

Teacher Education Advancement Network Journal Submission Guidelines and Reviewer Guidelines

Introduction

The Teacher Education Advancement Network Journal is an established online publication; the first issue of the journal was published in summer 2010. The journal is specifically aimed at teacher educators with the intention of advancing research and scholarly activity in teacher education. The journal is published by the Teacher Education Advancement Network (TEAN) and is designed to be a journal whose contributors will offer example and inspiration from their own practice and activity. The journal will be sure to offer papers which have academic rigour, and, particularly, have the intention to **impact on practice**. Initially it draws from the experiences of colleagues from across the UK, however papers from international colleagues are most welcome. As this is an online journal, the audience is potentially worldwide, therefore all papers should be situated in their country of origin. The journal aims to encourage and support new researchers and writers in teacher education as well as drawing on contributions from experienced colleagues.

The journal is available open access online at:
<https://ojs.cumbria.ac.uk/index.php/TEAN>

The ISSN of the journal is: **2054-5266**

Guidance concerning submissions for the journal

Please read this with care

TEAN has two possible online repositories for your paper; they are quite different in their requirements and both are valid in different ways. If, after reading the guidance, you are not certain where your paper belongs, please contact TEAN.

The Teacher Educators' Storehouse

- This is useful for papers which are not of the highest academic rigour, but have something important to offer the sector. However, correct referencing and presentation are expected.
- A paper for the Storehouse is **not** peer-reviewed but is carefully considered and edited by TEAN.
- It may be somewhat anecdotal.
- It may be an account of research in progress but not completed.
- It may be a position paper.
- It may be a discussion of any aspect of scholarly practice which you feel is of value to colleagues.
- The length is not critical but it is strongly suggested, that any paper for the Storehouse does not exceed 3500 words.

- It is recommended that if your paper is either subject or country specific, you ensure that its message is made obviously transferable to other contexts.

Please note that TEAN is very interested in this kind of valuable contribution.

The TEAN journal

General points

- All papers submitted for the TEAN journal will undergo a rigorous peer review process.
- Papers should be **3000 - 4000** words, excluding references, and **no more than 5000 at the most**. (Please note that 4500 is the preferred maximum if possible)
- If your paper is either subject or country specific, please ensure that its message is made obviously transferable to other contexts.
- Look carefully at what the reviewers will comment on in their review and check that you have covered these things.
- Please number the pages of your manuscript.
- Use clear steps to lay out your argument.
- Make sure you have explained the relevance of your research.
- Avoid the use of general assertions in your text; back up your argument with evidence.
- Limit what you report on; do not try to cram too much in – go for depth rather than breadth.

Please note: If your paper is accepted for publication, it is assumed that you agree to the article also being placed in the University of Cumbria's digital repository 'Insight'.

Peer review

Peer review is carried out by two experienced reviewers. However, TEAN also offers a unique service in that inexperienced reviewers are welcomed to work alongside the experienced reviewers until, when ready, they are invited to join the team of experienced reviewers.

All peer review is completely anonymous and confidential.

If you are interested in becoming a reviewer for the journal – experienced or inexperienced - please contact tean@cumbria.ac.uk

Advice on content

If you decide to submit for the journal, please reflect on the following advice and ensure you have covered each point.

Please note: The TEAN journal welcomes novice journal writers, therefore the following advice is offered in the spirit of helping such writers to understand what reviewers are looking for and be successful with their submissions. Evidently experienced journal writers will know to engage with these points.

Content

It is not intended to suggest a rigid template, however, the following broad headlines should be addressed somewhere in your paper:

- Background to the research
- Context – that is to say a review of current literature on your topic and how your research fits into this context
- Thorough explanation of any basic terminology. An example of this would be the concept of creativity. You would need to explain what you mean by this in the context of your work, drawing critically on other scholars' engagement with the term.
- Explanation of the aims of your research and the research questions you were looking to address.
- Methodology and methods. Type of methodology used. Data collection; quantitative/qualitative. Type of interviews if used. Type of data analysis used. NB You should refer *briefly* to ethical considerations in this section; if the ethics behind your research are unconvincing, the paper may well have to be rejected.
- Findings; consider validity/ limitations and generalisability.
- Discussion of your findings.
- Conclusion of the paper: including where your research would lead next, and impact on practice.

Useful question check list

- Is your research completed or at such a stage that meaningful conclusions can be reached?
- Have you engaged with theory? This does not mean just giving references, but linked the theory to your paper in a critical manner?
- Have you discussed methodology? This means a discussion of the rationale behind your project. Have you mentioned ethical considerations?
- Have you done enough data collection? Your findings should be presented as based on the data collection you are presenting rather than on your own perceptions.
- Have you read through your paper? Does it read well? Have you asked someone else to read it and comment on it before sending it?
- Have you checked the references thoroughly? Are they all there? Are they done as TEAN wants (see below)?
- Have you checked the number of words? If it is too many you will probably be asked to reduce it. The word limit has been raised to 5000 in 2014, *in case this is really necessary*, but please note that the preference is for 4500 as a maximum.

If you are unsure at any time, please contact TEAN for guidance. We are creating a significant repository of teacher education academic expertise together and it is vital that we help each other to make it a success.

Special issues

If you have an idea for a special issue of the journal, please contact TEAN. It is possible that special arrangements can be discussed for the creation of a themed issue of the journal.

Submission of papers

Papers should be sent as an email attachment Word file to tean@cumbria.ac.uk

You will receive an acknowledgement of receipt, so if you do not receive one, contact TEAN

Template for submission of papers

Page 1 Please use Arial 14 point on this page

Title of paper

Author(s)

Contact details of all writers of the paper with the lead writer clearly signalled

Name

Institution

Address

Email

The first page of the text document must be the title page and this is the **only** place where the names of the authors are included.

