

JCD&MS Guidelines for Contributors

Manuscripts must be submitted in a single Microsoft Word file. Files submitted in other text versions, for example, PDF or Apple, will be returned to the contributor for resubmission in the required application. All submissions must be emailed to journal@lcc.ac.uk and t.anderson-jaquest@lcc.ac.uk within the submission deadline.

Essential requirements for all submissions.

A Front Sheet preceding the submission providing the following information:

- Designated submission category: examples, academic articles; working papers, student submission
- The full title of the submission
- The full names of all authors (including their affiliations and email addresses),
- A Profile provided for each author (circa 200-300 words)
- Word count [excluding the abstract, reference lists, tables, and figures]

An Abstract

Abstracts are required for all submissions, except Editorials, For Debate Articles, Commentaries, Letters and Book Reviews (discussed further in the Guidelines).

Contributions without abstracts will be returned to the author for re-submission. Abstracts must be separated from the main text and should contain between 200 and 500 words. Text must be clearly stated and understandable to readers unfamiliar with the subject area. Formatting and presentation requirements are set out on page two.

Abstracts will vary according to the nature of the research undertaken, but their purpose is to provide the reader with an overview of the particular research project. In general, Abstracts should set the context, indicate the key findings and render main conclusions. References (citations), numbers, abbreviations, acronyms or measurements should be avoided, except where numerical information is essential to the conclusions rendered. Any figures mentioned in an abstract must match exactly with those given in the main contribution.

Keywords

A list of up to eight keywords should be added underneath the Abstract to identify the contents of the paper.

Section one: Formatting and Presentation Requirements.

JCD&MS will be published on-line in single column format. Therefore, all contributors are asked to observe the simple guidelines described below and illustrated in the examples provided.

Headings and Subheadings.

- Title (Arial, 12 point, bold. Capitalise 1st letters of Important words.
- Authors 12-point font, normal.
- Headings and sub-headings: Arial 11-point, Bold, with double 1.15 line spacing

Main body of text.

- Microsoft WORD 2000 or higher [Preferable using docx suffix) The version selected must be fully PC compatible.
- Margins (normal): 2.54 top and bottom and left and right.
- Alignment: justified.
- Font: Arial 11-point (normal), with 1.15 line spacing
- Paragraphs: left margin alignment: 1.15 line spacing between paragraphs. Long quotes, if any, must be indented, written in Arial 9 point, line space 1.15. Note: paraphrasing long quotes is preferred.
- Citations in Text. References to the views of others must be indicated, using the Harvard Reference System. Authors using EndNote will be required to resubmit their contributions.

Reference List, Harvard Referencing System required.

- Authors using EndNote will be required to resubmit their contributions.
- Entry by Author, alphabetical Order, Last name or family name first
- Date of publication enclosed in brackets Ex: Smith, Alan (2023)
- Titles of articles in journals enclosed in single quotation marks, with journal titles in italics.

- Titles of books in italics
- Titles of individual chapters published as part of an edited collection in plain text
- Individual Entries – Arial 10, Text - single spaced
- 1.15 space between entries.

Section two: options for submission

A list of categories most frequently used to submit contributions for publication is set out below, followed by a brief description of each option. If contributors are interested in using an alternative, they should contact the Principal Editor prior to submission. Details about each category are set out below.

- Academic Articles
- Research Reports
- Literature Reviews
- Working Papers: new section
- Student Contributions: new section
- Letters
- Monographs
- For Debate Articles
- Commentaries
- Editorials
- Book Reviews

Academic Articles (the most common category for submission)

Subject focus: Choice is wide-ranging: for example, Contemporary Developments (global, national, regional or local); Business and Management; Entrepreneurship; Hospitality Management; Healthcare; Education, including Teaching and Learning.

Indicative structure: Introduction (circa 500 words). The main body of text should include a concise, focused description of the methodology adopted and the research findings. Discussion, analyses of results and conclusions are required.

Indicative Word count: 3,000 to 6,000 words but can be increased to 10,000 words, depending on the subject and the depth and scope of coverage. Word count excludes abstracts, tables and reference lists.

Presentation suggestions: Subheadings should be concise and used only when needed. All Figures and Tables should be inserted in the main body text and the source cited immediately below each table. Legends should be provided in cases where symbols or data require further clarification.

