

The Irish Journal of Education: Detailed submission guidelines

Authors of submissions to the IJE are required to submit their manuscripts according to guidelines for publication issued by the American Psychological Association (APA). This document is a short guide – more detail can be found on the [APA's website](#).

Articles should be submitted in Microsoft Word or other Microsoft Word-compatible text editing software to ije@erc.ie. For security reasons, links to shared cloud-based files cannot be accepted. It is recommended to use the ERC's [IJE submission template](#). The template provides the format for the article (headings, references, tables, figures etc.).

The IJE welcomes submissions on any of the following:

- Quantitative analyses of large-scale international assessment data
- Quantitative analyses of large-scale national assessment data
- Test development and test standardisation studies
- Evaluations of national educational programmes, initiatives or policies
- Quantitative, qualitative or mixed-method analyses of smaller-scale assessment or evaluation studies, including case studies
- Reviews of educational research, policy and/or theoretical perspectives

Articles which have a particular relevance to education in Ireland are especially welcome.

Full-length articles should be not less than 3,500 words and not more than 6,500 words in length (including references and appendices) and should be accompanied by a summary or abstract of a maximum of 200 words. Generally these articles consist of a report on analyses of one or more research questions using one or more data sources.

Short articles should be between 1,500 and 2,500 words (including references and appendices) and should be accompanied by a summary or abstract of a maximum of 200 words. Generally these articles consist of an evidence-based commentary or position on aspects of educational research, policy or practice.

All articles must include the following sections/information:

In the accompanying email please put:

- Type of submission: Full-length article or Short article
- Total word count (including references and appendices)
- Word count (excluding references and appendices)

In the article, please include:

- Keywords
- Title
- Authors
- Lead author contact email
- Abstract (maximum 200 words)
- [If an empirical analysis the article must also include:]
 - [Method]
 - [Participants]

- [Results]
- Conclusions
- References (which should consist of a *complete* list of in-text citations in alphabetical order using APA 7 guidelines)
 - [If required: Appendix]

The use of clear section headings in both long and short articles is strongly encouraged.

Articles which do not meet these guidelines cannot be accepted for further consideration.

Features of APA 7 for Professional Papers

General Paper Format Guidelines – Please use the template provided

- Align text to the left margin. Leave the right margin uneven (not justified). Use one-inch margins on every side of the page.
- Lines should be double-spaced throughout (including block quotations of 40 or more words, references, and appendices) but table cells, the image part of figures and footnotes may be single-spaced or one-and-a-half-spaced. Use one space after a full-stop.
- Indent the first line of each paragraph of text (0.5 in.) in from the left margin. Indent block quotations similarly.
- The same font should be used throughout. There is no strict guidance on which ones to use. APA 7 recommends: sans serif fonts such as 11-point Calibri, 11-point Ariel, 10-point Lucida Sans Unicode or serif fonts such as 12-point Times New Roman, 11-point Georgia or normal 10-point Computer Modern. For figures use a sans serif font with a type size of between 8 and 14 points. Use default font settings in word-processing programmes for footnotes.
- Include a page number for all pages, including the title page.

Title Page

The title page contains the following elements: The title of the paper, names of each author, affiliation for each author, an author note (optional), a running head.

Title of the Paper

In upper and lowercase letters (title case – all words with four letters or more are capitalised) boldface, centred in the top half of the page, the title may take up to two lines.

Names of Each Author

Two double spaces below the title in upper and lower case letters, centred:

Mark A. Researcher^a and Jean D. Analyst^b

Affiliation for Each Author

One double-spaced line below names of each author, upper and lower case, centred:

^aDepartment of Education, Boston College

^bEducational Research Centre

Use superscript letters if from different institutions, or none if from the same institution.

