Guidelines for Research Article Authors

Criteria – Research article

Research articles should report on original primary research, but may report on systematic reviews of published research provided they adhere to the appropriate reporting guidelines – please contact the journal editors for any queries.

Formatting

Authors should read the *International Journal of Social Pedagogy* author guidelines before preparing their manuscript as outlined here. Authors of original research articles submitting to the journal should prepare their manuscript as per the following 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 include the following subsections:

- **Methods**
  The methods section should include:
    - the aim, design and setting of the study
    - the characteristics of participants or description of materials
    - a clear description of all processes, interventions and comparisons
    - the type of statistical analysis used, including a power calculation if appropriate
- **Results**
  This section should include the findings of the study including, if appropriate, results of statistical analysis which must be included either in the text or as tables and figures.
- **Discussion**
  This section should discuss the implications of the findings in context of existing research and highlight limitations of the study.
- **Conclusions**
  This should clearly state the main conclusions and provide an explanation of the importance and relevance of the study reported.

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.

Data and materials availability
Authors should make clear the availability of the underlying data used in the research, as a statement under this section. UCL Press journal authors are encouraged to follow the FAIR data principles - to make data Findable, Accessible, Interoperable, and Re-usable. Further information and guidance on these principles are outlined at https://www.force11.org/group/fairgroup/fairprinciples

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.

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.

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.

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