



RCEE GUIDE FOR AUTHORS

INTRODUCTION

As an international, multi-disciplinary, peer-refereed journal, Learning and Instruction provides a policy for the publication of the scientific research in the areas of learning, development, instruction and teaching. The journal welcomes creative practical studies. The articles may represent a variety of theoretical outlooks and different methodologies. They may rest on the full range of established methodologies, from laboratory and computational experiments to field observations. The major standards in the review and the selection process concern the impact of the contribution to the area of learning and instruction.

- **Contact details for submission**

Authors are requested to submit their papers electronically by using the Learning and Instruction online submission. Authors are requested to submit the text, tables, and artwork in electronic form to this address.

BEFORE YOU BEGIN

- **Submission declaration**

Submission of an article implies that the work described has not been published previously (except in the form of an abstract or as part of a published lecture or academic thesis), that it is not under respect for publication elsewhere, that its publication is approved by all authors and implicitly or explicitly by the responsible authorities where the work was carried out, and that, if accepted, it will not be published elsewhere including electronically in the same form, in English or in any other language, without the written consent of the copyright-holder.

- **Contributors**

All authors must have materially participated in the research and/or article preparation. The statement that all authors have approved the final article should be true and included in the disclosure.

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This policy concerns the addition, deletion, or rearrangement of author names in the authorship of accepted manuscripts:

Before the accepted manuscript is published in an online issue: Requests to add or remove an author, or to rearrange the author names, must be sent to the Journal Manager from the corresponding author of the accepted manuscript and must include: (a) the reason the name should be added or removed, or the author names rearranged and (b) written confirmation (e-mail, fax, letter) from all authors that they agree with the addition, removal or rearrangement. In the case of addition or removal of authors, this includes confirmation from the author being added or removed. Requests that are not sent by the corresponding author will be forwarded by the Journal Manager to the corresponding author, who must follow the procedure as described above. Note that: (1) Journal Managers will inform the Journal Editors of any such requests and (2) publication of the accepted manuscript in an online issue is suspended until authorship has been agreed.

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Upon acceptance of an article, authors will be asked to complete a 'Journal Publishing Agreement'. Acceptance of the agreement will ensure the broadest probable broadcasting of information. An e-mail will be sent to the corresponding author confirming receipt of the manuscript together with a 'Journal Publishing Agreement' form or a link to the online version of this agreement.



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- **Language (usage and editing services)**

Please write your manuscript in good English (American or British usage is accepted, but not a mixture of these). Authors who feel their English language manuscript may require editing to eliminate possible grammatical or spelling errors and to conform to correct scientific English may wish to use the English Language Editing service.

- **Submission**

Submission to this journal proceeds totally online, via <http://www.jrcee.com>, and you will be guided stepwise through the creation and uploading of your files. The system automatically converts the uploaded files to a single PDF file of the article, which is used in the peer-review process. Please note that even though manuscript source files are converted to PDF files at submission for the review process, these source files are needed for further processing after acceptance. All correspondence, including announcement of the Editor's decision and requests for revision, takes place by e-mail removing the need for a paper trail.

- **Review Policy**

This journal has approved a double blind reviewing policy, where both the referee and author remain anonymous throughout the process. Please remove all identifying structures from the paper itself, ensuring that Authors' identity is not revealed. However, this does not preclude Authors from citing their own works. However, Authors must cite their works in a manner that does not make explicit their identity.

Acceptable: "Brown (2005) has indicated that . . ."

Acceptable: "Some scholars have indicated that . . . (e.g., Brown, 2005; Green, 2008)"

Unacceptable: "As we have indicated (Brown, 2005), . . ."

Unacceptable: "In a previous study (Brown, 2005), we have indicated that . . ."

PREPARATION

Manuscripts should be between 4500 and 8000 words in length (including references, tables and figures). Only manuscripts with various studies can go beyond this length.

- **Use of word-processing software**

It is important that the file be saved in the native format of the word-processor used. The text should be in single-column format. Keep the layout of the text as simple as possible.

- **Article structure**

Manuscripts should be prepared according to APA, 6th ed., except for the additional requirement of numbering the sections, as described below.

- **Subdivision - numbered sections**

Divide your article into obviously defined and numbered sections. Subsections should be numbered 1.1 (then 1.1.1, 1.1.2, ...), 1.2, etc. (the abstract is excluded in section numbering). Use this numbering also for internal cross-referencing: do not just refer to 'the text'. Any subsection may be given a brief heading. Each heading should perform on its own dispersed line.

- **Introduction**

State the objectives of the work and provide an adequate background, evading a detailed literature survey or a summary of the results.



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- **Results**

Results should be clear and concise.

