IEP JOURNAL

GUIDANCE FOR AUTHORS

iep

Purpose

The IEP Journal exists to encourage the presentation of research and ideas, and thoughtful discussion between employability professionals. The focus is on enabling professionals to become better, well-informed practitioners, offering them reading on research, current policy priorities and operational good practice, with contact between readers and authors. Articles in the Journal include professional opinion and reflections, news, research and evaluation, theory, innovation and technical advances and interviews with one or more people – usually but not necessarily IEP members- who are leading figures or front-line workers in employability.

The Journal is not an academic peer-reviewed Journal, though in some cases it can include peer-review or responses, with the author's agreement.

Each edition of the Journal is edited by a guest editor, supported by an editorial team, whose aim is to help authors with their contributions, with these aims and the IEP's commitment to professionalism in mind.

Readership

The IEPJ seeks to reach all employability professionals; foremost IEP members. We also welcome wider contributions and readership in the UK and internationally. Publication is digital, in pdf form, and suitable for on-screen reading or reader-download. The Journal appears up to four times a year. It is free, not behind a paywall, on the IEP website and requires neither sign-up nor subscription.

Copyright

All articles for publication should be accompanied by a statement that the author has the right to publish in the IEPJ. If previously published in identical or similar form, the original publisher's consent will be required.

IEPJ is freely available to IEP members and encourages a wide circulation. Authors are responsible for ensuring that their work is appropriate for such distribution.

An article published in the IEPJ remains copyright to the author; but the IEPJ acquires a right to be quoted as the original publisher and source in subsequent publications.

Fees

No fees are paid for publication nor are any due.
The costs including time and other resources for preparation of articles for publication is entirely the responsibility of the author.

Ethics

Authors must always confirm that the work is entirely theirs and original, other than where the work of others is explicitly cited or quoted. Disclosure of relevant sources, assistance and interests is asked for, and confirms the professional standing of the submitted article.
The Journal will not re-print other publications unless exceptionally valuable and with the permission of the first publisher and author(s).

Authors who submit data-based analysis should ensure that the raw data used in their work is available for reasonable public access, with suitable confidentiality arrangements.
Individuals who have taken part in or been the subject of research, programmes of work, services or projects that are discussed or presented in articles for the IEPJ must not be identifiable in submitted works, unless the explicit permission of the individual has been given and recorded with their informed consent.

Authors must disclose an interest, commercial or otherwise, relating to their submitted articles; and any source of funding for works referred to in their articles: a short note at the end is sufficient.

Article format

Title
The title should fit on a single line. A strapline in body text typeface may be added on the line below.

Summary
A summary paragraph of a few clear sentences is helpful but not essential.

Length
Articles for publication should normally be between 500 and 1500 words. Please seek the editor's agreement if you want more or less space.

Sources and citations
Citations, sources and quotations should be identified. References are desirable but should be kept to an essential minimum that includes items accessible to the reader.

Author and contact details
Author's names, association (employer, company university, job title etc.), with contact email, LinkedIn, website and thumbnail photo are included at the top of each article. Please provide them with your documents.

The author's very brief personal history can be added at the end. CVs or self-promotion are not required.

Letters
Letters should be of no more than 300 words length.
Published letters will conform to courteous discourse about matters of immediate concern to employability professionals.
The author's name and provenance (employer, company position, academic title and qualifications) should be added at the end. They may be withheld from publication on request, but letters from anonymous sources will not be accepted.
We would like to encourage both public and private discussion and encourage contributors to include an e-mail address for personal correspondence.

Style and content

We encourage an accessible writing style, using direct, clear and active speech relevant to a wider audience. Please avoid overly technical terminology or take time to explain it.

The authors' style, good-humour, with relevant anecdote and personality are encouraged. The writing should be readable, succinct and to the point. Over-wordy, discursive or rambling articles might need to be edited.

The Journal should be neutral between organisations. The Journal does not have space for long lists of citations, so please try to include only the most relevant few. You may provide an email address for readers to contact for further reading and discussion. References in footnotes or embedded in the text are acceptable.

We are not looking for simple information content: people can find that out better from other sources.

Please avoid party political views unless there is an immediate and obvious bearing on the subject. Promotion of projects or programmes should be reasonable; we do not want to be a promotional journal, nor to overly restrict peoples pride in their work. There is a fine line between promotional material, news, and opinion, easily crossed by enthusiastic authors: please be careful to remain in a professional, non-selling position.

Professional opinions are welcome, and will be shown as being opinion rather than research or evidence. It is helpful and persuasive to be clear what is and is not supported by evidence.

Fact-based articles, research and evidence are very welcome. They should be supported by links to evidence.

The IEPJ does not want to interfere with authors' work but will read contributions with the Journal's aims in mind. We will contact authors about our thoughts or suggestions before publication.

Timetable

As soon as you have (been?) volunteered as an author

- This should be about three months before publication.
- Do have a look at previous issues: they may give you ideas you would like to include.
- Think about and draft your article as early as possible. Share it with the guest editor who will pass it to the editorial group, for their suggestions. They are there to help!

Two to three months before publication

- You might like to think whether your article could be reviewed by professional peers, to testify to its quality, to suggest improvements or to invite letters or articles in response to yours. This is not compulsory!
- The guest editor and editorial group may suggest or help you find reviewers, or you can suggest your own.

Two months before publication.

- The guest editor will write a 500-word introduction and invitation for publication in the IEP online newsletter.
- Drafts will be reviewed by the editor; suggestions will be with you within a week.

One month before publication

- Letters and articles should be substantially complete; by now there are only two weeks for any final revision.

Two weeks before publication

- Is the deadline for contributors.

One week before publication

- Final layout and proof reading is completed for publication.

Technical

Documents should be submitted electronically in Microsoft Word compatible file format.

Photographs should also be clear at small scale and may be in colour. People in photographs should have given consent to their inclusion.

Diagrams should be in black and white and easily readable when reduced to single column width.

Company logos may be included in the heading or at the end of articles: they should be sent in png or jpeg format, in colour, and suitable for small-scale reading.

No paragraph formatting, page layout or column settings are required: they will be settled during production.

Titles and headings should be clearly identifiable, but not given unique formats. This will be done during the production process.

Documents should not be locked for editing or under password protection.

The author's name and date of writing should be included in the file properties.

Get in touch:

Editorial Group Contact - david.imber@iemployability.org
Tel: 0787 067 1047 or for more information contact
iepjournal@iemployability.org