Developing Academic Practice

Guidelines for authors 2026

Developing Academic Practice 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 manuscripts which can take one of the following formats:

- Research papers: up to 4000 words, including Abstract and excluding references.
- Case studies: up to 2000 words, including Abstract and excluding references.
- Reflective articles: up to 1000 words, excluding references. No Abstract needed.

These word counts are for guidance only. All submissions must use templates for submission provided on the Developing Academic Practice webpage with specific font-types embedded and page limits indicated therein.

Engagement with Literature

All submissions should engage with relevant academic literature to situate your work within the broader field of higher education research and practice. Please ensure that you draw on pedagogical and higher education scholarship, not only within your own discipline. This will help with the reach and impact of the journal and help readers understand how findings apply more broadly, as well as to their own subject area. For example, you may wish to consult journals such as *Studies in Higher Education*, *Higher Education*, *Higher Education Policy*, *Innovations in Education and Teaching International*, *Journal of Education Policy*, *Journal of Higher Education*, *Teaching in Higher Education*, or *Action Learning: Research and Practice*. Where appropriate, we also encourage you to engage with previous articles published in *Developing Academic Practice*, either to build upon existing conversations or to highlight how your work offers a fresh perspective.

Format of submissions

Research paper

A research paper describes original research which includes, the abstract, 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.

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, the abstract, 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.

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.

Submission details

Authors should submit articles via Research Exchange using the following link. Guides & FAQs regarding submission can be found here.

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.

Cover Letter

Each article should be accompanied by a brief cover letter. The cover letter needs to specify the following aspects:

- The type of submission (research paper, case study, or reflective article), and **indication if it is intended for a particular special edition** (when submitted within indicated period of time for each edition)
- Word count (excluding references), and number of tables or figures included. Carefully see submission type for details.
- Specify that you have **used APA referencing style**
- Must confirm that the manuscript has not been published (and is not currently submitted for review) elsewhere
- All authors have agreed to the final submission.
- 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).
- 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.
- 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

Research Papers and Case Studies must include an abstract of no more than 150 words and 6 to 8 keywords. The key words are presented after the abstract in a comma-separated list, with only proper names capitalized. The abstract and keywords are included in the word count for your research paper or Case study.

References

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). Please ensure all references cited in the text are included in the reference list (and vice versa).

We recommend, in line with the University of Liverpool Library, the Cite Them Right version. All details can be found on the University of Liverpool Library website together with tutorials and training opportunities offered through the Library.

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.

All submissions must use templates for submission provided on the Developing Academic Practice webpage with specific font-types embedded and page limits indicated therein. 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 Practice style 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 (Parantheses)

- 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.
- For integrated quotations, the closing quote should precede the final punctuation or reference. For extracted quotations, the final punctuation precedes the reference.

Translations

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'.

Artwork

For review processes, please embed all figures or tables within the Word document of the manuscript submitted.

For production purposes, you will be required to submit the separate files for all pictures/plots prepared in suitable graphic format (tiff, jpeg preferred) with resolution of at least 300 dpi, and size of approximately 10 x 8 cm. Please appropriately name and number these files (e.g. '[author surname]_Figure_1', '[author surname]_Figure_2'). To enhance the accessibility of this content, please include alternative text for images and visual / multimedia content.

Ethical guidelines

Liverpool University Press is committed to maintaining the highest ethical standards. Contributors are expected to adhere to appropriate ethical standards when conducting research (e.g., obtaining ethical approval and informed consent) and preparation of the manuscript itself (e.g., inclusive language, acknowledgement of sources, plagiarism, and article authorship).

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Post-production for publication

Manuscripts that have been accepted for publication but do not conform to the style guide will be returned to the author for amendment. The Editors also reserve the right to alter submissions to conform to the style guide issued by the Publishers. Authors may not supply new materials or request major alterations following the copyediting stage so please ensure that all text is final upon acceptance.

Proofs

Proofs will be sent to authors via email. They should be corrected and returned within three working days. Major alterations to the text cannot be accepted at proof stage.