

## **JADE Journal focus**

*The Journal of Academic Development and Education (JADE)* is a scholarly, peer-reviewed journal from Keele University. Our readers are students, staff, educators and learners, researchers, policymakers and administrators from Keele University in the first instance and due to the open nature of the journal, potentially wider. JADE publishes original studies, reviews, case studies, works in progress and commentaries on current trends, issues, and learning controversies. We especially want to provide our readership with new ideas and innovative models of education (teaching, learning and assessment) that will enable them to be maximally responsive to the educational needs of the University community in which they learn. We are interested in manuscripts that include, but are not limited to, one or more of the following topics:

- Innovative models of education useful to staff and student practitioners to provide high quality learning that meets the needs of diverse groups of individuals
- Quantitative and qualitative research studies that address the impact and effectiveness of these models
- Programs and research on collaborations between academics and students, with the goal of enhancing a collegiate learning community
- Interdisciplinary approaches to education and delivery of learning, teaching and assessment

The contents of JADE are freely available and JADE is a non-profit enterprise. There are no submission or subscription fees.

## **Types of contribution**

### **Articles**

Articles should be submitted in the format detailed below and should not exceed 2,500 words. This word limit does not include the abstract, acknowledgements, references, tables or figures. All contributions should have structured abstracts of no more than 200 words. Up to 4 Key words, a long and short title for each article should also be included in submissions. Referencing should adhere to the Harvard style throughout and strictly no more than **three** tables and/or figures are permitted per article. Articles containing original research should include: (1) sources of funding for the work; (2) detailed explanations of methodologies not commonly used, including references that support these methodologies; (3) copies of non-standard questionnaires used in the research; and (4) sufficient descriptions of statistical methods and any software used that allow readers with access to the original data to verify the reported results.

### **Editorials**

Original editorial articles should focus on issues of learning, teaching or assessment and should not exceed 1,500 words. Editorial submissions should aim to present and analyse broad topics, such as policies and trends that have implications for

University education and service delivery or provide a carefully argued and appropriately referenced statement of a point of view.

### **HIGHLIGHTS contributions**

These submissions should describe projects and research that are **in process** or **limited** in scope. Structured abstracts of no more than 150 words are required. These can include up to two tables and/or figures, and up to 5 references. Excluding the abstracts, and tables/figures, HIGHLIGHTS are limited to 1,000 words.

### **Letters to the Editor:**

Letters to the Editor are accepted on topics determined to be of interest to our readership. There is a limit of 500 words, with one table and/or figures, and up to five references.

### **Book Reviews:**

Book reviews should begin by citing the book reviewed, with full bibliographic information including full title and subtitle, authors and/or editors (inclusive of first names), publisher, place of publication, copyright date, number of pages, ISBN number, price if available, and whether the book is case bound or soft covered. Please include in the file the name and institutional address of the book reviewer as these submission are NOT anonymous. There is a limit of 500 words on book reviews.

### **General requirements**

PC-based, Microsoft Word is the preferred package for all submissions. Please avoid using automatic formatting. Text used in **ALL JADE** submissions should be Arial font and 12pt in size. All headings should be bold and text should be single spaced and justified to the left only.

### **Summary of submission lengths:**

- Editorials: up to 1500 words
- Articles / Research papers: up to 2500 words
- HIGHLIGHTS: up to 1000 words
- Letter to the Editor: up to 500 words
- Book Reviews: up to 500 words

**Spelling:** Authors please use UK spelling of words and avoid using a mixture of spelling styles within your article.

**Abbreviations:** All abbreviations and acronyms should be spelled out at first use and abbreviations should not be used in the Abstract.

### **Sections for articles:**

**Title:** Give the paper's full title plus a short title of no more than 100 characters. Concise titles are easier to read than long, complex ones. However, titles should include enough information so that electronic retrieval of the article can be both

sensitive and specific. Provide the names of all authors, their position titles, their email addresses and current school/institutional affiliations. Indicate the name and full contact information (email address, postal address and phone number) of the corresponding author.

**Abstract:** Abstracts are the only substantive portion of the article indexed in many electronic databases, so the abstract needs to reflect the content of the text clearly and accurately. Even when the entire article is available, many readers only look at the abstract. To increase the likelihood that they will grasp the primary issues presented in the article or even decide to read the entire article, abstracts need to outline the key information, highlighting new findings and strategies and other intriguing information.

