THE ACPET JOURNAL FOR PRIVATE HIGHER EDUCATION

Guidelines for Authors

*The ACPET Journal for Private Higher Education* seeks to publish **scholarly articles** on the theory and practice of higher education in the context of the private sector. This includes academic research articles, original commentaries, comparative reviews, and critically reflective case studies as well as empirically-based and evidence-based submissions. Submissions adopting inter-disciplinary and comparative international perspectives are particularly welcome.

Readers are particularly invited to submit **original commentaries** on current issues relevant to private higher education. Commentaries in the form of responses to submissions published in prior issues of the Journal are also welcome and will be considered for publication.

All articles and commentaries should lead to insights into the area being addressed, framed within an appropriate national and international context.

*The views and opinions expressed in any article or commentary, unless otherwise stated, are those of the respective authors, and do not necessarily represent the views of the Editor, the Editorial Board, ACPET, or the institution where they are employed.*

*The ACPET Journal for Private Higher Education* is downloadable from the ACPET website - [www.acpet.edu.au/about/activity/higher-education-journal](http://www.acpet.edu.au/about/activity/higher-education-journal)

Submissions are accepted throughout the year.

Submissions must not be under consideration for publication elsewhere.

All submissions must be accompanied by a completed cover sheet (downloadable from the ACPET website).

**Key topic areas include the following**: Higher education policy and practice; teaching, learning, and curriculum design; quality assurance; postgraduate education; academic leadership, management and governance; and academic work, including assessment and evaluation.
Review criteria for submissions

The following criteria are used to guide the review of scholarly articles and original commentaries.

Overall, all submissions should:
- contribute to the advancement of knowledge, theory, or practice pertinent to higher education in the context of the private sector
- be well-written and stimulating
- be original, and likely to generate significant and widespread interest
- be well structured and persuasively argued
- be methodologically sound
- have a conclusion that is clear and well supported by the evidence.

Review process for scholarly articles

- Articles presented for consideration will be subject to double-blind peer review of the full text.
- Two reviewers will be asked to provide their assessment within three weeks of receipt.
- If the two reviewers disagree, a member of the Journal Editorial Board will be asked to assess the article. This member will receive the article without reviewer comments.
- As a result of the review process, the article may be: accepted for publication, accepted subject to minor revisions, returned to the author(s) with an invitation to resubmit following substantial revisions, or rejected.
- In the cases of conditional acceptance, the Editor will specify necessary revisions to the author. When revisions are completed and the Editor accepts the article, the Editor will then inform the author(s) about the next steps in the publication process.

Review process for original commentaries

- Commentaries will be reviewed by a member of the Editorial Board to ascertain relevance and to maintain the high quality of the Journal. The commentary may be edited to ensure it fulfils the mission of the Journal.
- While not in a position to commit to a commentary prior to review, the Editor can comment on whether other commentaries have been submitted or proposed on the same topic, or have made the same point(s).
Preparation of submission for lodgement

Authors must follow the following guidelines in preparing submissions for The ACPET Journal for Private Higher Education:

- study these guidelines to ensure that the submission falls within the scope of the Journal and meets its stylistic requirements
- consider the review criteria when developing and crafting the submission
- consider asking colleagues who are insightful and constructive in their appraisals to critically review the submission before it is lodged.

Lodgement of submissions

Submissions should be emailed as an attachment (as a Microsoft Word file) to the Journal Editor (HE.Journaleditor@acpet.edu.au). Please forward the submission as one file, using the surname of the contributing author(s) as the title of the file.

A separate cover sheet downloaded from the ACPET Journal website must also be attached to the email sent to the Editor.

Submissions must not have been published previously and must not be concurrently under consideration for publication elsewhere. A submission may, however, have been presented at a meeting or conference. In such cases, the author(s) should state where and when such submission material was presented. When submitted to ACPET for publication, the author(s) must state the extent that the article has been modified from the original presentation. After acceptance, the submission may not be published elsewhere without written permission from ACPET.

Length of submissions

Articles generally should be no more than 5,000 words including charts, tables, references and endnotes.

Commentaries should not be more than 3000 words.
Format requirements

All submissions must meet the following requirements:

**Type Style:** Calibri font. 12 point size.

**Line Spacing:** Single spacing.

**Other:** Single-sided, single column. Left-align the complete document.

**Paragraphs:** Double spacing between paragraphs. No indentation of the first line of paragraphs.

**Pagination:** Pages should be numbered consecutively.

**Headings levels:** Conform to APA guidelines. Use no more than three levels within the text.

- First level: Title case (first letter of all main words capitalised) and bold
- Second level: Sentence case (first word capitalised, following words start with small letters), italicised, and bold
- Third level: Sentence case, italicised, bolded, placed at the start of the paragraph and ending with a full stop.

