JLDHE Author Guidelines

(Guidelines revised May 2010)

Learning Development is a field of practice concerned with how students learn and how they make sense of academic conventions. JLDHE is published by the Association for Learning Development in Higher Education (ALDinHE) and is aimed at those interested in all aspects of how learning is facilitated, and how it is experienced and achieved by students in higher education

The journal will be published at least once per year and will be available in electronic format only, from http://www.aldinhe.ac.uk/ojs/index.php?journal=jldhe.

We anticipate that the journal will contain a range of **papers**, **case studies**, **opinion pieces** and **reviews** about learning issues, practices, materials and resources. Contributions are invited from academics and HE professionals in any relevant role involving teaching, research, supporting learning or designing materials and resources.

Papers will normally be between 3 - 5,000 words (including an abstract of up to 250 words) and should include one or more of the following:

- original work of a research or developmental nature
- surveys of current or recent work
- proposed new methods or ideas which are well elaborated and argued.

Case studies will be approximately 2,000 words (including an abstract of up to 200 words). They should be reports about work undertaken on a local, national or international basis. They are likely to include the following:

- a background scenario
- a clear statement of the purpose of the work
- who was involved, what happened and what deductions can be made
- examples of materials used the implications of the work reported
- research or development work which is at an early stage (the contribution is signalling that the work is in progress).

Opinion pieces will also be approximately 2000 words (including an abstract of up to 200 words) and are likely to include one or more of the following:

- articles of a speculative nature
- proposed new methods of working.

Reviews of books or learning materials will also be approximately 2000 words

PEER REVIEW PROCESS

Authors are requested to submit to JLDHE both an original version of their paper, case studies or opinion pieces and also an anonymous version with all biographical details removed for peer review purposes.

All submissions will be reviewed by a member of the journal editorial team and an appropriate external reviewer. Those writing essays or papers are encouraged to discuss themes, arguments, innovations and writing styles with the editors. All communication between authors and reviewers will be conducted anonymously through the OJS system.

Authors are encouraged to respond constructively to reviewers' comments after submission, and resubmit if necessary.

FORMATTING

Brief biographical information on each contributor (2 or 3 lines) should be provided at the end of each contribution.

Points of style:

- avoid excessive use of emphasis. Where necessary use bold in preference to italics or underlining. Avoid use of inverted commas for emphasis where possible
- use only one space after a full stop
- large quotes should be indented but not italicised
- speech marks are not needed for indented quotes
- use single inverted commas for quotations in-text
- keep the use of capital letters to a minimum
- use 's' in place of 'z' in organise, problematise, analyse, etc.
- avoid footnotes
- illustrative materials, diagrams and graphs are welcomed.
- avoid use of abbreviations such as cf; ibid; op cit; and etc where possible.

Please use headings and styles when formatting your document as follows:

- **Article title: Heading 1 (Arial 16 point bold)**
- **Section headings: Heading 2 (Arial 14 point bold italics)**
- **Sub-headings (if necessary): Heading 3 (Arial 13 point bold)**
- **Body text 12 point Arial, 1.5 line spacing, left-aligned**

REFERENCING

Please use the author-date ('Harvard') conventions outlined by Pears and Shields in *Cite them right: the essential referencing guide* published by Pear Tree Books (2008). The examples below are for brief guidance on compiling reference lists for: online journal articles; edited books; websites; online discussion forums; journal articles; chapters in edited books; and books respectively.

In-text citation should be as follows:

Author, year: page reference if necessary - e.g.
It is claimed (Wilkins, 2010)…
OR It is claimed (Wilkins, 2010, p.23)
OR In his influential work on the matter, Hagyard (2010, p.23) claims
OR Many authors claim (Wilkins, 2009, p.45; Hayes, 2010, p.23)

End-text reference lists and bibliographical information:

Grant, P. and Gandhi, P. (2004) 'A case of cannabis-induced pancreatitis', *Journal of the Pancreas*, 5(1), pp.41-43 [Online]. Available at: http://www.joplink.net/ (Accessed: 8 June 2004).

Gray, T. (ed.) (2000) *Developing interpersonal skills: a complete beginner's guide.* Looe: Looe Publishing Company.

Hayes, M. J. (2001) *Intellectual property rights*. Available at: http://www.jisclegal.ac.uk/ipr/IntellectualProperty.htm (Accessed: 8 June 2004).

Hilsdon, J. (2005) 'Re-thinking reflection', *Journal of Practice Teaching in Health and Social Work*, 6(1), pp. 57-70.

Hilsdon, J. (2008) 'Towards a brief definition of learning development', *LDHEN JISCmail list*, 22 April [Online]. Available at: http://www.jiscmail.ac.uk/ldhen

Newstead, S. E. and Hoskins, S. (1999) 'Encouraging student motivation', in Fry, H., Ketteridge, S. and Marshall, S. (eds.) *A handbook for teaching and learning in higher education*. London: Kogan Page, pp. 70-82.

Ridley, P. and Sinfield, S. (2010) 'Making ideas visible – drawing as a tool for teaching, learning and research', *Celebrating partnerships in learning: 7th LDHEN Symposium*. Nottingham Trent University, Nottingham 29-31 March.

Soper, K. (1995) *What is nature? Culture, politics and the non-human.* 2nd edn. Oxford: Blackwell.

Submission Preparation Checklist

As part of the submission process, authors are required to check off their submission's compliance with all of the following items, and submissions may be returned to authors that do not adhere to these guidelines.

1. The submission has not been previously published, nor is it before another journal for consideration (or an explanation has been provided in Comments to the Editor).
2. The submission file is in Microsoft Word, RTF, or Open Office document file format.
3. Where available, URLs for the references have been provided.
4. The text adheres to the stylistic and bibliographic requirements outlined in the Author Guidelines, which is found in About the Journal.
5. Two versions of the submission have been submitted to the journal – the original version and an anonymous version for peer review, in accordance with the instructions for Ensuring a Blind Review.

Copyright Notice

2. Authors are able to enter into separate, additional contractual arrangements for the non-exclusive distribution of the journal's published version of the work (e.g. post it to an institutional repository or publish it in a book), with an acknowledgement of its initial publication in this journal.
3. Authors are permitted and encouraged to post their work online (e.g. in institutional repositories or on their website) prior to and during the submission process, as it can lead to productive exchanges, as well as earlier and greater citation of published work (See The Effect of Open Access).

Privacy Statement

The names and email addresses entered in this journal site will be used exclusively for the stated purposes of this journal and will not be made available for any other purpose or to any other party.