

RABSEL – the CERD Educational Journal Guidelines for Manuscript

RABSEL – the CERD educational journal

The CERD *Educational Journal* is published twice a year in spring and autumn by the Centre for Educational Research and Development, Paro College of Education, Royal University of Bhutan. The Journal welcomes contributors which promote the exchange of ideas and rational discourse between practicing educators, researchers, planners, administrators, educational thinkers and practitioners, learners and policy makers from Bhutan and abroad. To this end the Journal publishes articles on empirical and theoretical studies, research reports, commentaries and scholarly reviews that attempt a systematic analysis or synthesis of educational processes and systems from different viewpoints and approaches.

Notes for Contributors

Manuscripts are considered for publication with the understanding that they are original material and have not been submitted elsewhere for publication. Submission of a paper to a professional journal is considered to be a definite indication of the author's commitment to publish in that journal. A paper submitted to this journal while it is under review by another journal is regarded as unacceptable. Submitting an already published manuscript is considered to be unethical. The author should consult the Editor if he or she has any questions to whether or not the paper is suitable for publication.

Editorial Procedures

The CERD Educational Journal is a research journal. All papers considered appropriate for this journal are reviewed anonymously by at least two outside reviewers. The review process usually takes one to two months. Papers are accepted for publication subject to nonsubstantive, stylistic editing. The Editor reserves the right to make any necessary minor changes in the papers, or request the author to do so, or reject the paper submitted. A copy of the edited paper along with the first proofs will be sent to the author for proofreading. They should be corrected and returned to the Editor within 10 days. Once the final version of the paper has been accepted, authors are requested not to make further changes to the text.

MANUSCRIPT SUBMISSION GUIDELINES:

The CERD *Educational Journal* is a multidisciplinary publication presenting research and scholarly reviews related to education. Guidelines specified herein were prepared for the convenience of authors, reviewers and publishers.

Types of articles

Three types of manuscripts are appropriate for submission to CERD journal (a) Reports of empirical research, (b) Scholarly reviews (c) Project reports

Reports of empirical research

Reports of empirical research are descriptions of research studies. These studies must have clear and important implications for education and/or research. CERD considers research representing diverse methodologies, including group design, single-subject research, case study etc. The major criteria for publication are quality of design, implementation, and writing, as well as importance to the field.

Scholarly Review

Scholarly papers take the form of essays that represent well-developed arguments on philosophical, theoretical, or practical problems in the field of education. They are not required to adhere to an empirical research design (i.e., methods, data collection, and data analysis). Instead scholarly papers pose analytical or conceptual frameworks.

Scholarly papers should contain as many of the following as are applicable, preferably in this order: (1) objectives or purposes of the inquiry; (2) the philosophical, theoretical, or practical argument; (3) literature, sources, or evidence to support the argument/analysis; (4) conclusions and implications of the argument; and (5) significance of the argument

Project reports

These articles will be shorter and more preliminary reports about interesting educational projects (innovative courses, learning communities, etc.). Several of these reports could be published in each issue. The focus of a project report is on the progress or outcomes of an academic innovation that addresses issues in education.

PREPARATION OF MANUSCRIPT

Manuscript preparation guidelines

1. Manuscripts are accepted both in English and Dzongkha (National Language).
2. Authors should follow the guidelines in the Publication Manual of the American Psychological Association (APA, 6th Edition) as a primary reference.
3. The length of the manuscript should not exceed 5000 words excluding the title page, abstracts, tables and figures, references, and biographical information.
4. Manuscripts should be prepared in the following order: title page (including Acknowledgements as well as Funding and grant-awarding agencies); abstract; keywords; main text; references; appendices (as appropriate); table(s) with caption(s) (on individual pages); figure caption(s) (as a list).
5. The abstract of 150-250 words are required for the manuscripts submitted. The manuscript should also have about 3 to 6 keywords.
6. The manuscript should include the author's names, institutional affiliations, mailing addresses, email addresses, telephone and fax numbers on the cover/title page (page separate from the body).
7. The manuscripts should be submitted along with a short biographical note. The biographical note should not exceed 150 words.
8. All pages should be numbered appropriately in the bottom right corner.
9. The use of Endnote and footnote is not encouraged. However, where the use of endnotes is necessary for the manuscript, the effort should be to minimize their number. Endnotes should be placed at the end of the paper immediately before the list of references.
10. The Editorial Board reserves the right to reject a manuscript without substantive reasons, if it does not fulfill the manuscript guidelines as specified.

Tables and Figures

11. All tables and figures must be numbered in the order by Arabic numerals in which they appear in the manuscript (e.g. Table 1, Table 2). In multi-part tables, each part should be labeled (e.g. Table 1 (a), Table 1 (b)).
12. The caption should be provided for each table, figure or symbols. All the figures and tables must be included in the text. The photographs or graphics are also considered as figures.
13. A reference to each table or figure should be made in the text. All the measurement units and abbreviation must also be defined appropriately.
14. Author must provide the highest quality figure format possible. A highest quality imported or scanned material must be used in the manuscript.
15. The Times New Roman Font on all graphics must be used.
16. The use of electronic or graphic files must be window-compatible (e.g., BIP, GIF, JPG).
17. The author should also on a separate document page submit all the tables, figures or images that are used in the manuscript.
18. In the manuscript, if you include any material in which you do not hold copyright, you must obtain written permission from the copyright owner prior to the submission to the RABSEL-the CERD Educational Journal.

Manuscript submission

1. The manuscript should be sent as an e-mail attachment to the Editor in Chief or the Production Editor of the journal at cerd.pce@rub.edu.bt / rameshthapa.pce@rub.edu.bt
2. All manuscript submissions should be in a Word "doc" file or in a Word-compatible file with top, bottom, left and right margins set to one inch, and Times New Roman 12 point font.

Editorial correspondence

Any inquiries related to RABSEL-the CERC Educational Journal, including manuscripts for submission, should be addressed to: the Dean Research and Industrial Linkages (Dr. Kezang Sherab), Editor in Chief at kezangsherab.pce@rub.edu.bt or Ramesh Thapa, Production Editor at rameshthapa.pce@rub.edu.bt