**Form of headings:** Use the heading ‘Introduction’. ‘Method’ section, if used, should be titled that, not ‘Methodology’ unless methodological issues are addressed.

**Margins:** Submissions should be prepared on A4 size, with margins as follows:

- Top 25mm
- Bottom 25mm
- Left 25mm
- Right 25mm

All text, figures, and tables are to be within these margins and submitted in the body of the submission, not as separate documents.
Spelling: Use the Australian spelling for words such as ageing, travelling, programs, and practise as a verb. Also, use the Australian spelling for words ending in –ise, not –ize (organise, prioritise), for words ending in –our, not –or (behaviour, honour, colour), and words ending in –re, not –er (centre). Avoid American spelling, unless they should remain as such because they are taken as a quotation, or are from an American book, journal submission or journal, etc.

Title Page

On the first page of the submission provide the following:

- title of submission
- first name(s) and surname(s) of all author(s)
- author(s)’ institutional affiliation(s)
- position, institution, city, state, and email address of the nominated contact author
- acknowledgements (if relevant).

Only the nominated contact author’s details will be published at the end of the submission, together with any acknowledgement of contribution of colleagues, students, and sources of funding, if relevant.

Abstract

The second page should repeat the title of the submission, followed by an abstract of no more than 250 words. The abstract should be self-contained and explicit, setting out the ground covered and the principal conclusions reached. Ideally it should be a single paragraph.

The remainder of the text should follow the abstract. The name(s) of the author(s) must not appear on any page, other than through standard reference usage.

Cover sheet

A separate cover sheet downloadable from the ACPET Journal website must be forwarded together with the submission. The cover sheet must include the following information:
- full title of the submission
- name, title, position and institutional affiliation (if relevant) of each author
- email and telephone number for the nominated contact author
- word count.

The cover sheet contains an author(s) statement which must be signed by all the authors.

**Notations / abbreviations**

All abbreviations, acronyms, or symbols should be defined in full *when first used*. Otherwise, if the submission makes extensive use of abbreviations, acronyms, or symbols, they should be listed and defined in a separate glossary.

**Figures and tables**

Figures (including diagrams) and tables should be numbered consecutively in the order in which reference is made to them in the text, e.g., Figure 1, Figure 2. Each figure and table must include an identifying title, and figures should include legends where required. Where possible, tables should be in a format compatible with the Tables format in Microsoft Word.

Figures and tables should be included in the body of the submitted submission.

Both figures and tables have the caption above them, italicised, with figure captions in sentence case (capital letters for the first word and proper nouns only) and table captions in title case (all main words capitalised).

Authors are responsible for checking that any graphs, illustrations, and tables are clear when presented (preferably in black and white as it reproduces best).

**Quotation marks**

Double quotation marks ("...") should be used rather than singles, except for such things as quotations within quotations, where single quotation marks should be used.

Double quotation marks are also used when words are used in an unusual or quirky way, but are not used subsequently for the same words later in the submission. Do not use quotation marks to introduce technical terms; instead, use italics where necessary, and do not retain the italics subsequently.
In-text citations

Use in-text citations, not footnotes or endnotes. However, notes may be provided at the end of a submission or commentary if necessary. In-text citations should conform to the latest version of American Psychological Association (APA) style (www.apastyle.org). This provides author name(s) and the year of publication, and page number(s) when direct quotations are used.

Examples of in-text citations:

According to Brown and Jones (2003), ...

...is well documented (Brown & Jones, 2003; Smith, 1999; Smith, Brown, & Jones, 2001).

... the “awe-inspiring development” (Brown & Jones, 2003, p. 12).

Citations with three or more authors should contain all authors when first cited, then provide the first author followed by “et al.” subsequently.

The reference list

Authors are responsible for providing accurate references. All works cited in the text should be referenced. Only reference those works which are cited. A bibliography (i.e., a list of relevant material) should not be provided.

Left justify all lines of each reference, and double space between references.

References should follow the American Psychological Association (APA) style (www.apastyle.org).

Referencing of multiple authors (as per original publication) should be in alphabetical order, then in date order if required.

Referencing of two submissions by same author(s) with same date should use an (a), (b) system, e.g. 2010a, 2010b.

Some common forms of referencing are provided below.

Examples of journal articles:


Example of a book:

Example of an edited book:

Example of a chapter in a book:

Example of proceedings in a book chapter:

Examples of material published by organisations:


Examples of websites:


For further information, refer to an edition of the Journal available on the ACPET Journal website, or email the Journal Editor.