

## Authors' Guideline

Authors are strongly encouraged to contribute educational research outputs for the realization of the aim of the journal and the University (Kotebe University of Education (KUE)) at large. The manuscripts shall, however, be prepared based on this authors' guidelines of the journal.

### 1. Types of Manuscripts

Four types of manuscripts can be submitted to KJE:

- i. **Original Article:** This is a generic term for a full-length, original research paper. This type of manuscript should describe new and carefully confirmed findings, and research methods should be given in sufficient detail for others to verify the work.
- ii. **Review:** This is a manuscript summarizing the state of research on a particular topic previously published in reputable journals, books, conference proceedings, policy documents, organization reports, etc. Submissions of critical review papers and perspectives covering topics of current interests on education are encouraged. Submissions of systematic review and meta-analysis from recent literatures of reputable journals and/or publishers are essential.
- iii. **Short communications/technical notes/case report/case comment:**  
These are briefly written papers that present original and significant findings of the ongoing research for rapid dissemination or arguments about previously published papers, which involve either opinion of contradictory or supporting research findings. A short communication is suitable for recording the results of investigations or giving details of new models, innovative methods and/or techniques. It also includes short news for the society consumption aiming at disseminating interesting findings. "letters to the editors" that contain comments and/or improvements of previous publications are also considered for publication in this journal.
- iv. **Policy Brief:** A policy brief is a concise summary of original study work or a result of review work that includes policy options to solve a problem and/or recommendations containing alternatives to improve directions. Policy briefs are typically written for organization leaders, policymakers, and others who work for creating and influencing policy.

Generally, 75% of the journal's content shall consist of original research articles.

## **2. Submission and Peer Review Process**

Submission to KJE is totally online and authors will be guided stepwise through the creation and uploading of their files. KJE will not consider a manuscript that is submitted simultaneously to another journal, nor will it consider an article that has been published previously in a similar form. Submission of a manuscript implies that the work described has not been published previously elsewhere (except in the form of an abstract, a published lecture or academic thesis/dissertation).

KJE operates a blind peer review process. All contributions will be initially assessed by the editor-in-chief and/or managing editor for journal suitability, and compliance to the guideline. Manuscripts deemed suitable will then be sent to the associate editor for technical scope and for further scrutinization. If suitability is confirmed, the associate editor will send it to a minimum of two independent reviewers to assess the scientific quality of the manuscript together with the evaluation criteria. If it is rejected by both of the reviewers, the manuscript will not be considered for publication. If one of them rejects and the other accepts, recommend minor or major revision, it will be sent to a third reviewer. If the third reviewer rejects it, the final decision will be rejection. If he/she accepts or recommends minor/major revision, the authors will be communicated for acceptance or to make the required revision and resend it back.

The Editorial Board is responsible for the final decision regarding acceptance or rejection of manuscripts and their decision will be final. The identities of the authors are concealed from the reviewers, and vice versa. Authors may suggest up to three reviewers to expand the reviewer's pool, but shall not be used for their current manuscript. Reviewers with specialization in the subject area will be contacted from the data base to evaluate the manuscripts. Decisions will be made as rapidly as possible (up to 30 days), and the journal will strive to return reviewers' comments to authors within a short period of time. The Editorial board may re-review manuscripts that are accepted for publication for potential errors correction and quality assurance. The submission and review process.