Author Footnote

This footnote may include a number of paragraphs, in the following order:

- Optional/as applicable for authors with ORCID iDs: beginning with the author name, the symbol for the ORCID iD, and the URL for the ORCID iD. Omit authors with no ORCID iD from this paragraph.
- Optional/as applicable: Any change in affiliation or any deaths of the authors.
- Optional/as applicable: Any disclosures or acknowledgements relating to data sharing, conflicts of interests, related reports, financial support or other assistance. If no disclosures are necessary, please state *“The author(s) received no financial support for the research, authorship, and/or publication of this article.”*
- Contact Details for the corresponding author – address (optional), affiliation (required) and email (required).

Running Head

Flush left, top of every page, should not exceed 50 characters including spaces and punctuation, in all capital letters, can be identical to the title or part of the title.

Page Number

Centred at the bottom of every page.

Abstract

Section heading - centred, boldface, title case, no italics.
Not more than 200 words in a single paragraph. Do not indent.

Keywords: (indented, italicised) Three to five, separated by commas, no full-stop, not italicised, one double-spaced line below abstract

Text in the Body of the Paper

The paper’s title is boldface and centred above the first body paragraph (level 1 heading). Do not include an “Introduction” header.

The first line of every paragraph is indented (0.5in).

Headings – Description of 5 Levels and Example (below)

1 Centred, Boldface, Title Case Heading

Text begins as a new paragraph

2 Flush left, Boldface, Title Case Heading

Text begins as a new paragraph

3 Flush left, Boldface Italic, Title Case Heading

Text begins as a new paragraph

- 4 **Indented, Boldface, Title Case Heading Ending With a Full-Stop.** Paragraph continues on the same line and continues as a regular paragraph.
- 5 ***Indented, Boldface, Title Case, Italics, Heading Ending With a Full-Stop.*** Paragraph continues on the same line and continues as a regular paragraph.

Method (Level 1)

Site of Study (Level 2)

Participants (Level 2)

Teachers (Level 3)

Students (Level 3)

Male Students. (Level 4)

Male Students With no Siblings. (Level 5)

Footnotes

Footnotes are placed at the bottom of the relevant page in numerical order using superscript numbers.

Tables

- All tables are numbered with Arabic numbers in bold and left-aligned. Table titles, below the table number, are also left aligned and presented in italicised title case. Numbers and titles are placed above the table body.
- Use double spacing for the table number, title and notes; single, one and a half, or double spacing for the body.
- Every column has a column heading, written in sentence case (capitalising only the first word and any proper nouns) using singular language (item instead of items). Entries in the left column are left-aligned beneath the centred stub heading. All other column headings and cell entries are centred.
- Use borders for top and bottom of the table, beneath column headings, above table spanners. There are no vertical borders and no borders around cells.
- Place notes beneath the table body.
- Tables from external sources are copied in original form and referenced in APA style.

Figures

A figure may be an image of a chart, graph, photograph, drawing, plot, infographic, or any other illustration that is not a table. Graphics features of word-processing programmes (Microsoft Word or Excel) or dedicated programmes (Photoshop or Inkscape) can be used to produce figures. A

key message from APA 7 with regard to the production of figures is to “keep it simple”, free of unnecessary detail, and to avoid doing anything that might distort the data or annoy the reader. An important change to figures in the online publication of the IJE, compared to previous editions, will be the introduction of colour and the ERC may adjust colours in line with the journal’s design template.

- All figures are numbered with Arabic numbers in bold and left-aligned. Figure titles are also left aligned and presented in italicised title case. Numbers and titles to be placed above the figure body using double spacing.
- All elements of the figure are to be clearly labelled and comparable figures to be similarly scaled.
- In the image (body) portion of the figure, use sans serif font between 8 and 14 points.
- A figure legend or key, if needed, should go within or underneath the image rather than to the side. Words should be in title case.
- Notes are placed below the image.
- Figures may be pasted as embedded images in the Word document submitted but should also be submitted in their original format (e.g., Excel) to facilitate rendering of the article design.

Reference list

Reference list label (**References**) is centred and bold and entries have a hanging indent of 0.5in.

Appendices

Appendix labels (**Appendix, Appendix A, Appendix B**) and titles are centred and bold.