Developing Academic Practice

# ABOUT THE JOURNAL

Developing Academic Practice is a peer-reviewed platform for the open access publication of research and practice in learning and teaching in higher education. The aims of the journal are to celebrate scholarship in all aspects of educational practice, and to provide an opportunity to celebrate innovative practice in Higher Education in an open, creative and collaborative publication.

The journal offers a range of contributions from those engaged in Higher Education in the University of Liverpool and beyond. The journal is a cornerstone of the University’s thriving culture of educational excellence and a vehicle to enhance the work of colleagues across the institution.

Developing Academic Practice is published by Liverpool University Press (LUP) which is the UK’s third oldest university press, with a distinguished history of publishing exceptional research since 1899, including the work of Nobel Prize winners.

**THE JOURNAL PROVIDES:**

- Gold Open Access under a [CC-BY](https://creativecommons.org/licenses/by/3.0/) license;

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- Flexibility on article length from 1,000-5,000 words;

- International dissemination under the imprimatur of a university press.

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# ARTICLE SUBMISSION DEADLINES:

The journal invites contributions (research papers, case studies, and reflective articles) in the areas of developing academic practice, developing academic leadership, and innovation in education and offers opportunities for all concerned with Higher Education to make contributions to debate.

The Editors welcome submission of articles which can take one of the following formats:

* Research papers: up to 5000 words excluding references.
* Case studies: up to 2000 words, excluding references.
* Reflective articles: up to 1000 words, excluding references.

**Research paper**

* A research paper describes original research which includes a clear research question, a review of the relevant literature, quantitative and/or qualitative methods, results and discussion, and possible limitations and implications for broader practice. The word limit is a maximum of 5000 words, excluding references.

**Case study**

* A case study reports preliminary evaluation of academic practice within a particular learning and teaching, curriculum, institutional or wider educational context. It presents the process and outcomes, includes a review of the relevant literature, quantitative and/or qualitative evaluation methods, and discusses the benefit of the study for a specific area or wider context. A case study may inform future research work. The word limit is a maximum of 2000 words, excluding references.

**Reflective article**

* A reflective article provides informed analysis and insights into academic practice and involves constructive criticism of your own practice or that of others, challenging current practice. It may involve for example reflecting on your own professional or academic practice or experience, evaluating a project or experiment, a particular event, or considering literature findings and linking theory with practice/reality. It may also prompt thinking about future practice. The word limit is a maximum of 1000 words, excluding references.

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The submission should include a cover letter, manuscript (without author details to support blinded review), biographical statements, and additional documents (e.g., tables and figures) as appropriate. This will be highlighted by the processing platform (ScholarOne Manuscripts) on submission.

# COVER LETTER

Each contribution should be accompanied by a brief cover letter, specifying the type of submission (research paper, case study, or reflective article), word count, and number of tables or figures included. The cover letter must confirm that the manuscript has not been published (and is not currently submitted for review) elsewhere and that all authors have agreed to the final submission.

The cover letter should declare any relevant conflicts of interest and any sources of funding. If funding has been obtained, please state the role of the funder in the study design, data collection or analysis, and report writing (if applicable). If no funding was obtained please state this. If any third-party materials are included (e.g., reproduced tables or figures), details of the permissions to include such material should be included in the cover letter.

It is expected that all research should have received ethical committee approval and have adhered to relevant codes of ethical conduct (please see *DAP* ethical guidelines). The cover letter should confirm that ethical approval has been obtained or, where appropriate, the reasons ethical approval is not required (e.g., the article is a reflection on the author’s own practice).

Full names and institution names should be provided for each author, together with the institution postal address, telephone number, and email address of the corresponding author.

# BIOGRAPHICAL STATEMENTS

You should, at the same time, submit a brief biographical note for the List of Contributors (100-150 words). This should be attached as a separate word document (not included as part of the manuscript to allow blinded review).

## **ABSTRACT / KEYWORDS**

The manuscript must include an abstract of no more than 150 words and 6 to 8 keywords, presented after the abstract in a comma-separated list, with only proper names capitalized.

## **FORMATTING AND STYLE GUIDE**

Please note, there may be some variation in format for occasional issues such as Special issues.

All material is published in English, with quotations given in the original language followed by English translation.

The document must be set at A4 paper size. The entire document (including the notes and references) should be double-spaced with 2.5 cm (1 inch) margins on all sides. A 12-point standard font such as Times or Times New Roman should be used for all text, including headings, notes, and references. An unusual character or diacritical mark should be flagged, as the character may not translate correctly during typesetting. Notes should be kept to a minimum and placed at the end of the text.

