

MANUSCRIPT SUBMISSION GUIDELINES*

*These manuscript guidelines should be followed when preparing articles for the *International Journal of Self-Directed Learning* or full papers for the International Self-Directed Learning Symposium. Papers accepted for the symposium must be resubmitted for blind review if you would like them to be considered for the *IJSDL*.

International Journal of Self-Directed Learning

The *International Journal of Self-Directed Learning* is a refereed, electronic journal founded to disseminate scholarly papers that document research, theory, or innovative or exemplary practice. It is published twice annually.

Three types of submissions are invited for the journal:

1. Articles: 3500-5000 words (10-15 pages) excluding references;
 2. Research or Practice Briefs: 1500-2500 words (4-6 pages) excluding references; and
 3. Announcements (Conferences, book publications, etc.): 50-1500 words
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I. Manuscript Requirements

Originality

All submissions must be original manuscripts submitted in English. Previously published papers are ineligible.

Content

1. Submissions must address some aspect of self-directed learning such as the following:

- A. original research, theoretical or conceptual papers, reviews of research, or self-directed learning applications;
- B. some aspect of self-directed learning in specific contexts or practice such as continuing professional education, distance education, human resource development, lifelong learning or leisure studies, medical education, or any school level (elementary to higher education and professional education).

2. Symposium papers, journal articles and research/practice briefs should include, whenever appropriate, the following sections: Abstract (50 words for Symposium papers, 150 words for *IJSDL* articles), Introduction, Method, Results, Discussion, Conclusions, and References.

Style

Follow the guidelines provided in the *Publication Manual of the American Psychological Association* (6th ed., 2010), which addresses content and organization, expression (including ways to reduce bias in language), and standards for punctuation, capitalization, headings, figures, tables, citations and references. For updated information on citing online sources, visit the APA website at <http://www.apastyle.org>.

EXCEPTION: You are preparing your text as it will appear online; therefore, you will need to single-space your manuscript and include all tables, figures, and notes exactly as they need to be placed in the text rather than separating them.

Formatting

Prepare manuscripts for journal submission as a Word file, prepared in normal style, Times or Times New Roman font.

Format your manuscript according to the following guidelines (for a sample, see *IJSDL* 14.2 on the website <http://www.sdlglobal.com/journals>):

Single-spaced; 1.2" left margin; 1.2" right margin; justified left and right margins; 1" top margin; 1.2" bottom margin; header .5" from top; footer .75 from bottom; paragraph indentation .5".

Font size:

- 14-point all caps for article titles;
- 14-point upper and lower case for authors;

12-point for headings, abstract, text, and reference list; and 8-point is the minimum for tables and figures.

Sample APA References

(Use a hanging indent of .5 inches rather than spaces or tabs)

See APA 6th edition for types of documents not listed below.

Journal Article (no doi available)

Boucouvalas, M. (2009). Revisiting the concept of self in self-directed learning: Toward a more robust construct for research and practice in a global context. *International Journal of Self-Directed Learning*, 6(1), 1-10. Retrieved from <http://sdlglobal.com/journals.php>

Journal Article with doi (doi must be included if available)

Lohman, M. C., & Finkelstein, M. (2000). Designing groups in problem-based learning to promote problem-solving skill and self-directedness. *Instructional Science*, 28(4), 291-307. doi:10.1023/A:1003927228005

Book

Merriam, S., Caffarella, R., & Baumgartner, L. (2007). *Learning in adulthood*. San Francisco, CA: Jossey-Bass.

Book Chapter

Carré, P. (1994). Self-directed learning in French professional education. In H. B. Long & Associates (Eds.), *New ideas about self-directed learning* (pp. 139-148). Norman, OK: Oklahoma Research Center for Continuing Professional and Higher Education.

New Directions Series Chapter (Note: These are now being treated as articles rather than as book chapters. Volume number is year of publication, followed by issue number in parentheses. Articles have been assigned doi numbers.)

Cranton, P. (2002). Teaching for transformation. *New Directions for Adult and Continuing Education*, 2002(93), 63-71. doi:10.1002/ace.50

Dissertation*

Zsiga, P. L. (2007). *Self-directed learning readiness, strategic thinking and leader effectiveness in directors of a national nonprofit organization*. (Doctoral dissertation). Retrieved from ProQuest Dissertations and Theses database.

(Order No. AAT 3269548)

*See APA 6th edition, pp. 207-208 for citation of dissertations and theses not available from a database service.

