

The Independent Journal of Teaching and Learning Specifications and style guide

Updated: November 2020

Effective: November 2020

REMARKS:

- The present document outlines the specifications and the broad stylistic requirements of *The Independent Journal of Teaching and Learning* (IJTL). These specifications are for the attention of those authors wishing to submit an article during the submission cycle(s) of the year 2021.
- The contents of the present document are a reflection of the information found in the section 'Notes for contributors' in volume 15 (2) 2020 of The IJTL.
- The present document, the 'Editorial Policy' and the 'Publication and Double-Blind Peer-Review Process' are available for download on [The IJTL website](#).

Articles should be

- in English;
- typed in Times New Roman, font size 11, 1.15-line spacing in MSWord (.doc or .docx) format;
- limited to 6000 words, excluding tables, figures and references;
- complete in every regard – for example, tables and figures should be included in the manuscript;

and should include

- an abstract of 150 or fewer words;
- five keywords;

and *may* include

- a title page, which includes the names, institutional affiliations and ORCIDs (where possible) of all authors, in the manuscript – the Editorial team ensures anonymisation of the manuscript prior to double-blind peer review;
- short annexures attached to the manuscript that may aid reviewers – annexures will not be considered for publication in the journal.

Additionally, Arabic numerals – that is, 1, 2, 3, 4 and so on – must be used when expressing figures or when numbering items. Using bracketed Roman numerals – that is, (i), (ii), (iii), (iv) etc. – is encouraged only in cases where items forming part of a list within a paragraph are numbered.

References, both in the body of the article and in the reference list, must be presented using the Harvard style. References that are cited in the body of the article must be present in the reference list and vice versa. Articles in past editions of the IJTL itself are the best source of practical examples of the preferred organisation of articles and of the heading styles favoured by the IJTL.

Where applicable, authors must include a statement confirming that the necessary ethics clearance was obtained, and that vulnerable individuals, groups and populations are protected. See the section on research ethics and vulnerable populations in the IJTL's Editorial Policy.

The authors of accepted articles will be asked to submit short biographies before their articles are published. These biographies should not exceed 150 words.

Proofs will be sent to authors if there is sufficient time to do so. They should be corrected and returned within 48 hours of receipt. The Editor reserves the right to publish without proofs having been signed off by the author.

NOTE: Manuscripts that do not conform to the above requirements do not have to be considered for double-blind peer review and therefore publication.