

RABSEL – the CERD Educational Journal
Guidelines for Manuscript

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The CERD *Educational Journal* is published twice a year in Spring (May) and Autumn (November) 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-in-Chief if he/she has any questions to whether or not the paper is suitable for publication.

Editorial Procedures

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 no substantive, stylistic editing. The Editor-in-Chief 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-in-Chief 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

1. The complete title of the paper, the names of the author(s), institutional affiliations, e-mails, and other identifying material should be typed on a separate sheet/the title page only to assure anonymity in the review process. The first text page of the article should have the complete title of the manuscript, but not the names of the author(s).
2. The length of manuscripts should be not more than 5000 words.
3. All manuscripts should be sent with an abstract of *150–200 words* and 4 to 5 keywords. The abstract should be placed preceding the paper.
4. Articles should be double spaced and 12-point, Times New Roman font. **Do not** use forced section, page breaks, or automatic footnotes.
5. *Make sure to* provide complete and recent APA (7th) formatted references and text citations, making sure the two correspond exactly.
6. Change all instances of passive voice to **active voice** whenever possible, as these changes will be necessary before publication. Spell out each acronym at its first use.
7. Set all margins to 1 inch.
8. Format for 8½ in. x 11 in. paper. Do not format for A4 paper.
9. Please type all copy upper and lower case—do not use all capitals or small capitals.
10. Place all figures and tables in the text. Tables need not be double spaced and must be presented professionally.
11. All figures must be camera-ready, suitable for reproduction. Figures will not normally be redrawn by the publisher.
12. Please use your tab key and centering functions to do head alignment, paragraph indents, etc. **DO NOT USE THE SPACE BAR.**
13. Please apply appropriate heading styles to separate different sections and sub-sections.
14. Use endnotes as sparingly as possible. Number them with Arabic numerals starting with 1 and continuing through the article; for example: “(see Note 1).” Do not use footnotes.

Artwork

Figures must be provided as production-ready. Do not use rules or tick marks smaller than 1 point in size. Acceptable electronic formats for figures or other art are: TIFF, EPS, Word, or Excel. If you have trouble loading Excel files, copy and paste them into a Word document. Scans must be of high resolution. Scans done at lower resolutions will have a very poor print quality even if they look crisp and clear on a laser printout.

Permission

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Copyright

After your article has been published, you also have the ownership right for your original academic work.

Manuscript submission

- 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
- 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.