Paper Presented at a Conference

Hiemstra, R., & Brockett, R. (2012, May). *Reframing the meaning of self-directed learning: An updated model*. Paper presented at the 53rd Annual Adult Education Research Conference, Saratoga Springs, NY. Retrieved from <http://www.adulterc.org/Proceedings/2012/papers/hiemstra.pdf>

Long, H. B. (2013, February). *Some philosophical issues in self-directed learning*. Paper presented at the International Self-Directed Learning Symposium, Cocoa Beach, FL.

ERIC Document

Kerka, S. (2002). *Journal writing as an adult learning tool* (ERIC document). Retrieved from <http://calpro-online.org/ERIC/docs/pab00031.pdf>

Reminders:

- Spellcheck and grammar check all submissions.
- Provide page numbers for all direct quotes and double check their accuracy.
- Double check all citations and references for accuracy AND compliance with APA 6th edition format.
- Make sure all references cited in the text appear in the reference list and that all items in the reference list are cited in the text.
- To format your references, use the Word formatting for *hanging indent* rather than indenting individual lines.

New APA Guidelines for Levels of Headings *Within the Text* (*your title is in all caps*)

Centered, Boldface, Upper and Lower Case

Flush Left, Boldface, Upper and Lower Case

Indented, boldface, lower case* paragraph heading ending with a period (text follows).

Indented, boldface, italicized lower case* paragraph heading ending with a period (text follows).

Indented, italicized lower case* paragraph heading ending with a period (text follows).

*Except first letter and proper nouns

SAMPLE	
Method (Level 1)	
Sample and Participant Selection (Level 2)	
Text...	
Assessments and Measures	(Level 2)
Quantitative. Text...	(Level 3)
<i>Inventory XYZ.</i> Text...	(Level 4)
<i>Peer observations.</i> Text...	(Level 5)

Tables and Figures

For *IJSDL* submissions, tables and figures must be of publication quality, clearly labeled, numbered in sequence, and placed in the correct location within the body of your paper. Be sure they fit within the margins of the text (left and right margins of 1.2 inches). Before submitting your manuscript, print all tables and figures to preview the dimensions and quality of each image. All tables and figures must be referenced in the text. Please use the samples below as a guide to placement, capitalization, and use of italics for *IJSDL* articles.

Sample table:

Table 1. *Pretest/Posttest Data for Assessment of Individuality Index*

	<i>n</i>	<i>M</i>	<i>SD</i>	Range	
				Potential	Actual
Pretest	50	25.23	3.44	0-50	20-32
Posttest	45	35.34	3.67	0-50	30-43

Note. Time interval of 3 months between pre and posttest.

Sample figure (Note that title is placed at the bottom of the figure):

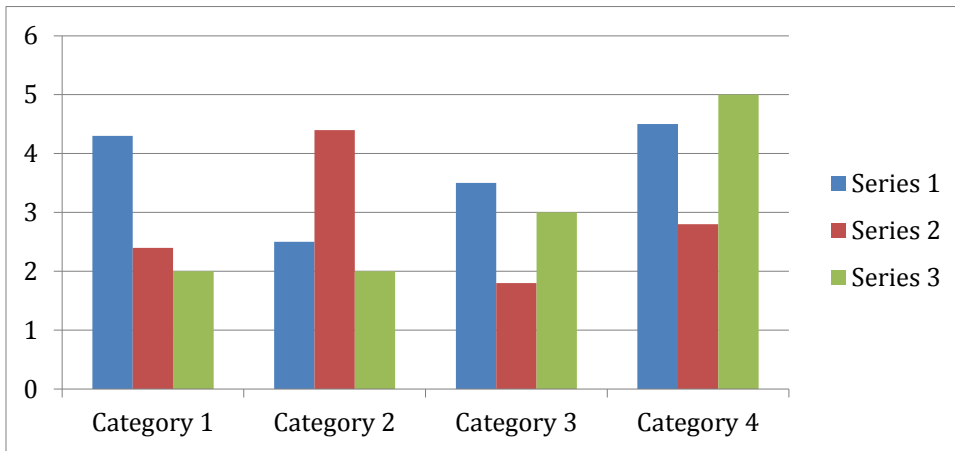


Figure X. Category scores for assessment series 1, 2, and 3.

II. Manuscript Submission: Symposium Papers

Submissions are sent electronically. All symposium papers and related materials should be labeled with the lead author's last name and the year; for example, Long2015.doc, Longwarrant2015.pdf, and Longphoto2015.jpg.

