

## **Journal Guidelines for Manuscript**

**Educational Innovation and Practice: The biannual journal of Samtse College of Education,  
Journal Guidelines for Manuscript**

### **Scope and Goals of Educational Innovation and Practice – The biannual journal of Samtse College of Education, Samtse**

Educational Innovation and Practice – The annual journal of Samtse College of Education (EIP) aims to publish scholarly articles that encompass all forms of scholarly activity with close attention being paid to quality criteria and the explicit connection between the theories employed and the data to be explained and use in support.

The journal encourages empirical and non-empirical research that explores pedagogy, action research, innovative teaching practices, commentaries, book reviews, policy briefs, curriculum development, distance learning, education technology and communication, enacted in a variety of fields that are formally and informally constituted. We seek to publish scholarly articles to provide unique perspectives to ongoing problems associated with the above themes that are salient to scholarly activities in these fields.

EIP is published annually, each volume consisting of approximately 150-200 pages. Each issue will contain 4-6 research articles, interviews, reflective papers, policy briefs, and book reviews of 3500-4000 words each in length and manuscript guidelines. The journal serves as a vehicle in the establishment of new forms of scholarly community, which bring and support a level of diversity in its interactions that are representative of the community of scholars.

The editors and reviewers assume full responsibility for all decisions to publish, revise and reject manuscripts. The journal is peer reviewed. The reviewers' first review all manuscripts and a decision is made to accept, revise or reject based on a collective agreement of the editors. After this decision has been made the authors are informed of the decisions. In case the paper gets rejected the author is encouraged to resubmit for the next volume. In case of revise the authors need to resubmit their paper on the deadlines provided.

### **Manuscript guidelines for Educational Innovation and Practice – The biannual journal of Samtse College of Education, Samtse**

The manuscript guidelines are designed to assist authors to ensure that their manuscript consistently follows these guidelines and also to acquaint editors and reviewers to the style structure of the Journal.

1. All manuscript should be submitted in a Word “doc” file or in a Word-compatible file with Times New Roman 12 point font.

2. Authors should comply with the guidelines in the Publication Manual of the American Psychological Association (APA, 6<sup>th</sup> Edition) as a primary reference.
3. The Peer Review Process - To facilitate blind review, authors should not reveal their identity or any information identifying the author on any page of the manuscript except the title page and biographical note which will not be sent to the reviewers.
4. Manuscripts submitted to the EIP should not be currently under review by another Journal or have been made available in print or internet.
5. The manuscript should be sent as an e-mail attachment to the Dean of Research and Industrial Linkages [kinley.sce@rub.edu.bt](mailto:kinley.sce@rub.edu.bt). The Dean will acknowledge receipt of manuscript and send a copy of it to the reviewers for the review process. Authors will be contacted after the review process.
6. The Editorial Board reserves the right to reject a manuscript without substantive reasons if it does not fulfill the manuscript guidelines.

**The manuscript must include:**

1. The title page with the manuscript title, author's name, abstract, keywords and author footer on a page separate from the body of the article.

**1.1 Title structure**

The manuscript title should be to the left (left justified), bold and only the first letter of the title should be uppercase (e.g., *Challenges and transformations for teacher education*)

**1.2 Author (s) name**

The manuscript title should be followed by Author (s) name with 'No' titles and institute affiliated.

**1.3 Abstract**

The abstract should be between 150-200 words. Please do not use references in the abstract of your article.

**1.4 Keywords**

The abstract should be followed by five keywords with dot between keywords.

**1.5 Author footer**

The information about the author (s) for the footer must include author's name (using initial for the first and middle name and spelling out the second name), institutional affiliation and email address.

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## 2. Author Biographies

Include a brief biographical note about the author(s) in no more than 120 words on a separate page.

## 3. Organisation

The general organisation of the paper should be as follows: the scope of the study should be stated first, and then the details of methods, tools, followed by findings, discussion and conclusion.

## 4. Symbols

The symbols should be clearly identified and special care should be taken to distinguish between letter **O** and **zero**, the letter **I** and the Roman Number **one**, **kappa** and **K**, **mu** and **u**. Subscripts and superscripts should be used to avoid confusion especially while dealing with chemical equations (e.g., Carbon dioxide should be represented as **CO<sub>2</sub>** and not as **CO2**).

