

JOURNAL OF EDUCATIONAL ACTION RESEARCH

Guidelines for Manuscript

The *Journal of Educational Action Research (JEAR)* is published once a year in Autumn by the Centre for Educational Research and Development, Paro College of Education, Royal University of Bhutan. The *JEAR* aspires to develop a strong educational research and scholarship culture, through which a systematic, collaborative and participatory process of inquiry can actively seek to address areas of concerns facing education today. This would not only help provide technical skills and specialised knowledge, but also bring about positive changes within the classroom, schools or the community at large. The Journal welcomes contributions from researchers and scholars who work in the field of action research and related activities in education. The *JEAR* utilises a blind peer review process of its manuscripts and involves both the national and external reviewers.

The authors/contributors are requested to use the instruction below for preparing a manuscript to submit to the *JEAR*.

Important Notes for the Contributors

The *JEAR* will accept all manuscripts on the condition that the manuscript submitted:

- is your own original work and it is not the duplication of any previously published work, including your own previously published work.
- is currently not under consideration or peer review or accepted for publication or in press or published elsewhere.
- does not contain anything that is defamatory, abusive, fraudulent, libelous or illegal in nature.

All manuscripts considered appropriate for this journal are peer-reviewed. The review process usually takes about one to two months. 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-in-Chief within 5 days. Once the final version of the paper has been accepted, authors are requested not to make further changes to the text. The Editor-in-Chief also reserves the right to make any necessary minor changes in the manuscript, or request the author to do so, or reject the manuscript submitted.

Manuscript preparation guidelines

1. Manuscripts are accepted only in English.
2. Authors should follow the guidelines in the Publication Manual of the American Psychological Association (APA, 7th Edition) as a primary reference.
3. The length of the manuscript should not exceed 4000 words excluding the title page, abstracts, tables and figures, references, and biographical information.
4. Manuscript 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. An abstract of 150-250 words is required for the manuscript submitted. The manuscript should also have about 3 to 6 keywords.
6. The manuscript should include the author's names (in case of multiple authors, the name of the corresponding author must be identified), institutional affiliations, mailing addresses, email addresses, telephone and fax numbers on the cover/title page (page separate from the body).
7. The manuscript 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 minimise 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. 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 JEAR.

Manuscript submission

18. 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
19. 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.