- **Discussion**

This should explore the significance of the results of the work, not repeat them. Avoid extensive citations and discussion of published literature.

- **Conclusions**

The main conclusions of the study may be presented in a short Conclusions section, which may stand alone or form a subsection of a Discussion or Results and Discussion section.

- **Appendices**

If there is more than one appendix, they should be identified as A, B, etc. Formulae and equations in appendices should be given separate numbering: Eq. (A.1), Eq. (A.2), etc.; in a subsequent appendix, Eq. (B.1) and so on. Similarly for tables and figures: Table A.1; Fig. A.1, etc.

- **Title page information**

- **Title.** Brief and informative. Titles are often used in information-retrieval systems. Avoid abbreviations and formulae where possible.

- **Author names and affiliations.** Where the family name may be indefinite (e.g., a double name), please show this clearly. Present the authors' affiliation addresses (where the actual work was done) below the names. Indicate all associations with a lower-case superscript letter immediately after the author's name and in front of the appropriate address. Provide the full postal address of each affiliation, including the country name and, if available, the e-mail address of each author.

- **Corresponding author.** Clearly indicate who will holder communication at all stages of refereeing and publication, also after publication. *Ensure that phone numbers (with country and area code) are provided in addition to the e-mail address and the complete postal address. Contact details must be kept up to date by the corresponding author.*

- **Present/permanent address.** If an author has moved since the work described in the article was done, or was visiting at the time, a 'Present address' (or 'Permanent address') may be indicated as a footnote to that author's name. The address at which the author actually did the work must be retained as the main, affiliation address. Superscript Arabic numerals are used for such footnotes.

- **Abstract**

A brief and factual abstract is required (maximum 150 words). The abstract should state briefly the purpose of the research, the principal results and major conclusions. An abstract is often presented separately from the article, so it must be able to stand alone. For this reason, References should be avoided, but if essential, then cite the author(s) and year(s). Also, non-standard or uncommon abbreviations should be avoided, but if essential they must be defined at their first mention in the abstract itself.

- **Keywords**

Immediately after the abstract, provide a maximum of 5 keywords, using British or American spelling, but not a mixture of these, and avoiding general terms and multiple concepts (avoid, for example, "and", "of"). Be sparing with abbreviations: only abbreviations firmly established in the field may be eligible. These keywords will be used for indexing purposes.

- **Abbreviations**



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Define abbreviations that are not standard in this field in a footnote to be placed on the first page of the article. Such abbreviations that are unavoidable in the abstract must be defined at their first mention there, as well as in the footnote. Ensure consistency of abbreviations throughout the article.

- **Acknowledgements**

Collate acknowledgements in a separate section at the end of the article before the references and do not, therefore, include them on the title page, as a footnote to the title or otherwise. List here those individuals who provided help during the research (e.g., providing language help, writing assistance or proof reading the article, etc.).

- **Footnotes**

Footnotes should be used thriftily. Number them consecutively throughout the article, using superscript Arabic numbers. Many word-processors build footnotes into the text. Should this not be the case, indicate the position of footnotes in the text and present the footnotes themselves separately at the end of the article. Do not include footnotes in the Reference list.

Table footnotes

Indicate each footnote in a table with a superscript lowercase letter.

Artwork

- **Electronic artwork**

General points

- Make sure you use uniform lettering and sizing of your original artwork.
- Embed the used fonts if the application provides that option.
- Aim to use the following fonts in your illustrations: Arial, Courier, Times New Roman, Symbol, or use fonts that look similar.
- Number the illustrations according to their sequence in the text.
- Use a logical naming convention for your artwork files.
- Provide captions to illustrations separately.
- Size the illustrations close to the desired dimensions of the printed version.
- Submit each illustration as a separate file.

Formats

If your electronic artwork is created in a Microsoft Office application (Word, PowerPoint, Excel) then please supply 'as is' in the native document format.

Regardless of the application used other than Microsoft Office, when your electronic artwork is finalized, please 'Save as' or convert the images to one of the following formats (note the resolution requirements for line drawings, halftones, and line/halftone combinations given below):

EPS (or PDF): Vector drawings, embed all used fonts.

TIFF (or JPEG): Color or grayscale photographs (halftones), keep to a minimum of 300 dpi.

TIFF (or JPEG): Bitmapped (pure black & white pixels) line drawings, keep to a minimum of 1000 dpi.

TIFF (or JPEG): Combinations bitmapped line/half-tone (color or grayscale), keep to a minimum of 500 dpi.

Please do not:

- Supply files that are optimized for screen use (e.g., GIF, BMP, PICT, WPG); these typically have a low number of pixels and limited set of colors;



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- Supply files that are too low in resolution;
- Submit graphics that are disproportionately large for the content.