Submit with your paper a **cover sheet** that includes the following:

1. A heading that includes the title of your paper and all the authors in order of contribution;
2. Name, address, telephone, and email address of the senior author;
3. Names and email addresses of any co-authors;
4. A 50-word abstract of the paper suitable for inclusion in the conference program;
5. Brief bios (50 words) of each author in the following format:

Wayne B. James (wjames7846@aol.com) is professor of adult education at the University of South Florida, past president of AAACE, and a member of the International Adult and Continuing Education Hall of Fame. She serves on the editorial boards of the *Adult Education Quarterly* and the *International Journal of Self-Directed Learning*.

If any of the following items were not submitted with the proposal, they must be submitted with the paper:

6. A **signed warrant** from the senior author as follows: I warrant that my (our) paper/poster is an original work that has not been previously presented or published. Furthermore, if the proposal is accepted I will attend the symposium and provide an advance copy of the paper no later than January 12. I will complete advanced registration no later than January 6, 2016.
7. **Pictures*** of each presenter suitable for a conference program (preferably a jpeg):
 - Digital camera picture only on the highest resolution setting, not cell phone pictures or webcam pictures.
 - Head and shoulder shot, looking at the camera, with a plain background if possible.
 - File name should be Name.photo.jpg

*If there are religious or social objections to being pictured in the program or having your email in the program, please indicate that on your cover sheet.

SUBMIT TO: issdl.sdlglobal@gmail.com

III. Manuscript Submission: *IJSDL* Articles

Submissions are sent electronically. All symposium papers and related materials should be labeled with the lead author's last name and the year; for example, Long2015.doc and Long2015release.pdf.

Cover Page

All submissions must be paginated and have a cover page. Use the following template for the cover page:

- **Complete title of the paper (10 -12 words):**
- **Name(s) of author(s) as they would appear at the top of the article:**
- **A short (50 word) biography for each author, including email address and organizational or institutional affiliation. Format: [Name (email) is a XX at XX]. These should follow the order of authors listed after the title.**
- **Author contact information (address, telephone(s), and email addresses. When there are multiple authors, please give all information for each but indicate one contact person):**
- **Running head (maximum 50 characters):**

- **Publication category of your submission:**
 - ___Article
 - ___Research or Practice Brief
 - ___Announcement

- **Length of your manuscript excluding references (number of words):**

- **Word version and level in which the document was created:**
(for example, Word 2004 for Mac,v.11.3.5)

First Text Page

Include the **title** of the manuscript at the top of the first page of text followed by the **authors** and an **abstract** of no more than 150 words. List **keywords** for your article (no more than 5 or 6).

Copyright

IJSDL invites manuscripts that have not been previously published. Manuscripts accepted for publication are copyrighted by *IJSDL*. Authors retain the right to use their own material for purely educational and research purposes. In all subsequent publications, whether in whole or part, *IJSDL* must be acknowledged as the original publisher. Authors are required to complete and submit *IJSDL*'s Release and Copyright Assignment at the time the manuscript is submitted. The assignment takes effect only if the manuscript is accepted for publication. SEE LAST PAGE OF THIS DOCUMENT FOR RELEASE AND COPYRIGHT ASSIGNMENT FORM.

SUBMIT TO: issdl.sdlglobal@gmail.com

Review Process

The review process typically takes 3 to 4 months. After that time, contact issdl.sdlglobal@gmail.com regarding the status of your submission. Articles will be subject to a multiple blind review, which will focus on:

- importance of the research or theoretical problem; applicability and interest to the field (relevance beyond case presented);
- originality and contribution to learning;
- clarity of the purpose;
- description of the problem within a theoretical framework, where appropriate;
- appropriateness and adequacy of the literature review;
- soundness of methodological approaches;
- accuracy and adequacy of interpretation and conclusions;

- clear presentation of theoretical and practical implications; and
- organization and clarity of the manuscript.

When the review process is complete, the *IJSDL* editor will send a decision by email. A detailed written summary of the reviewers' comments will be provided in cases where revisions are requested before publication. Once a manuscript is accepted and authors have made the recommended changes on their submissions, the *IJSDL* editor will conduct a thorough review and copyedit before publishing any article. *IJSDL* reserves the right to make editorial changes as needed to correct errors or to conform to *IJSDL* standards.

Release and Copyright Assignment

Submit the form with your manuscript. If your submission is not accepted, the agreement becomes void.

INTERNATIONAL JOURNAL OF SELF-DIRECTED LEARNING
RELEASE AND COPYRIGHT ASSIGNMENT

Title: _____

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Agreed to and Accepted

Signature:

Date:

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