Referencing: 12 – 50 references. Aside from older sources deemed essential to the subject (classics, for example), references should include the most recent relevant literature available and, where appropriate, not be restricted to a single research group, region or country.

Research Reports

Indicative structure: studies may be qualitative or quantitative and could involve experimental or non-experimental designs.

Indicative word count: around 6,000 words excluding abstracts, tables and references, but length may vary depending upon the complexity of the report and details relating to the findings.

Authors submitting research reports are expected to follow the same guidelines set for Academic Articles in respect of abstracts, introductions, sub-headings, the presentation of figures and tables and referencing.

Literature Reviews

Subject focus: choice is wide-ranging.

Indicative structure: will vary but will be designed to draw together a body of literature to reach one or more major conclusions, with a particular research objective in mind. Submissions must provide descriptions of the search strategy adopted and explain the selection criteria for the articles selected.

Indicative word count: around 5000 words, but could be longer or shorter depending upon the complexity of the research objectives.

Authors submitting research reports are expected to follow the same guidelines set for Academic Articles in respect of abstracts, introductions, sub-headings, the presentation of figures and tables and referencing.

Working papers

The section focused on Working Papers will widen opportunities for all contributors to share research ideas and interest with other colleagues during the formative stage of development, without going through the formal process of peer review, normally required for publishing completed academic articles in *JCD&MS*. Although it is most likely that Working Papers will eventually be transformed into completed articles, the working paper format will allow individuals the flexibility of changing directions or abandoning projects in the earlier stages of development. To submit a Working Paper:

Indicate clearly that your submission is a working paper. Failure to do so, means that it will be considered as an academic paper, subject to peer review. Provide a brief abstract: length around 150-200 words.

Produce a well-written paper: initial suggestion: 1500 – 2000 words, but length can vary upward or downward, depending upon scope and your own inclinations.

Follow the same guidelines set out for formatting and presentation that apply to all submission categories. Failure to do so, means that the Working Paper will be returned, and the author will be requested to resubmit using the required formatting guidelines.

Identify your research question and very briefly indicate what methods you intend to use to address the topic.

Discuss and cite several references (at least 5-10) to show that you've already carried out some research relating specifically to your ideas and have taken into account others' views on the subject.

Briefly describe/discuss your findings and initial opinions to date.

Indicate future plans, if any, for developing the subject further.

Provide a list of sources you've consulted.

Student Projects.

A new section has been created to accommodate student contributions. This will provide LCC students, in particular, with an opportunity to publish their final year projects or other significant academic papers completed in the final year of their programmes.

Student contributions assessed at distinction or merit will be selected for publication. To facilitate their efforts, students will receive guidance from LCC's Head of Programmes and Academic Management (HoPAM) and/or the postholder's designated representative, who will serve as a mentor throughout the process.

Student submissions are to follow the formatting guidelines set out above applicable to all contributors.

Final Projects produced for Pearson HND awards, must be submitted in full and in accordance with Pearson guidelines and requirements, including the designated word count.

Submissions should be clearly worded and well-written.

The Principal Editor will review and approve all student submissions for publication.

Letters

Subject focus: choice is wide ranging.

Indicative content: may express opinions about articles previously published in the Journal, report on a development, or comment on some issue of potential interest to readers. Letters do not normally include new findings unless such information extends the finding of a paper previously published in *JCD&MS*. If a letter contains comments upon a paper already published in the Journal, then this should be cited at the beginning of the letter. The author of the paper cited will be given the right to reply.

Indicative word count: 60-150 words and up to 20 references.

Review status: The Principal Editor will review and approve all letters submitted prior to publication.

Monographs

Subject focus: wide ranging.

Indicative content: a major piece of substantive writing and in-depth analyses and syntheses that cannot be expressed within the normal word length limits set for articles. Must provide robust theoretical underpinnings to support the primary thesis. May include extensive systematic reviews of major topics or investigate critically a series of linked studies addressing a common research question.

Indicative wordcount: up to 14,000 words, excluding titles, abstracts, tables, figures and reference lists.

Additional information: authors interested in submitting monographs are advised to contact the Principal Editor in the first instance, as only monographs will be accepted that align with the *JCD&MS* remit. Authors wishing to submit monographs for consideration should submit in the usual way, but should add a note on their cover page explaining that they would like the submission to be treated as a monograph.