- **Color artwork**

Please make sure that artwork files are in an acceptable format (TIFF (or JPEG), EPS (or PDF), or MS Office files) and with the correct resolution. If, together with your accepted article, you submit usable color figures then JRCEE will ensure, at no additional charge, that these figures will appear in color on the Web regardless of whether or not these illustrations are reproduced in color in the printed version. **For color reproduction in print, you will receive information regarding the costs from after receipt of your accepted article.** Please indicate your preference for color: in print or on the Web only.

Please note: Because of technical complications which can arise by converting color figures to 'gray scale' (for the printed version should you not opt for color in print) please submit in addition usable black and white versions of all the color illustrations.

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Confirm that each illustration has a caption. Supply captions individually, not attached to the figure. A caption should comprise a brief title (**not** on the figure itself) and a description of the illustration. Keep text in the illustrations themselves to a minimum but explain all symbols and abbreviations used.

- **Tables**

Number tables consecutively in accordance with their appearance in the text. Place footnotes to tables below the table body and indicate them with superscript lowercase letters. Avoid vertical rules. Be sparing in the use of tables and ensure that the data presented in tables do not duplicate results described elsewhere in the article.

- **References**

- **Citation in text**

Please maintain that every reference cited in the manuscript is also present in the reference list (and vice versa). Any references cited in the abstract must be given in full. Unpublished results and personal communications are not recommended in the reference list, but may be mentioned in the text. If these references are included in the reference list they should follow the standard reference style of the journal and should include a substitution of the publication date with either 'Unpublished results' or 'Personal communication'. Citation of a reference as 'in press' implies that the item has been accepted for publication.

- **Web references**

As a minimum, the full URL should be given and the date when the reference was last accessed. Any further information, if known (DOI, author names, dates, reference to a source publication, etc.), should also be given. Web references can be listed separately (e.g., after the reference list) under a different heading if desired, or can be included in the reference list.

- **References in a special issue**

Please ensure that the words 'this issue' are added to any references in the list (and any citations in the text) to other articles in the same Special Issue.

- **Reference management software**

This journal has standard templates available in key reference management packages EndNote (<http://www.endnote.com/support/enstyles.asp>) and Reference Manager (<http://refman.com/support/rmstyles.asp>). Using plug-ins to word-processing packages, authors only need to select the appropriate journal template when preparing their article and the list of references and citations to these will be formatted according to the journal style which is described below.



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- **Reference style**

Text: Citations in the text should follow the referencing style used by the American Psychological Association.

List: references should be sorted first alphabetically and then further sorted chronologically if necessary. More than one reference from the same author(s) in the same year must be recognized by the letters 'a', 'b', 'c', etc., placed after the year of publication.

Examples:

Reference to a journal publication:

Van der Geer, J., Hanraads, J. A. J., & Lupton, R. A. (2010). The art of writing a scientific article. *Journal of Scientific Communications*, 163, 51–59.

Reference to a book:

Strunk, W., Jr., & White, E. B. (2000). *The elements of style*. (4th ed.). New York: Longman, (Chapter 4).

Reference to a chapter in an edited book:

Mettam, G. R., & Adams, L. B. (2009). How to prepare an electronic version of your article. In B. S. Jones, & R. Z. Smith (Eds.), *Introduction to the electronic age* (pp. 281–304). New York: E-Publishing Inc.

- **Submission checklist**

The following list will be useful during the final checking of an article before sending it to the journal for review.

Ensure that the following items are present:

One author should be nominated as the corresponding author with contact details:

- E-mail address
- Full postal address
- Phone numbers

All necessary files have been uploaded, and contain:

- Keywords
- All figure captions
- All tables (including title, description, footnotes)

Further considerations

- Manuscript has been 'spell-checked' and 'grammar-checked'
- References are in the correct format for the journal
- All references mentioned in the Reference list are cited in the text, and vice versa
- Permission has been obtained for use of copyrighted material from other sources (including the Web)
- Color figures are clearly marked as being intended for color reproduction on the Web (free of charge) and in print, or to be reproduced in color on the Web (free of charge) and in black-and-white in print
- If only color on the Web is required, black-and-white versions of the figures are also supplied for printing purposes



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AFTER ACCEPTANCE

- ***Proofs***

One set of proofs (as PDF files) will be sent by e-mail to the corresponding author or, a link will be provided in the e-mail so that authors can download the files themselves.

- ***Offprints***

The corresponding author, at no cost, will be provided with a PDF file of the article via e-mail (the PDF file is a watermarked version of the published article and includes a cover sheet with the journal cover image and a disclaimer delineation the terms and conditions of use). For an extra charge, paper offprints can be ordered via the offprint order form which is sent once the article is accepted for publication. Both corresponding and co-authors may order offprints at any time.