

Wales Journal of Learning and Teaching in Higher Education

INSTRUCTIONS TO AUTHORS

A peer-reviewed journal of scholarship and pedagogic research in Higher Education

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Editors

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Aims and scope

The *Wales Journal of Learning and Teaching in Higher Education* aims to publish original articles relating to all aspects of the scholarship of learning and teaching and pedagogic research in the Higher Education sector in its broadest context.

Submitted articles may commonly fall into one or more of the following themes:

- **Teaching Practice** – articles from lecturers that detail existing examples of best practice in teaching.
- **Learning Insights** – reflective articles from learners on their learning experiences in its broadest sense in Higher Education. Learners may be undergraduate or postgraduate students, or academic professionals and support staff.
- **Development and Innovation** – articles that examine the conception, development, and/or deployment of new or updated learning and teaching approaches, methods, techniques, resources, and/or practices, whether or not ultimately successful. This may also extend to new forms of assessment, modules, courses and awards.
- **Pedagogic Research** – studies that are grounded in research literature and employ a research methodology.
- **(Re)Views** – articles that undertake a review of a particular topic (normally with an extensive literature survey), book, conference or other event. Or articles that provide a new view or personal perspective on a given issue.
- **Framework Issues** – articles that relate to frameworks within which curricula are delivered. This may relate to Departmental, School/Faculty, or Institutional structure and support mechanisms, academic workloads, funding issues, etc.

Articles may be of any length from 'Short Notes' (up to c. 1000 words) to 'Papers' (c. 1000-10,000 words) and may be in Welsh or English with abstracts in both languages. Upon acceptance papers will be published rapidly online, but may also appear in a printed volume at the end of each calendar year depending upon resources.

A very broad range of topics may be covered in the journal, including assessment techniques, bilingual education, technology enhanced learning, interdisciplinary studies, research-teaching links, education for sustainable development and global citizenship, employability, entrepreneurship, work-based learning, aspects of community education, to name but a few.

Submission Guidelines

Articles submitted to the *Wales Journal of Learning and Teaching in Higher Education* will be peer-reviewed, normally by two referees. Articles may be of any length from 'Short Notes' (up to c. 1000 words) to 'Papers' (c. 1000-10,000 words). In the first instance, articles should be submitted electronically to the Enhancement Unit at enhancement.unit@uwtsd.ac.uk or to a named Guest Editor.

Submitted manuscripts should be prepared using WORD. Tables may be constructed in either WORD or Excel. Figures (including photographs) should normally be submitted in JPEG format with a minimum resolution of 300 dpi and can be in colour for the online version, but may be reproduced in gray scale in any printed version of the paper. Text should be in Arial 11 pt, black, double line spaced, paginated, with paragraphs separated by a line space and started left-aligned (i.e. not indented). Use only one space after full stops.

The following format should be used:

Title

Suggested running title

Author's names and full addresses (including email)

Abstract (up to 200 words)

*Keywords (please provide up to six keywords)

Main text (please divide your text up using no more than three tiers of headings. These should be identifiable e.g.:

- **First-tier Heading** (following text should start on next line)
- *Second-tier Heading* (following text should start on the next line)
- *Third-tier Heading.* (text should continue on the same line)

Acknowledgements

References

At the end of your work, under the heading **REFERENCES**, list in full all of the sources that you have cited in your text.

- Write the list in **alphabetical order** by the author's last name, followed by his or her initials.
- References with the same author should be **arranged by the year of publication**, beginning with the oldest.
- If you are referencing different publications written by the same author in the same year, label the first one cited in your text with the letter 'a' after the year and the second 'b' etc. You will need to do the same in your references list.
- If the book is in its second edition or beyond, you need to include this information in the reference.
- **Italicise titles** of books, reports and conference proceedings. For journal articles, the title of the *journal* (not the title of the journal article) should be printed in italics.
- **Capitalise** the first letter of the publication title, the first letters of all main words in the title of a journal and all first letters of a place name and publisher.

Above all, references should be accurate, consistent and include all the required information to enable a reader to locate the source.

Here is an example reference list:

Bosworth, D.P. 1992. *Citing your references: a guide for authors of journal articles and students writing theses or dissertations*. Thirsk, N Yorks: Underhill Press.

Craig, P. 2003. How to cite. *Documentation Studies*, 10(1), 114-122.

Li, X. & Crane, N. B. 1996. *Electronic styles: a handbook for citing electronic information*. 2nd ed. Medford, New Jersey: Information Today.

Silverman, D. 2011a. *Qualitative research: issues of theory, method and practice*. 3rd ed. London: Sage.

Silverman, D. 2011b. *Interpreting qualitative data: a guide to the principles of qualitative research*. 4th ed. London: Sage.

Walliman, N. 2001. *Your research project: a step-by-step guide for the first-time researcher*. London: SAGE.

*Appendices may be used if required for large data sets, etc.

(*not required for 'Short Notes')

Any abbreviations should be given in full at their first mention, standard scientific units should be used, the use of *italics* should be reserved for latin names, publication titles, and 2nd and 3rd tier headings only.

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