Monographs should follow guidelines described for academic articles in respect of abstracts, introductions, sub-headings, the presentation of figures and tables and referencing.

‘For Debate’ articles

Subject focus: wide ranging. ‘For debate’ articles are opinion pieces, synthesising research in a way that adds new insights. Focus should be placed on making one or two key points that reflect opinion rather than fact. The point[s] will normally challenge existing thinking, raise an issue that has been neglected, take an issue forward that is currently being considered, or reinforce one side of a debate that is currently underway.

Indicative structure: varied, but should be written in a lively and engaging style.

Indicative word count: around 3500 words.

Additional information: Interested parties may submit commentaries about ‘for debate’ articles in subsequent issues. If commentaries are accepted for publication, then the author of the ‘For Debate’ article will be given the opportunity to respond to any commentaries made.

Commentaries

Description: A commentary should add a further perspective or point of view to a particularly important item published in *JCD&MS*. Rather than being a review of the article, authors should use the findings as a stepping stone to make one or two points of wider relevance to the field.

Indicative content: There is no abstract, but commentaries should begin with a one or two sentence summary setting out the main points.

Indicative word count: 500-1000 words, with up to 20 references.

Additional information: when commenting upon an item published previously in the Journal, a direct reference to the title and the author should be included at the beginning of the commentary and cited in the reference list.

Editorials

Description: Editorials appear at the start of every issue of *JCD&MS*. They are significant pieces of academic writing that differ substantially from academic articles, reports or reviews. Their purpose is to stimulate debate, identify issues and push ideas forward.

Indicative content: An editorial should make one or two key points that are more in the way of opinion rather than fact. The point[s] will normally challenge existing thinking, raise an issue that has been neglected, take a current issue forward, or reinforce one side of a current debate. Editorials should be cautiously optimistic but provocative in approach. As is the case with ‘For debate’ articles, the focus is most commonly placed on matters of policy, treatment, assessment/diagnosis, theory or methodology.

Indicative structure: Varied. There is no abstract, but editorials should begin with a statement of one or two sentences setting out the key points to be made in the work. They should be written in a lively and engaging style with the point[s] very clearly stated and take international perspectives into account.

Indicative word count: around 1500 words and contain no more than 20 references.

Book Reviews

Description: Book reviews should place the book in the context of other literature deemed to be relevant in the field, rather than just summarising the content.

Indicative content: Books selected for review should be selected on the basis of their general relevance to areas normally covered in the Journal.

Indicative wordcount: around 1,000 words and contain no more than about 10 references..

Additional information: Authors should endeavour to make them a 'good read and should identify what is good and useful in their evaluations. In cases where a negative appraisal of the book must be made, then the critique should be rendered in a professional manner.

Section three: Important information regarding submissions

English-language editing

Authors are expected to apply computerised spelling and grammar checks to their work prior to submission. If English is not the first language, then contributors are advised to have their manuscripts reviewed by an individual highly skilled in written English. The Principal Editor will only provide nominal proofreading assistance. If the meaning of the English text is not clear, then the manuscript will be returned to the contributor for resubmission.

Defamatory statements

Authors must refrain from making defamatory statements about specific individuals or organisations, or cultural practices, whether or not they believe such statements are justified.

Permission to reprint source material

If a paper uses all or parts of previously published material, it is the author's responsibility to obtain permission from the copyright holder and, if requested, to obtain permission in writing and provide copies to the Principal Editor.

Histograms

Do not include histograms with three-dimensional blocks or shading as this can make interpretation difficult.

Colour illustrations

Authors are expected to pay the full cost for reproducing colour artwork in hard copy publications. Therefore, if there is colour artwork in the manuscript when it is accepted for publication, then the Principal Editor of JCD&MS will require authors to defray such costs before the paper can be published in hard copy.

Electronic figures for publication

Please contact the Principal Editor of *JCD&MS* for instructions regarding any high-quality images that are included in the submission.

Supporting information

Additional material comprised of lengthy appendices [e.g. extensive reference lists or mathematical formulae/calculations], deemed to be relevant to a particular submission may be considered for publication in the on-line version, but it is unlikely to be included in a print edition of the Journal, due to length.

Non-compliance with requirements

A manuscript that does not comply with journal requirements will be returned to the author.