## **BRITISH-ENGLISH STYLE GUIDE**

The Developing Academic Practicestyle guide is based on the *Oxford Guide to Style* (OGS), with some deviations for house preferences. The journal uses U.K. punctuation and spelling, following *The Oxford English Dictionary* (OED). Please use ‘ize’ words, e.g. criticize, politicize, satirize, etc.

**ARTICLE TITLE AND HEADINGS**

* Notes should not be attached to titles, headings, subheadings or author names.
* Headings and subheadings should not be numbered.
* Indicate main headings by bold lettering and subheadings by bold italic.
* Footnotes should be avoided.

**ABBREVIATIONS**

* Avoid unnecessary abbreviations.
* Acronyms must be spelt out on first appearance. Provide parenthetical explanations: REM (rapid eye movement).
* Do not use a full stop (period) after abbreviations including the first and last letter of the word (contractions):
* Mr Mrs Dr St Ltd
* Some abbreviations drop the full stop, including those in the international system of measurement: Mme Mlle m mm kg
* A full stop for: vol. seq. no. ibid. et al. ed. trans.
* Use full stops in the abbreviation of names of countries but omit them with acronyms: U.S. U.K. UN EU NATO

**PUNCTUATION**

* All punctuation should be followed by a single space rather than a double space.
* There should be no full stop at the end of headings or subheadings.
* There is no need for double punctuation at the end of a sentence, either after an abbreviation or after a punctuation mark in quotation marks or a book or article title.

**[BRACKETS] AND (PARENTHESES)**

* Use square brackets for editorial comments within quotations or for uncertain data in references (e.g., if the publication year or city is ascertainable but does not appear in the book).
* Brackets are also used within parentheses: (he used to go there [to Tehran] every spring).

**QUOTATIONS**

* Always use single quotation marks. Double quotation marks are only used within a quotation. He remarked: ‘This charge of “fraudulent conversion” will never stick.’
* Quotations longer than four lines should be extracted (indent, no quote marks; translations of quotes similarly, with an extra space between quote and translation).
* Quotations should not start or end in ellipses […].
* Please double-check that all quotations are correct.
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In addition to translations of quotations (see above), all non-English terms and expressions should be followed on first mention by a translation or gloss in English in square brackets. Similarly, all non-English book/film titles etc. should be followed by an English translation on first usage (preferably use published translations where applicable with appropriate reference).

**DASHES**

* The UK style for dashes requires blanks before and after the en dash.
* The en dash is commonly used in ranges without additional spaces: 129–173, Monday–Thursday, vi–xii.

**ELLIPSES POINTS (…) (. …) (, …) (… !)**

* Three points should be used for omitted text. There should be one space before and after the ellipsis.
* If the omitted text follows a completed sentence, there should be four dots, the first indicating a full stop (or period). In contradiction to the three-dot ellipses, there is no space between the last word in the sentence and the first full stop ending the sentence.

**DATES, NUMBERS AND RANGES**

* Dates should be set day/month/year, 2 April 1952, with no comma in between the elements
* In general, use words for numbers that are less than 100, and numerals for all other numbers. Number ranges should not be abbreviated.
* In-text number ranges should employ prepositions not dashes: use ‘from 1924 to 1928’ or ‘between 1924 and 1928’. Do *not* use ‘from 1924–1928’, and not ‘between 1924–1928’.

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Please do not embed figures or tables within the Word document of the paper itself. Figure and table placement indicators (e.g. ‘<Insert Figure 1 here>’ or ‘<Insert Table 1 here>’) should appear in the main text, along with any relevant captions and sources.

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## Developing Academic Practice requires articles to be submitted using the APA referencing style (see Publication Manual of the American Psychological Association for full guidelines, most recent addition can be found in the [University Library](https://libguides.liverpool.ac.uk/referencing/apa)). Please ensure all references cited in the text are included in the reference list (and vice versa).

## In text citations should include the author’s surname and year of publication. For example, ‘As suggested by Brown and Kumar (2010)…’ or ‘this intervention has been successful in previous populations (Brown & Kumar, 2010). References with more than two authors should include all surnames when first cited, with further citations including the first author surname followed by et al. and year of publication. For example, the first citation may state‘…(Rutledge, Barrett, Chadwick, & Reynolds, 2015)’ followed by ‘…(Rutledge et al., 2015)’ in subsequent citations. Two references within the same parentheses should be in alphabetical (not chronological) order.

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## Miller, B. (2012). Creativity in veterinary practice. Journal of Education and Assessment, 34(2), 89-93.

## Book references should include the author name, year, book title, page of publication and publisher. For example,

## Chu, L. (2018). Innovation and assessment. New York: Peacock Press.

## Thompson, P. (2016). Presentations and performance. In R. Khan & S. Robinson (eds). Authentic assessment (pp. 65-82). London: Hendrie Press.

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