NOTES FOR AUTHORS

Please read these notes carefully, and note that the Author Guidelines were updated on 1st July 2016 so make sure you have adhered closely to the new version before submission. Manuscripts which do not fully comply will be returned to authors.

Ensuring that you have complied with all the requirements for submission of manuscripts will help to ensure that we can consider your work quickly and give you a prompt decision. Indeed, only submissions that conform to the guidelines and that include all required components (e.g. practitioner notes, keywords and open access statements) can be sent out for peer review.

BJET is a primary source for academics and professionals in the expanding fields of educational and training technology throughout the world. The Journal is published by Wiley on behalf of The British Educational Research Association (BERA).

Articles cover the theory, methods, development and applications of digital technologies in education, including: higher and vocational education, schooling and early years settings, training, informal learning, and low-resource settings. They may include such subjects as:

- Educational applications of digital technologies;
- Psychology of learning and communication;
- Pedagogy for individual, group and collaborative learning;
- Learning support and guidance;
- Design, development and application of learning tools and systems;
- Innovation in educational systems;
- Leadership and management in technological innovation and change;
- Curriculum development and course design;
- Open, distance, blended and flipped learning;
- Professional development for educational/organisational change;
- Monitoring and quality assurance;
- Evaluation of technological innovations; □ Formative and summative assessment;
- Cost effectiveness.

Since researchers, policymakers and practitioners need to know how the possibilities of educational technology can be maximised and problems of adoption and sustainability minimised, BJET particularly welcomes such submissions as:

- Multi-site, multi-perspective studies by teams of researchers testing promising approaches and fostering further developments;
- Longitudinal studies that evidence the benefits of educational technology innovations to systems and institutions;
• Reports on educational technology initiatives which met with problems and/or failed to achieve their aims, and the lessons to be learned from these;
• Research studies that confirm, build upon or contradict previous BJET contributions.

We welcome jargon-free writing: write as clearly as you can. Remember that our readers are busy people: conciseness is a virtue, whatever the overall length. Avoid parochial references and assumptions: for many BJET readers English is not their mother tongue. Age groups of students should be clarified rather than referring only to “Grade 5, Year 6, etc.” Spell out all acronyms first time around.

Importantly, reports of experimental work should be analytical, not merely descriptive: reviews of developing fields should be critical, not merely informative; theoretical overviews should contain some original contribution or novel perspective.

We are looking for articles that "take us beyond what we already know:" A description of an established methodology in a familiar environment needs to have some novel aspect or be spectacularly written, if it is to gain the approval of the reviewers.

Articles should not normally exceed 6000 words excluding references to any sources that readers might wish to trace. However, there is no merit in lengthy reference lists per se. Wherever possible, the reasons for citing a reference should be clear from the context. Please check very carefully both their accuracy and presentation (see style notes below).

BJET is heavily oversubscribed (our acceptance rate is currently 20%) and we regret that overlength articles cannot be accommodated. Occasionally it is not possible to make the argument fully within 6000 words, for example where detailed qualitative data or in-depth reviews are presented, so we allow some leeway - but we do need to be convinced that the additional material is really necessary. Note that the option to submit supplementary online material is open to all authors and this can be a very valuable way to make available to interested readers further data, detailed research instruments, technical information, video exemplars, details of articles included in systematic reviews, etc. Information necessary to understand the research methods and findings should be included in the main text, however. For examples of a BJET article using this facility, see here.

We strongly advise that you ask one or more of your colleagues to review your article before you submit it to BJET. In our experience internal peer review can be very helpful in polishing submissions. If English is not your first language, to minimise risk of immediate rejection it will be important to enlist the help of a native English speaker to edit the piece, to correct grammar and ensure that idioms and spelling are correct. This too makes it easier for the reviewers to give full justice to your work.

Authors for whom English is a second language may choose to have their manuscript professionally edited before submission to improve the English. Information can be found at http://authorservices.wiley.com/bauthor/english_language.asp. All services are paid for and arranged by the author, and use of this service does not guarantee acceptance or preference for publication.

You may, if you wish, seek the assistance of a ‘Critical Friend’ who can support the revision of your paper for BJET - follow the link for more information on the Critical Friend arrangement. The procedure for working with a critical friend is first, to submit your paper to BJET in the usual way. It
is helpful if you can note in your covering letter that you are interested in joining the Critical Friend programme. We will then take an initial look at the paper to see whether it falls within the scope of the Journal and whether it is a candidate for the Critical Friend Programme. Reviewers may also suggest support from a Critical Friend in making revisions.

A set of guidelines for how to optimise articles for search engines, including examples of ‘good’ and ‘bad’ titles and abstracts in this respect, are available on our website here: http://olabout.wiley.com/WileyCDA/Section/id-828012.html.

1. Publication ethics


The editors of BJET undertake to handle your submission and material in confidence except for the purposes of review and in order to investigate possible misconduct.