**Preferred headings for JADE articles are: Title, Abstract, Context and Objectives, Methods, Results, Discussion, and Conclusions. (These headings should also be found in the full text to facilitate linking).**

**Keywords:** Assign up to 4 keywords (or phrases) for indexing purposes. Key words will be used for searching purposes; they will also assist in cross-indexing the articles.

**Main text:** Within the text, make headings and subheadings bold for clarity. For greater clarity and for linking purposes, use the headings of the abstract as main headings in the text. Explain all technical terms the first time that you use them. Also, spell out abbreviations and acronyms at first use.

**References within the text:** Authors are required to use the Harvard style for all referencing.

**Acknowledgements:** Immediately after the text, if required, provide the names of people who have made a significant contribution to the project but do not qualify as authors. Also, if applicable, cite sources of funding or other resources for the reported work.

As a separate section following the acknowledgements, cite any conflicts of interest, if applicable.

**Tables and figures:** Include tables and figures immediately after the references. Use Arabic numerals to number the tables and figures, according to their sequence of citation. Provide a short, self-explanatory title for each table and figure. Text used in tables/figures should be Arial font and 9pt in size. Headings should be bold. Text should have single spacing. Within the text, indicate where each table and figure belongs (for example, "Insert Table X about here"). Typically tables and figures belong after the paragraph where they are first cited.

Should it be impossible to integrate the tables and/or figures into the same file as that of the contribution, then these can be added separately during the online submission process. Please note, however, that only **good quality** files in jpg- and gif-format can be uploaded separately.

**Tables:** Use the tables feature from Word to create the tables, rather than using the space bar or tabs and tab stops to separate columns of data. Do not use vertical rules to separate columns. Units should be in parentheses in the column heading but not in the body of the table. Put explanatory notes, labelled with superscript (a, b, c, etc.), at the bottom of the table. Ensure that tables are sufficiently comprehensive so that readers can understand them without referencing the text. Be sure to spell out abbreviations or acronyms, even if you have already done so in the text.

**Figures:** All illustrations (photographs, graphs, and diagrams) should be called 'Figures'. Make sure that figures can be interpreted without reference to the text. Include keys to symbols in the captions. Figures should be professionally drawn, of publication quality, and capable of proportional reduction. Keep in mind that figures should be meaningful, rather than decorative. If you have figures, photos, video or audio in jpg, gif, wmv or mp3 formats as part of your article, these should be submitted as appendices during the article submission process. Always keep a copy of what you submit in case of file corruption.

### **Manuscript submission**

All submissions to JADE should be made online. Manuscripts must be submitted by one of the authors of the manuscript. The submitting author, who is usually the corresponding author, takes responsibility for the article during the submission and review process.

**Submissions, including all associated materials, should be emailed to [lpdc@keele.ac.uk](mailto:lpdc@keele.ac.uk)**

Be prepared to submit for each author: full name, highest academic qualification, position title, short profile, organisation (current at the time of article preparation), phone contact and email address, contribution to the manuscript.

Acknowledgement will be sent after successful submission.

If you have questions or come across problems while uploading your manuscript, you are encouraged to seek assistance from: [lpdc@keele.ac.uk](mailto:lpdc@keele.ac.uk)

### **Review process**

JADE uses an online peer review strategy to speed up the publication process and adopts a blind peer-review process, concealing the identities of authors from reviewers and reviewers from authors. If you want your identity concealed from the reviewers of your paper, please do not provide any authors' names, institutions, or other identifying information on any page after the first page of your manuscript.

Once your manuscript has been submitted it will be streamed into our journal's reviewing process. You are expected to prepare your manuscript according to our journal's guidelines and requirements as detailed in these instructions. Papers that fail to conform in major ways will be returned before they are processed.

Each submission that meets our journal's guidelines is initially reviewed by one of our Editors, who decide whether a manuscript is ready for external peer review. If your manuscript is ready for external review, it will be sent to a peer reviewer who is associated with the journal.