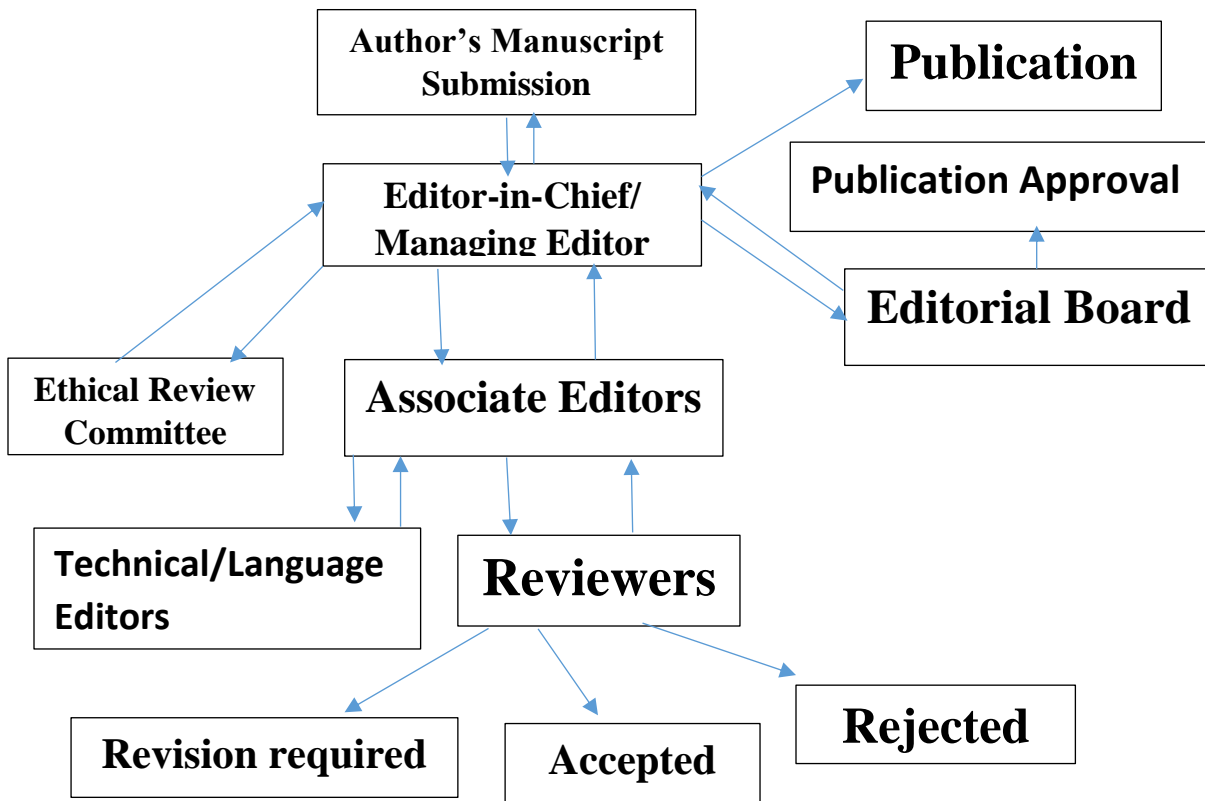


Figure 2. Manuscript submission, and editorial/review process

### 3. Roles of Author

Authors shall consider the following points while submitting manuscript/s.

#### 3.1. Submit standard manuscripts

Authors of original research should present an accurate account of the work performed and the results followed by an objective/focus discussion of the work. The manuscript should contain sufficient detail and references to permit others to examine the validity, objectivity and replicability of the work as well.

#### 3.2. Respond to data access and retention requests

Authors may be asked to provide the raw data of their study together with the manuscript for editorial review and should be prepared to make the data available for the editorial board of the journal when needed. In any event, authors should ensure accessibility of such data to other competent professionals for at least five years after publication (preferably via an institutional or subject-based data repository or other data center), provided that the confidentiality of the

participants can be protected and legal rights concerning proprietary data do not preclude their release.

### **3.3. Submit original work and avoid plagiarism**

Authors should ensure that they have written and submitted only original work, and if they have used the work and/or words of others, they should appropriately acknowledge or cite. Publications that have been influential in determining the nature of the work reported in the manuscript should also be cited. Plagiarism takes many forms, from "passing off" another's paper as the author's own, to copying or paraphrasing substantial parts of another's paper (without attribution), to claiming results from research conducted by others. Plagiarism in all its forms constitutes unethical publishing behavior and is unacceptable.