Ethical Principles

JCD&MS supports ethical principles. As such, when submitting papers online, authors may be asked to state that:

they have been personally and actively involved in substantive work leading to the report and will hold themselves jointly and individually responsible for its content;

All relevant ethical safeguards have been met in relation to patient or subject protection, or animal experimentation, including, in the case of all clinical and experimental studies review by an appropriate ethical review committee and evidence of written informed patient consent.

Papers will be returned that contain sexist, racist or other non-acceptable language.

Declarations of interest

Any declarations of conflicts of interest should appear after the list of authors and addresses. Declarations of interest do not indicate wrongdoing, but they must be declared in the interests of full transparency. For example, any contractual constraints on publishing imposed by an organisation or private party that has funded the research must be disclosed. The time window for declaring such financial links is normally within three years of the date of article submission.

If an undeclared conflict of interest comes to light, the Principal Editor reserves the right to withdraw the paper from the JCD&MS production process.

Plagiarism

Plagiarism involves using someone else's work without appropriate attribution. If sections of text numbering more than 10 words have been copied verbatim, they must be put in quotation marks and a full citation given. Plagiarism is treated as serious professional misconduct, and any evidence of plagiarism will result in the withdrawal of the submission for further consideration.

The Review Process

Each manuscript is screened initially by the Principal Editor. Those deemed to be inappropriate for publication in JCD&MS will be declined without going to full review. In those cases, authors will receive an explanation as to why the manuscript has been declined.

In addition, the Principal Editor will also return manuscripts to contributors that require substantial re-writing, because the text is unclear, the material has been poorly organised, or substantial errors in written English exist that could have been remedied had the contributors proofread their own material and conducted spelling and/or grammar checks. The initial screening process may take up to three to four weeks. Contributors who are asked to re-submit work will be given extra time to do so, but the duration will be limited.

Manuscripts, excluding Working Papers, Student Submissions, letters, commentaries, editorials, and certain smaller submissions that pass this stage, will be independently reviewed prior to selection for publication. In the majority of cases, reviewers will be JCD&MS Editorial Panel members. The Principal Editor will provide feedback to contributors.

If authors are invited to revise and resubmit a manuscript, then they should submit the revised version by the due date set by the Principal Editor in order to meet issue publication deadlines. An extension may be granted in unusual circumstances. A decision on the revised version may be taken by the Principal Editor or she/he may consult an Editorial Panel member or put the revision through another full review process, depending on the nature and extent of the revisions requested. A decision on the revised version should normally take less time than the original review process.

Evaluation Criteria

Work submitted for publication in the JCD&MS is evaluated according to the following criteria:

- Degree to which the contribution fits within the remit of JCD&MS;
- Appropriateness of the analysis;
- Evidence of original thinking, including new ideas and insights;
- Significance of the theoretical and methodological contributions, if applicable;
- Appropriateness of the literature review, if applicable;
- Implications for practitioners, academicians and scholars;
- Quality of the discussion and interpretation of the results;
- Organisational structure;
- Coherence and clarity of text;

- Professional standard of writing (grammar, punctuation and spelling);
- Appropriate use of the Harvard referencing system.

Reviewers' Disclosure

Reviewers have the option of disclosing their identity to the authors by adding their name to the bottom of their review comments.

Appeals

Requests for appeal are normally considered only in cases where authors make the case that one or more Reviewers have clearly made a substantive mistake. They are unlikely to be considered in cases where opinions differ about the importance of the findings nor in situations where the author believes that issues initially identified by the reviewers can be resolved by providing a revised version, without going through the formal resubmission process.

It is important to bear in mind that the comments received by authors are primarily intended to help authors make revisions, either for publication in JCD&MS or submissions elsewhere. Occasionally, the decision not to publish an article will be made on grounds of priority, given the pressure on space within a particular issue of the Journal. In those cases, individuals will be informed of opportunities available to resubmit their work at a later date.

Proof-reading and Corrections

Authors are responsible for all statements made in their contributions. Therefore, it is essential that contributors ensure their work has been carefully proof-read and that spelling and grammar checks have been completed prior to submission. The JCD&MS does not accept responsibility for any statement or textual errors appearing in the published work that the author has failed to correct prior to final submission.

Copyright

Authors have permission to publish their own contributions in other sources, providing the Principal Editor is informed. Authors are responsible for obtaining permission to reproduce copyright material from other sources appearing in their submissions to JCD&MS, in cases where this is required.



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