

## Notes for Contributors

In addition to our previously published research papers and practitioner-based case studies, we also now invite submissions on these forms of writing:

- **Opinion Pieces** - short and thought provoking, stating a position and drawing on facts and evidence to support it (a maximum of 750 words).
- **Conference Reflection Pieces** – a short and thought provoking piece responding to issues raised at a conference at keynotes or individual presentations (a maximum of 1500 words). Conference reflection piece is not a conference report.
- **Case Studies** - based on learning or teaching in practice, typically describing: the organisational and historical context, technical specifications of the project, discussion of pedagogy, implementation, evaluation and limitations (a maximum of 3000 words).
- **Research papers** (4000-6000 words) – these are welcomed from all disciplines and subject areas. These papers will be subject to peer review. Subjects covered include the broad areas of policy, strategy, curriculum, learning and teaching, assessment, resources, and quality enhancement. Both conceptual and empirical approaches are welcome and, in particular, articles reflecting on, and critically reviewing current practice with a view to sharing experiences, enhancing quality and promoting professional standards, are encouraged. Manuscripts may take the form of research papers, case studies, literature reviews, critical evaluations, new methodologies and action research.
- **Book Reviews** – a critical overview of a book related to learning and teaching (a maximum of 750 words).
- **Technology Reviews** – a critique or review of a technology application, outlining its application for learning and teaching and its strengths and weaknesses (a maximum of 1500 words).

### Submission

IJAP is committed to upholding the integrity of research and publication practices. As such, material submitted to IJAP must comply with the following principles to ensure ethical publication of academic work:

- Manuscripts submitted to IJAP must not have been previously published or be under consideration for publication elsewhere, either in whole or in part.
- IJAP will not consider articles similar to or based on previously published materials (e.g. the same experiment or study). In such instances the author must clearly demonstrate how this follows ethical practice.
- Papers will not be sent for peer review if the editors consider that the ethics details are omitted, vague or too limited for the scope of the study.

Submissions are subject to peer review at the discretion of the editors. Submissions will be peer reviewed by two referees. Authors will receive feedback and comments following this process and may be asked to amend their work accordingly. The editors reserve the right to make further minor editorial changes. Final proofs will be sent to authors for approval prior to publication, if there is sufficient time to do so, and must be returned by the stipulated deadline. Major alterations to the text cannot be accepted at that stage.

## Structure of research paper submissions

The first page of the paper should include the **title** together with the author's name, affiliation, address, and email address.

The second page of the paper must contain the **title** and up to six **keywords**. In the interests of blind peer reviewing, do not add the author'(s) name to this page. For the same reason, do not use headers and footers anywhere throughout the paper.

This second page should also include an **abstract** of not more than 200 words. The abstract should contain (Brown, 2008):

- What was done (methods)
- What was the main result (results)
- Why the work was done
- What the work adds to theory
- What the work adds to practice

The abstract should end with four-six key words relating to the content.

The text of the paper itself should begin on the third page and should not subsequently reveal the title or authors. All correspondence will be sent to the first named author, unless otherwise indicated.

### Notes

1. The Editorial Team invites submissions from across learning, teaching, technology and professional development. Proposals for special theme issues are also welcome. While the primary area of focus is learning, teaching and technology in Ireland, submissions from other regions are also welcome, particularly those that provide a comparative perspective. Specific topics can include curriculum development, language and education, teacher education, the education of special groups, education and learning technologies/media, educational leadership, theories of education, literacy, educational research and policy. Special emphasis is on innovative practices in teaching and learning. Articles on other related topics may be accepted if they have a clear relationship to research or practice in this field.
2. Submissions may be pre-screened to ensure they fit the aims and scope of the Journal. It is editorial policy that manuscripts are sent to two anonymous peer reviewers.
3. All published content must be approved through the normal IJAP refereeing and editorial process, and final editorial control remains with the IJAP Editors.
4. Submissions should fall into one of the categories identified in the list at the top of this page. Research articles shall be based on primary research, or exceptional critical literature reviews, or practice-based innovations.
5. Word limits: please see details above for the word limit guidelines for all submission types.
6. All submissions should be in MS Word.
7. Submissions should be typed in Times New Roman, 12, double-spaced with wide margins. All text should be unjustified. Do not insert page breaks or bold the text.

8. Authors are expected to correct proofs. The typescript finally accepted for publication must be regarded as definitive and subsequent corrections should be restricted to printer's errors. Any alterations at this stage may be made only with the agreement of the editorial team. Changes in the text will not be considered at proof stage.
9. Authors may already have begun a process of consultation with other journals for your paper submission. However it is still possible to publish a version of your work in this new journal without impacting on the status of other publications.
10. The American Psychological Association referencing style must be used (as per 6th edition of the APA Publication Manual, 2010). Examples are shown below. References should be placed in alphabetical order at the end of the text. The second line of each entry to the References should be indented by one tab.

## Examples of Referencing

**Book** Moore, S., Walsh, G., & Rísquez, A. (2007). *Teaching at College and University*. Maidenhead: Open University Press

**Book chapter** Noddings, N. (2004). Is Teaching a practice? In J. Dunne & P. Hogan (Eds.), *Education and Practice: Upholding the Integrity of Teaching and Learning* (pp. 159-169). Oxford: Blackwell Publishing.

**Journal article** Barnett, R. (2000). Supercomplexity and the curriculum. *Studies in Higher Education*, 25(3), 255-265.

**Online citation** Higher Education Authority (2011). *National Plan for Equity of Access to Higher Education 2008-2013 Mid-Term Review 2009*. Dublin: National Office for Equity of Access to Higher Education, Higher Education Authority (<http://www.hea.ie/en/Publications#2011>)

**Copy editing and general editing** Authors are likely to receive communications from copy-editors and/or the general editors.

**Peer Review** IJAP offers a double-blind peer review process. Authors are advised to follow the recommendations of peer review reports. The main editors will liaise with authors in this regard.

## Peer Review Procedures

- All contributions to IJAP are peer reviewed by The Editorial Advisory Panel and/or copy-edited.
- Additional editorial/review expertise may be sought by the Editorial Team as appropriate.
- Authors may be contacted directly by copy editors for clarifications.
- Authors will receive edited/peer reviewed copy for final approval before publication.

## **How to Submit**

Currently one issue is published a year. Submissions are welcome from higher education lecturers and researchers within and beyond TU Dublin. The Editorial and reviewing teams aim to give supportive and constructive feedback and welcome submissions from those beginning to research and write about higher education. You may submit an abstract only to the Editors for feedback on its suitability for IJAP.

If you would like to contribute an item for IJAP please make initial contact with one of the editors:

**Articles for consideration should be submitted via email attachment to:  
Roisin.Donnelly@tudublin.ie, Claire.McAvinia@tudublin.ie and  
Kevin.ORourke@tudublin.ie.**

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