### **3.4. Responsible for authorship of the manuscript**

Only authors who meet authorship criteria should be listed as authors in the manuscript as they should take public responsibility for the contents of the manuscript. Those authors who perform the following should be included in the manuscripts:

- i. have made significant contributions to the conception, design, execution, data acquisition, or analysis/interpretation of the study;
- ii. have drafted the manuscript or revised it critically for important intellectual contents; and
- iii. have seen and approved the final version of the paper and agreed to its submission for publication.

All persons who have made substantial contributions to the work reported in the manuscript (such as technical help, writing and editing assistance, general support) but who do not meet the criteria for authorship must not be listed as authors, but should be acknowledged in the "Acknowledgements" section. The corresponding author should ensure that all appropriate coauthors (according to the above definition) are included in the author list and verify that all coauthors have seen and approved the final version of the manuscript and agreed to its submission for publication.

### **3.5. Disclose conflicts of interest**

Authors should, at the earliest stage possible (generally by submitting a disclosure form at the time of submission and including a statement in the manuscript), disclose any conflicts of interest that might be construed to influence the results or their interpretation in the manuscript. Examples of potential conflicts of interest that should be disclosed include financial ones such as honoraria, project grants or other funding, participation as speakers, membership, employment, consultancies, or other equity interest, and paid expert testimony or patent-licensing arrangements, as well as non-financial ones such as personal or professional relationships, affiliations, knowledge or beliefs in the subject matter or materials discussed in the manuscript. All sources of financial support for the work should be disclosed (including the grant number or other reference number, if any).

KJE requires authors to declare all competing interests in relation to their work. All submitted manuscripts must include a ‘competing interests’ section at the end of the manuscript listing all competing interests (financial and non-financial). Where authors have no competing interests, the statement should read “The author(s) declare(s) that they have no competing interests”. The associate editor in the field may ask for further information relating to competing interests. The associate editor and reviewers are also required to declare any competing interests and may be excluded from the peer review process if a competing interest exists.

### **3.6. Acknowledge the sources**

Authors should ensure that they have properly acknowledged the work of others, and should also cite publications that have been influential in determining the nature of the reported work. Information obtained privately (from conversation, correspondence or discussion with third parties) must not be used or reported without explicit, written permission from the source. Authors should not use information obtained in the course of providing confidential services, such as refereeing manuscripts or grant applications, unless they have obtained the explicit written permission of the author(s) of the work involved in these services.

### **3.7. Timely response to peer review**

Authors are obliged to participate in the peer review process and cooperate fully by responding promptly to associate editor’s requests for raw data, clarifications, and proof of ethical approval, and copyright permissions. In the case of a first decision of "revisions necessary", authors should

respond to the reviewers' comments systematically, point by point, and in a timely manner, revising and re-submitting their manuscript to the journal by the deadline given.

### **3.8. Notify fundamental errors in published works**

When authors discover errors or inaccuracies in their own published work, it is their obligation to promptly notify the associate editor/managing editor/Editor-in-Chief and cooperate with them to either correct the paper in the form of an erratum or to retract the paper. If the editors or publisher learns from a third party that a published work contains a significant error or inaccuracy, then it is the authors' obligation to promptly correct or retract the paper or provide evidence to the journal editors of the correctness of the paper.

## **4. Manuscript Preparation**

**Format:** Manuscripts should be prepared in Microsoft Word. Templates are available to the authors. Authors should remove all identifying information pertaining authors from the body of the manuscript, as it is subjected to anonymous peer review. Manuscript text, notes, references, and appendix materials must be 1.5 spaced and set in Times New Roman, 12-point font type. Spaced (not indented) paragraphing shall also be used.

The manuscript for original research shall be prepared with the order of: Title, authors' name with their field of study and affiliation, abstract, introduction, methods, results, discussion, conclusion/implications, limitation (if any), reference, appendix (if any), authors' contribution (credit statement), declaration of competing interest, and acknowledgement (if any).

**Length:** Original articles submitted to KJE should consist of a maximum of 8000-10,000 words or should not exceed 20 pages, excluding the references and supplementary materials. Review manuscripts should be compiled with a maximum of 5,000-7,000 words, and may reach up to 15 pages, excluding references and supplementary materials. Short communications and policy briefs should be limited to 3000-4000 words within a maximum of five pages.

