

# Author Guidelines

**Before submitting your article, please ensure that it is prepared in accordance with the Author Guidelines below.**

**Please note that papers already submitted to or published in IRTES Conference Proceedings are not accepted for publication in any of IJRTES's journals.**

## Paper Structure:

Contributors are expected to submit the initial draft of their paper.

If accepted for publication, the paper's style will likely be slightly modified to provide consistency across papers. There may also be minor editorial edits to ensure the academic language, grammar and spelling. British and American English are both acceptable, but spelling and punctuation conventions should be consistent with the form of English used.

Papers should demonstrate the following attributes:

- Written in correct English at an academic standard;
- Sufficient reference to the current, worldwide, **mainstream** literature (usually within the last 5 years, and scholarly references. Avoid the use of websites and popular sources);
- Showing sufficient evidence of research (as a research article or comprehensive review);
- The well-written manuscript should address critical issues and current trends and research in education. This would include exploring significant themes, exceptional programs and promising practice in the field of education, and educational policy.

## **Abstract**

A concise and factual abstract is required (maximum length of 250 words). As far as possible, the abstract should state briefly the context of the research, the purpose of the research study, the methodology, the principal results and major conclusions and significance. It is understood that opinion articles, literature review articles and other non-empirical forms of study may necessitate slight changes in the abstract structure. References should be avoided. Also, non-standard or uncommon abbreviations should be avoided.

## **Keywords**

Immediately after the abstract, provide a maximum of six keywords.

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## **Introduction**

Present the purposes of the study and provide background for your work.

The introduction should contain a clear statement of what the manuscript is about, why it is relevant, the purposes, background of the study, and general organisation of the remainder of the paper.

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## **Literature Review**

Include a pertinent literature review with explicit international connections for relevant ideas. Discuss the findings of published papers in the related field and highlight your contribution.

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## **Methodology and Methods**

Writing should provide sufficient detail for readers to understand how you engaged in your inquiry. The type of research should be clearly stated and should have a source citation to give it validity. Research questions should be unmistakably stated. Clear descriptions of your participants along with strategies used to collect and analyse data should be described. There should also be reference to ethics approval

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## **Discussion**

This section should explore the significance of the results of the work, not repeat them. Combining your results and discussion into a single section may be suitable.

Returning to relevant literature from the introduction should show how your work connects with or interrupts already published literature.

Authors should note that, unless the manuscript is an opinion paper, they should refrain from trying to convince the reader of anything. Rather, the discussion should share what has been found, observed, or learned. Opinion words and intensifiers should not be used. The reader should be able to make decisions based upon the quality of the study and writing as to whether the information is worthwhile.

Please avoid one-sentence paragraphs.

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## **Findings/Results**

Findings should be linked to the research questions. Correct terminology should be used when discussing findings or results. The findings or results may benefit from a table or figure but these should be used sparingly and should not repeat findings already explained in text. Findings or results should be unbiased.

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## **Recommendations**

This section should outline any recommendations coming out of the research. These recommendations may include changes in the research methodology, for future research in the area, for adoption of particular practices, or for policy change. There should be justification made for each recommendation.

Recommendations should be presented in paragraph form rather than as a bulleted list.

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## **Conclusions**

The main conclusions of the study may be presented in a Conclusions section, which can include the main findings, the implications, and limitations.

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## **Appendices**

If there is more than one appendix, they should be identified as A, B, etc.

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## **Acknowledgements**

Collate acknowledgements in a separate section at the end of the article before the references and do not include them on the title page, as a footnote to the title or otherwise. List here those individuals who provided help during the research (e.g. providing language help, writing assistance or proofreading the article).

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## **Footnotes**

Footnotes should be used sparingly. Insert them using Word's footnote function, ensuring that they are numbered consecutively throughout the article in superscript Arabic numerals. Please do not insert footnotes manually.

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## References

### Citation in text

Please ensure that every reference cited in the text is also present in the reference list (and vice versa).

### Reference style

Within the text: Citations in the text should follow the referencing style used by the American Psychological Association (APA). *Publication Manual of the American Psychological Association*, Sixth Edition, ISBN 978-1-4338-0561-5.

List at end of paper: References should be arranged first alphabetically and then further sorted chronologically if necessary. Please single-space, and indent after the first line of each.

### Reference to a journal publication:

Van der Geer, J., Hanraads, J. A. J., & Lupton, R. A. (2010). The art of writing a scientific article. *Journal of Scientific Communications*, 163, 51–59.

### Reference to a book:

Strunk, W., Jr., & White, E. B. (2000). *The elements of style*. (4th ed.). New York: Longman (Chapter 4).

### Reference to a chapter in an edited book:

Mettam, G. R., & Adams, L. B. (2009). How to prepare an electronic version of your article. In B. S. Jones, & R. Z. Smith (Eds.), *Introduction to the electronic age* (pp. 281–304). New York: E-Publishing Inc.

For more details about referencing, please read our [APA referencing style guide](#).

### DOIs

Full DOI's need to be added, where available, to the referenced work.

Hyland, K. (2007). Genre pedagogy: Language, literacy and L2 writing instruction. *Journal of Second Language Writing*, 16(3), 148–164.

<https://doi.org/10.1016/j.jslw.2007.07.005>

## Style Checklist:

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- APA Referencing Style Guide.
- 12-point Times New Roman font.
- All paragraphs and body text justified and single-spaced.
- Please avoid one sentence paragraphs.
- One line should separate paragraphs or sections. Do not indent paragraphs.
- Set page size to A4.
- Margins: Microsoft Word "Normal" (2.54 cm).
- Generally, contributions should be between 4,000 and 7,000 words in length.
- Main headings, subheadings and sub-subheadings: No more than three levels of headings should be included.
- All figures must be inserted in a JPEG image format, within the page margins. Centre images. Do not insert loose objects such as arrows, lines, or text boxes. Number and caption below the figure (Figure 1: Caption), centre aligned.
- Tables should be created within the Microsoft Word document, should fit onto one A4 page and should be numbered and captioned below the table, centre aligned.
- Bold any section/paragraph headers and left align, first word capitalisation, not bold. The table should be a simple box format.
- Do not use any page headers, footers or page numbers (footers are acceptable if they contain footnotes).
- Use only portrait layout. Do not include any pages in landscape layout.
- Corresponding author contact email address should be added to the end of the paper after references. IAFOR is not responsible for unsolicited emails received.

- Optional: Acknowledgements (max. 150 words) to be included as the last section before reference list.
- References to be single-spaced (indented after first line of reference).
- **Title page information to include:**
  - Title of the paper.
  - Author names and affiliations: Provide authors' affiliation details (where the work was done) including full institution name and country.

## **Resources**

Rules of Thumb for Writing Research Articles by Tomislav Hengl and Michael Gould