor &
B. B. Editor (Eds.), Title of book (pages of chapter). Location: Publisher.

O'Neil, J. M., & Egan, J. (1992). Men's and women's gender role journeys: A
metaphor for healing, transition, and transformation. In B. R. Wainrib (Ed.),
Gender issues across the life cycle (pp. 107-123). New York, NY: Springer.

*Multivolume work*
Wiener, P. (Ed.). (1973). Dictionary of the history of ideas (Vols. 1-4). New York, NY:
Scribner's.

Periodicals:
*General:*
Author, A. A., Author, B. B., & Author, C. C. (Year). Title of article. Title of Periodical,
volume number(issue number), pages. http://doi.org/xx.xxx/yyyyy

*Paginated by volume:*
Harlow, H. F. (1983). Fundamentals for preparing psychology journal articles. Journal
of Comparative and Physiological Psychology, 55, 893-896.

*Paginated by issue:*
Scruton, R. (1996). The eclipse of listening. The New Criterion, 15(3), 5-13.

*Magazine:*
Henry, W. A., III. (1990, April 9). Making the grade in today's schools. Time, 135, 28-
31.

*Newspaper:*

Schultz, S. (2005, December 28). Calls made to strengthen state energy policies. The Country Today, pp. 1A, 2A.

*Review:*

Baumeister, R. F. (1993). Exposing the self-knowledge myth [Review of the book The self-knower: A hero under control, by R. A. Wicklund & M. Eckert]. Contemporary Psychology, 38, 466-467.

## 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.

**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.