Page 2 Please use Arial 12 point on this page

Repeat title

Present an abstract of 150 - 200 words (no quotations)

.

Please give between 5 and 10 keywords, separated by semi-colons

Page 3 onwards Please use Arial 12 point and single spacing

The main paper must not exceed 5000 words (This does not include references, the abstract or any appendices). Please note that the preferred length of a paper is 4500 maximum, so if you do use the extra allowance, be certain that it is necessary.

References

Please note that TEAN, from 2014 onwards, follows the guidelines for referencing as explained in CITE THEM RIGHT, Ninth edition, published 2013.

- The Harvard system should be used for references and these must **only** be those mentioned in the text. (A full bibliography is not normally accepted.)
Examples of Harvard referencing which are acceptable for TEAN are below.
- Diagrams and tables
These can be embedded in your text. However, please ensure that they can be easily reproduced and that can be sent through e-mail. If there is a problem with the e-mail, contact alison.jackson@cumbria.ac.uk
All diagrams and tables should be referred to *in the text* as follows: figure 1, table 1 etc. Each table or figure must have a title that explains its purpose.
- Please use British spelling.
- Single 'quotes' are used for quotations rather than double "quotes", unless the 'quote is "within" another quote' and 'quotes precede punctuation'.
- Referenced text
In the text, these references need inverted commas, however, if they are indented (3 lines or more), they do not require inverted commas.
- Participant quotations
These always need inverted commas and, if indented, there is no minimum of lines. Also note that you must make it clear who said the quotation.
- Explain acronyms in full the first time they are used
- Numbers in text should take the following forms: 300, 3000, 30 000. Spell out numbers under 10 unless used with a unit of measure, e.g. nine pupils but 9 mm (do not introduce periods with measure). For decimals, use the form 0.05 (not .05).
- Use footnotes sparingly and begin again on each page.
- Endnotes should not be used unless absolutely necessary. They should appear at the end of the main text, immediately before the list of references.
- Acknowledgements should be placed before the references.

- Appendices should be used sparingly and come after the references.

The Harvard system of referencing -examples

In the text:

Ball (1981) or Ball (1981:24) author, year, page reference – please note that it is important to endeavour to add the page reference.

Several authors have noted this trend (Carr, 1989; Grundy, 1982; Kemmis, 1984)

If an author has two references published in the same year, add lower case letters after the date to distinguish them, as in, Elliott (1980a, 1980b).

In the reference list:

For books: Bowley, J. (1988) *A secure base*. London: Routledge.

For journal articles: Winnicott, D.W, (1960) 'The theory of the parent-infant relationship', *International Journal of Psycho-Analysis*, 41(1), pp.485-95.

For chapters: Little, A. (1990) 'The role of assessment re-examined in international context', in Broadfoot, P., Murphy, R. and Torrance, H. (eds) *Changing educational assessment*. London: Routledge, pp.53-75.

For online documents: Standler, R. (2000) Plagiarism in colleges in the USA. Available at: www.rbs2.com/plag.htm (Accessed: 6 August 2004).

For conference papers: Ball, S. (1999) 'Global Trends in Educational Reform and the Struggle for the Soul of the Teacher', *British Educational Research Association Annual Conference*. University of Sussex, Brighton, 2-5 September. Place of publication: publisher, page reference.

Acceptance of a paper

If your paper is accepted subject to amendments being completed by a certain date, please use the copy of the review you will have been sent and annotate it to show how you have responded to the reviewers.

Guidance to Peer Reviewers

Thank you for agreeing to review a paper for the Teacher Education Advancement Network Journal

Part of the purpose of this journal is to encourage new academic writers but this does not mean that the standard of the papers should be compromised.

This is an anonymous review so that your name will not be revealed to the author. The reviewer feedback form should be returned to the journal editor – Alison Jackson: alison.jackson@cumbria.ac.uk . Your name will be removed and the editor will combine your feedback with the second reviewer and a cover letter before it is returned to the author.

Your feedback must be very focussed and fairly concise. Please set it out as follows (expand the boxes where necessary):

Title of paper
A brief summary in one or two sentences of what the paper is about
Identify one or two strengths of the paper or topic (if possible)
<p>Major comments Please comment on the following headings <i>Please write here any comments and/or advice to the author; e.g. any sections which should be deleted or any aspects which are missing.</i></p> <p><i>Is there clear evidence of possible impact on practice?</i></p> <p><i>The conclusion should be a summing up arising directly from the body of the paper and not an introduction of new material. Is this the case?</i></p> <p><i>Please consider the references – are they adequate and do they correspond to the references in the text? If they are not, the paper may well be rejected.</i></p> <p><i>Check tables and diagrams – are they useful to the paper and are they correctly labelled.</i></p> <p><i>Are there a substantial amount of typos, grammatical and style errors?</i></p>
<p>Minor comments <i>Please add any minor comments here.</i></p>
<p>Recommendations <i>Please note that the nature of the TEAN journal allows for considerable re-writing of a paper to be done if necessary. Therefore, please use ‘accept conditionally’ for a paper which has some work to do but does not require significant re-writing and reserve ‘reject but list significant changes’ for an article which has interest for the readers but really does require a lot of work to get it up to publication level.</i></p> <p>Please recommend one of the following and erase the rest:</p> <p>Accept: The paper should be published subject to minor amendments and final proof reading</p> <p>Accept conditionally to the following areas being addressed by the writer (please list)</p> <p>Reject but list significant changes that the author would have to make to resubmit. It would be made clear to the author, that this does not give a guarantee of publication at a later date.</p> <p>Reject: The paper should not be published – please check that you have said why in the feedback.</p>