## 5. Units

All scientific or technical data included in the text should be stated in the metric systems. The use of English or other regional systems of units should be avoided.

## 6. Citations within the text

American Psychological Association (APA) uses the author-date method of citation. The last name of the author and the date of publication are inserted in the text in the appropriate place.

When summarizing or paraphrasing a source, provide the author (surname) and year. When quoting a particular passage, include the specific page paragraph number, as well.

When quoting in your paper, if a direct quote is less than 40 words, place the quotes within quotation marks (“...”). If a direct quote is more than 40 words, make the quotation a free standing block of text and DO NOT use quotation marks.

### One work by one author

Mehra (1974) argued that Bhutanese are one people who are self-disciplined, loyal, and dedicated to the authority.

OR

A study conducted in Bhutan found that Bhutanese are highly self-disciplined, loyal, and dedicated to the authority (Mehra, 1974).

## **Works by multiple authors**

When a work has 2 authors cite both names every time you reference the work in the text.

*Example:*

Day and Leitch (2001) presented numerous narrative accounts of teachers' negative experiences.

OR

School reforms have also been shown to evoke teachers' unpleasant emotions (Zembylas & Barker, 2007).

When a work has three to five authors cite all the names the first time the reference occurs and then in the subsequent citations include only the first author followed by et al.

*Example:*

First citation: Rinchen, Dorji and Wangchuk (2009) state that ...

Subsequent citations: Rinchen et al. (2009) state that ...

For 6 or more authors, cite only the name of the first author followed by et al. and the year.

*Example:*

Facial expressions of students and their tutor were analysed qualitatively using the categories of neutral, happiness, anger, fear, sadness, and disgust using facial eMotion software (Sebe et al., 2007).

## **Two or more works in the same parenthetical citation**

Citations of two or more works in the same parentheses should be listed in the order they appear in the reference list (i.e., alphabetically, then chronologically).

*Example:*

Several studies (Jones & Powell, 1993; Peterson, 1995, 1998; Smith, 1990) suggest that...

## **Two or more papers on the same idea by the same author (s) in the same year**

When a same idea is expressed in two or more books by the same author, a distinguishing letter (a,b,c...) should be added to the year as shown below:

*Example:*

Nidup and Dorji (2005a; 2005b) are of the opinion that chickens in Bhutan are genetically diverse.

The mitochondrial DNA sequences suggest that Bhutanese chickens are genetically diverse (Nidup & Dorji, 2005a; Nidup & Dorji, 2005b).

## **Groups as Authors**

Collective work of a group (e.g., government agencies, corporations, study groups, and associations) where the names of groups serve as authors are usually spelled out each time they appear in a text citation. The name may be shortened by using its abbreviation in the subsequent citations in case of long and cumbersome name. For instance:

First citation: According to Curriculum and Professional Support Section [CAPSS] (1999) continuous assessment helps teachers to understand the needs of children find their weaknesses and provide remedial help.

Subsequent citations: CAPSS (1999) also envisage continuous assessment to gradually replace the current system of one shot examination.

### **Works by no identified author**

When the work has no author, cite the first few words from the title and then year of publications. Use double quotation marks around the title of an article, chapter, or Web page and italicize or underline the title of a periodical, book, brochure, or report.

Example:

- The book *College Bound Seniors* (1997).....
- On free care “Study Finds” (1982).....

Treat reference to legal materials such as court cases, statutes, and legislation like works with no author.

### **Works discussed in a secondary source**

Give the secondary source in the reference list; in the text, name the original work, and give a citation for the secondary source. For example, if Zam’s work is cited by Rinchen through Dolkar (2000) without reading the original work, list Dolkar (2000) in the reference. In the text use the following citation:

Zam quotes an old Bhutanese saying, “You cannot be what you are and what you are rusts while busy being what you are not” (as cited in Dolkar, 2000).