**Equations:** Unless they are uniquely used, equations should not be used in the manuscripts. If used, they can be made using equation editors such as Microsoft Equation Editor and Math Type add-on. Equations should be editable by the journal editors and so should not appear in a picture format.

**Language:** Manuscripts shall be prepared in English languages to reach to a larger international audience.

**Title:** Title should be concise and informative. A good title contains the fewest possible words that adequately describe the contents and/or purpose of the research, review, short communication or policy brief. A suitable title is formulated taking into account the purpose, narrative tone of the paper, and the methods used. Effective titles should at least indicate accurately the subject and scope of the study, avoid use of abbreviations, use words that create a positive impression and stimulate reader interest, and use current nomenclature from the field of study.

**Author names and affiliation:** The author's full name and contact information (i.e. affiliation, email address, telephone number and postal address) should appear in the title page. If there are more authors, identify them using numerical superscripts against each name and her/his affiliation and addresses. Each author's name should be clearly indicated and checked for spelling accuracy. One author should be identified as the corresponding author using asterisk (\*). All persons who have a reasonable claim to authorship must be named in the manuscript as co-authors. The corresponding author must be authorized by all co-authors to act as an agent on their behalf in all matters pertaining to publication of the manuscript, and the order of names should be agreed by all authors.

**Abstract:** The abstract should be informative and self-explanatory, briefly present the purpose (objective), method of the work, and point out major findings and conclusions. A third person reporting should be used, and the abstract should be written in the past tense. Standard nomenclature should be used and abbreviations should be avoided. No literature should be cited. All manuscripts should be accompanied by an abstract not exceeding 250 words.

**Keywords:** Manuscripts should have a maximum of 3-5 keywords, in alphabetical order next to the abstract.

**Abbreviations/acronyms:** When a word that can be acronymed/abbreviated is first used in the manuscript, it should be written out in full, followed by the acronym/abbreviation in brackets. Authors can use the acronym/abbreviation thereafter.

**Introduction:** The introduction should provide a clear statement of the problem, objectives, the relevant literature on the subject, and operational definitions of selected terms or concepts.

**Methods/Methodology:** The approach, methods/methodology or data collection tools and analysis should be complete enough to ensure validation, accuracy, and allow possible replication of the research. However, only new developed research methods/procedures should be described in detail. Previously published methods should be cited, and important modifications of published methods should be mentioned briefly.

**Results:** Results should be presented with clarity and precision. The results should be written in the past tense when describing findings.

**Discussion:** Discussion should interpret the findings in view of the results obtained in this and in past studies on the topic. Results and Discussion sections, when appropriate, can be combined into a single section with subheadings.

**Conclusions:** State the conclusions in a few paragraphs and sentences at the end of the paper. The conclusion should be in line with the objective/s of the study.

**Implications:** Study finding implications to instructional methods, educational policy change and/or other significance to the education sector should be mentioned. Recommendations might be forwarded as well.

**Limitations:** Limitations, if any, can be stated next to the implication heading.

**Tables:** Tables must be consecutively numbered using headings with self-explanatory titles; they shall be single-spaced. Each table must be referred to in the text (example, Table 1, 2,3,..). Headings of the table should appear at the top of the table. All tables (except appendix tables) should be included in the main body of the text, not as a separate file or at the end of the main text.

**Figures:** All diagrams, charts, maps, plates, photos and graphs should be consecutively numbered using captions. All figures (except appendix figures) should be included in the main body of the text (example, Fig 1, 2, 3,...). Figures should be prepared using applications capable of generating high resolution as GIF, TIFF, JPEG or PDF files. Figures should be numbered consecutively using



Arabic number (1, 2, 3...). Caption of the figure should be as clear as possible, and appear under the figure.

Note that the total number of tables and figures together should not exceed eight.

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### **Changes to authorship**

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are not considered after acceptance of a manuscript. The changes should be communicated before the acceptance of the manuscript for publication.

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