All submitted articles are rated on each of the following criteria:

1. The focus of this paper is consistent with the mission of JADE
2. This paper presents useful ideas/lessons for readers of JADE.
3. The abstract accurately reflects the text.
4. The context/rationale for the program/study is clear.
5. Credit is given to the relevant work of others.
6. The paper's objectives/purposes are clear.
7. The paper is clearly written.
8. The project or study is well-designed (where applicable).
9. The findings/ideas/recommendations are original.
10. Any research reported was appropriate and well-conducted.
11. For quantitative studies, any statistics reported are appropriately used.
12. For qualitative studies, findings are grounded in the data.
13. For innovation submissions, the innovation is clearly and usefully described.
14. Limitations/problems are reported and addressed.
15. The conclusions are consistent with the study results.
16. The presentation is sensitive to an international audience.

Reviewers provide a detailed report to the editor associated with the submission and recommend one of the following outcomes:

1. Accept the paper.
2. Accept after minor modifications
3. Reconsider after major revisions
4. Reject the paper for failing to meet the journal's criteria (providing feedback)

Following the external review, most authors will be asked to undertake one or more revisions. This decision and detailed feedback related to required revision(s) / rejection of your article will be emailed to lead authors only.

The ultimate responsibility for any decision lies with the JADE Editorial Board, to whom any appeals against rejection should be addressed.

## **Ethics, authorship and copyright**

### **Ethical concerns**

Submission of a manuscript to JADE implies that all authors have read and agreed to its content, and that approval of research has been obtained from an ethics committee (where appropriate), in compliance with Keele University Regulations regarding ethical research.

The manuscript must be the authors' original work and manuscripts that are derived from papers presented at conferences can be submitted to JADE. Further,

submissions of articles based on published abstracts, verbal or poster presentations at conferences / meetings are also welcomed.

Authors are required to ensure that no material submitted as part of a manuscript infringes existing copyrights, or the rights of a third party.

#### Competing interests:

A competing interest exists when your interpretation of data or presentation of information may be influenced by your personal or financial relationship with other people or organisations. We ask authors of JADE to list all competing interests at the end of their article, as a separate section following the Acknowledgements. If there are no competing interests, you should state that: 'The author(s) declare that they have no competing interests'.

### **Authorship**

All authors should be listed on the title page or first page of any submission. Each author should have participated sufficiently in the work to take responsibility for some part of the content. One (or more) author(s) should take responsibility for the integrity of the work as a whole. Usually, this is the corresponding author's responsibility.

An "author" is generally considered to be someone who has made substantive intellectual contributions to the article. To qualify as an author you should 1) have made substantial contributions to conception and design, or acquisition of data, or analysis and interpretation of data; 2) have been involved in drafting the manuscript or revising it critically for important intellectual content; and 3) have given final approval of the version to be published. Each author should have participated sufficiently in the work to take public responsibility for appropriate portions of the content. Any contributors who do not meet the criteria for authorship should be listed in an acknowledgements section.

### **Copyright**

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### **Publication**

Once the article has been submitted, you will be able to check its progress by email from the LPDC or directly from the assigned editor where article-specific editorial correspondence is appropriate.

Editing: All accepted manuscripts will be substantively edited for content and overall presentation, so authors should be prepared for further revisions during editing. The authors are responsible for the accuracy of the final, edited version, which the corresponding author approves of on behalf of all authors, either after consulting with all co-authors, or by obtaining their advance authority to approve the final version on their behalf.

Electronic proofs: Prior to publication, the corresponding author will receive email notification when electronic proofs are ready. He/she will be requested to agree to the journal's copyright conditions and approve the edited article.

Publication will occur once this task is completed.

### **Pre-submission checklist**

Before uploading your article, please ensure that you have completed all the items in this checklist. If you have any questions at this stage, please contact the LPDC and we will be pleased to assist you.

- Read these Instructions for Authors carefully.
- Make sure to supply all author details, including institutional and current addresses.
- Indicate the correspondence author.
- Indicate the type of article.
- Make sure that your abstract is appropriately structured.
- Explain all abbreviations and technical terms the first time they are used.
- Observe the appropriate word limit for the type of submission.
- Assign up to 4 keywords (or phrases) for indexing purposes.
- Check that all references are complete, accurate, and set in the Harvard style of referencing.
- Cite sources of funding, if applicable.
- Cite conflicts of interest, if applicable.

### **Communicating with the journal staff**

Learning and Professional Development Centre (LPDC)

59 and 60, The Covert

Keele University

Staffordshire

ST5 5BG

**Tel :** 01782 733007 **Email :** [lpdc@keele.ac.uk](mailto:lpdc@keele.ac.uk)