## **7. Levels of Heading**

The heading style recommended by APA consists of five possible levels (Table 1). Regardless of number of levels of subheading within a section, the heading structure for all sections follows the same top-down progression. Each section starts with the highest level of heading (Level 1), even

if one section has fewer levels of subheading than another section. For example, the method section of a paper may have three levels of headings, and the discussion section may have two levels of headings. For example:

**Method**

**Research Setting and Sample**

**Research Tools**

**Focus group interview.**

**Cogen.**

**Questionnaire.**

**Discussion**

**Activities that Generated Positive Emotional Climate**

**Limitations of the Study**

**Conclusions**

Table 1

*Format for Five Levels of Headings*

Level of heading	Format
1	<b>Centered, Boldface, Uppercase and Lowercase Heading</b>
2	<b>Flush left, Boldface, Uppercase and Lowercase Heading</b>
3	<b>Indented, boldface, lowercase heading ending with a period.</b>
4	<i>Indented, boldface, italicized, lowercase heading ending with a period.</i>
5	<i>Indented, italicized, lowercase heading ending with a period.</i>

**8. Figures**

Any graphics or photographs which are not a table is considered as figures. All figures must be suitable for reproduction without being retouched or redrawn. Check that all lettering will be distinct after being reduced to fit available space on the journal page. All figures should be referred to as ‘Figure 1’ or ‘Figure 2’ with a short title. The Figure number and title should be placed at the foot of the figure (see APA 6<sup>th</sup> edition). The authors are also required to submit figures separately saved as Windows-compatible graphic files (e.g., BIP, GIF, JPG).

## 9. Tables

Number all tables (Table 1 or Table 2) and include a short title. The title of the table should be placed on top of the table (see APA 6<sup>th</sup> edition). The font face and font size used for Tables and Figures should be consistent with that of the main texts.

## 10. Reference Page

In general, references should contain the author name, publication date, title, and publication information.

### Book

Aris, M, (1994). *The raven crown: The origins of Buddhist monarchy in Bhutan*. London: Serinda.

Good, T. L., & Brophy, J. E. (2000). *Looking in classroom* (8<sup>th</sup> Ed.). New York: Longman.

### Chapter of a Book

Bergquist, J. M. (1992). German Americans. In J. D. Buenker & L. A. Ratner (Eds.), *Multiculturalism in the United States: A comparative guide to acculturation and ethnicity* (pp. 53-76). New York: Greenwood.

### Articles in periodicals (journals, newspapers, newsletter, and magazines)

Jamtsho, S., & Rinchen, S. (2008). Accessibility, acceptance and effects of information communication technologies in the schools and colleges of Bhutan. *Rig-Gter – Academic Journal of SCE*, 3, 52-69.

Wangchuk, S. (2002, November 2). Youth issues must involve young people. *Kuensel – Bhutan's National Newspaper*, p.4.

Thinley, D. (2002, November). The common stylistic features of Bhutanese proverbs. *Kalapinka – The NIE Newsletter*, 4, 5-8.

### Electronic (online) periodicals

For information obtained electronically or online include the DOI

**DOI** – a unique alphanumeric string assigned to identify content and provide a persistent link to its location on the internet. The **DOI** is typically located on the first page of the electronic journal article near the copyright notice. When a **DOI** is used in your citation, no other retrieval information is needed.

If no **DOI** has been assigned to the content, provide the home page URL of the journal. Do not break a **URL** across lines; do not add a period after a URL, to prevent the impression that the period is part of the **URL**.

In general, it is not necessary to include database information. Do not include retrieval dates unless the source material has changed over time.

#### Journal article with DOI

Bellocchi, A., Ritchie, S. M., Tobin, K., Sandhu, M., & Sandhu, S. (2013). Exploring emotional climate in pre-service science teacher education. *Cultural Studies of Science Education*, 8, 529-552. doi: 10.1007/s11422-013-9526-3

#### Journal article without DOI

Hamfi, A. G. (1981). The funny nature of dogs. *E-journal of Applied Psychology*, 2(2), 38-48. Retrieved from <http://ojs.lib.swin.edu.au/index.php/fdo>

#### Government document

Royal Government of Bhutan. (1999). *Bhutan 2020: A vision for peace, prosperity and happiness*. Thimphu, Bhutan: Planning Commission Secretariat.

#### Personal communication (interviews, e-mail, and other forms of personal communications)

No personal communication is included in the reference list. In the main text cite the communicator's name, the phrase "personal communication" and the month, date, and year of communication.

(P. Jigdrel, personal communication, December 31, 2014).

#### Unpublished thesis

Rinchen, S. (2001). *Bhutanese high school girls' perceptions of science and the impact of science on the career choice*. Unpublished master's thesis, University of New Brunswick, Fredericton, Canada.



**Editorial Correspondence**

Any inquiries related to EIP, including manuscripts for submission, should be addressed to:  
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