

JOURNAL OF PEDAGOGY AND EDUCATIONAL MANAGEMENT
Submission guidelines

SUBMISSION

1. The Journal of Pedagogy and Educational Management (JPEM) accepts for review only manuscripts that have not been published previously in any language and are not being reviewed for possible publication in other journals.
2. Submissions must be made in electronic form to Editor-in-chief's e-mail: jpem@vumk.eu.
3. Within 5 working days the corresponding author shall receive an e-mail from the Editor-in-chief, confirming the receipt of the manuscript, advising the name of the coordinating editor and providing the manuscript's number to be used in future reference.
4. All correspondence thereafter regarding the review process of the manuscript shall be with the coordinating editor.

MANUSCRIPT FORMATTING

1. The first page of the manuscript should include: title of the manuscript in capital letters, the name(s) and affiliation(s) of the author(s), contact details of the corresponding author (postal address, phone, e-mail, and fax), an abstract of 100-200 words, and not more than 6 key words. The second page should include the title of the manuscript in capital letters, the abstract and the key words without name(s) and affiliation(s) of the author(s).
2. The corresponding author shall receive all correspondence and off-prints. He/she is also responsible for proofs checks.
3. Manuscript formatting requirements: *Paper size: A4; Page margins: top/bottom/left/right - 2.5 cm = 1 inch; Text: double spaced; Font: Times New Roman; Font size: 14 points; Alignment: justified.* No footnotes allowed. Use endnotes instead.
4. The text must be written in British English
5. Headings formatting - must be bold, not in capital letters, no indent. Place one return after the previous paragraph.
6. Tables and Figures should be incorporated in the text. They must be numbered using Arabic numeral. The title and number of the table has to be above the table, aligned right, and not in capital letters. The title and number of the figure has to be below the figure, centred and not in capital letters. The figures must be provided in a print-ready form in their final size.
7. References. In the text references must be included using the Harvard system - "author, date" style (e.g. Medwell, 2007) and (Howe et al, 2001) for more than

two authors. Page numbers for specific points or direct quotations must be given. The reference list must be placed at the end of the manuscript and ordered in alphabetical order of authors. Specific formats:

- For journal articles

Merchant, G. (2008) „Out of the classroom and into the world“. *English Four to Eleven*. (32) Spring. pp. 12-14.

Wray, D. & Medwell, J. (2006) „Pupils“ perspectives on literacy teaching“. *Education 3-13*. 34(3) October. pp. 201-210.

- For books and monographs

Medwell, J. (2007) *Successful teaching placement*. 2nd edn. Exeter: Learning Matters

Price, G. & Maier, P. (2007) *Effective study skills: unlock your potential*. Harlow: Pearson Longman.

- For chapters in books

Hanley, U. (2004) „Mathematics“. In Jones, R. & Wyse, D. (eds.) *Creativity in the primary curriculum*. London: David Fulton. pp. 31-48.

- For conference reports

Hertfordshire Integrated Learning Project (2002) *Skills development in higher education: forging links: proceedings of the 3rd Annual Skills Conference*. University of Hertfordshire. 10-11 July, 2002. Hatfield: University of Hertfordshire

- For Internet sources

Bridges, D. (1999) „Educational research: pursuit of truth or flight into fancy?“ *British Educational Research Journal*. [Online]. 25(5) December. pp. 597-616. JSTOR. Available at: <http://www.jstor.org/stable/pdfplus/1501686.pdf> [Accessed: 20 May, 2008].

TYPES OF PUBLICATIONS

1. *Regular articles* should normally have between 4000 and 20000 words. JPEM especially welcomes contributions between 4 000 and 7 000 words. The paper must include an introduction, literature review, methodology, results, discussion and conclusion. The proposed structure is not compulsory and may vary depending on the specific paper.

2. *Research notes* should normally have between 1500 and 2000 words.

3. Regular article, research notes and case studies in the Tourism Best Practices section are subject to a double-blind review. They shall be reviewed by at least two anonymous referees.

4. *Book reviews* should be up to 1500 words and contain the following information: author(s) or editor(s) for edited books, title, publisher, ISBN, year

of publication, number of pages, original language of publication, resume of the content, how this book contributes in the field of education.

5. *Doctoral dissertations in education*. JPEM publishes resumes of successfully defended Ph. D. theses in past 12 months before the date of submission. The submitted resumes should be not more than 2000 words and are not subject to review. They must include the following information: author, affiliation of the author, contact details of the author, title of the dissertation, supervisor, institution awarding the Ph. D. degree, date of defence, goal and objectives of the dissertation, methodology, results, theoretical conclusions, practical application of the dissertation, and content of the dissertation (including abstracts of all chapters). The submitted resume of the dissertation must be accompanied by an official letter from the supervisor that the resume correctly represents the content of the dissertation.

PROOFS AND OFF-PRINTS

1. Proofs of accepted papers shall be sent to the corresponding authors for editing. Major revisions in text are not allowed except in case of editors' or publisher's mistakes.
2. Off-prints will be received by the corresponding author. Every author shall receive one copy of the issue with his/her publication.

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