2. Originality and copyright

When you submit a paper to us it is a condition that your contribution is original and that is has neither been published previously nor is currently being considered for publication elsewhere. You are asked to confirm this when you make the submission.

BJET is a member of CrossCheck by iThenticate. iThenticate is a plagiarism screening service that verifies the originality of content submitted before publication. The iThenticate software checks submissions against millions of published research papers, documents on the web, and other relevant sources. Authors, researchers and freelancers can also use the iThenticate system to screen their work before submission by visiting research.ithenticate.com.

As a matter of routine, BJET checks all of the work submitted for publication using iThenticate. This provides us with a report on material within your submission that has previously been published elsewhere - by yourself or by others.

If you have a similar paper under consideration or about to be published in another journal, please advise us in your covering letter and send a copy of that paper as an attachment in a separate email to the Editor (bjeteditor@wiley.com)

If your contribution is accepted you will be asked to login in to Author Services and complete the appropriate license agreement via the Wiley Author Licensing Service or WALS. This simplifies the licensing process for you regardless of whether you are publishing ‘conventionally’ using usual license agreements or choosing OnlineOpen for ‘open access’ publication.

3. Open data
BJET strongly encourages authors of articles describing empirical research to make their data available to others, for example through an institutional or other repository. If this is not possible then it will not necessarily preclude publication in the Journal, but you should note that it is one of the criteria by which your work will be assessed.

4. Multimedia articles

Some authors wish to link their contributions to a Web site containing interactive multimedia material, or to refer to large data sets which cannot be accommodated in the printed journal. We have models for publishing such contributions and the Editor will be pleased to discuss this with you. Some authors like to submit video abstracts for the papers. More details about this can be found in Section 11 below.

5. Style notes

It helps us greatly if your manuscript is presented in the APA (American Psychological Association) style, particularly in the layout of references. These give us the most problems in copy editing. You can find information on the APA style at: http://www.apastyle.org/index.aspx.

Submissions that do not use the APA style will be returned for revisions before being considered further.

Headings should be as follows:

- Main: roman, bold, initial capital letter and essentials only – no space below
- Secondary: italic, initial capital letter and essentials only – no space below
- Third level: roman, initial capital and essentials only – no space below

Either UK or USA spelling can be used but this must be consistent within each article. We recommend the use of a tool such as EndNote or Reference Manager for reference management and formatting. EndNote reference styles can be searched for here: http://endnote.com/ Reference Manager reference styles can be searched for here: http://refman.com/

6. Please include…

- A biography
- An abstract
- A set of structured practitioner notes
- Statements on potential conflicts of interest and for reports of empirical research
  - Statements on open data and ethics

7. Submitting your paper

Please ensure that the manuscript you submit is free from typographical errors, spelling mistakes, etc. It is your responsibility to ensure that manuscripts are as free from errors as possible: simply
relying on spell checkers will be insufficient. Errors are an unnecessary distraction and make it harder to review the paper objectively.

As word processing software gets more sophisticated is becomes easier to submit your manuscript in a professional format. **Please do not use these advanced features.** The typesetting process works best with simple text from, for example Microsoft Word 97 or 2000. In the final stage of copy-editing we have to remove all of these advanced features and this sometimes changes the sense of what you are trying to say. This is time-consuming and may delay your article so that it has to be held back to a later issue of the journal. If you are submitting an article that you have formatted for internal use, please help us by removing any advanced features before you submit.

Figures and tables should be included in the running text so that reviewers can find them easily. Please also provide high resolution machine readable illustrations as bmp, jpeg or tif files and avoid using very pale colours since these do not print well (if at all) in black and white. Use dashed and dotted lines to differentiate lines on graphs. It is not possible for us to redraw artwork.

Point your web browser at the *BJET* section of the ScholarOne Manuscript website – ([http://mc.manuscriptcentral.com/bjet](http://mc.manuscriptcentral.com/bjet)) You will be asked to provide the necessary details about yourself and your submission and then upload the file containing you work. You can review it (indeed you **must** review your work) before final submission. You should then receive a prompt acknowledgement and you will be kept in touch with progress through the review and (hopefully) acceptance.

**8. Desk rejections**

About half of all submission are rejected because either:

- They are not within the Journal's scope (see page 1). We will try to suggest an alternative journal.
- They do not take us sufficiently far beyond what is already known about the topic. They only present evidence based on learners’ or teachers’ opinions,
- They lack a strong theoretical foundation and/or evidence of engagement with the relevant literature,
- They lack strong evidence of improvements in learning, cost effectiveness or efficiency, increased access and equity or other quality improvements,
- They do not add sufficiently to thinking and practice in the field,
- There is evidence of plagiarism (either self plagiarism or plagiarism from other authors).
- They are much too long, or
- The English is too poor for the reviewers and readers to understand it.

Your manuscript will be returned to you for revisions if:

- It does not include the required practitioner notes, statement on potential conflict of interest or, in the case of empirical research, statement on open data and ethics.
- It does not conform to APA style,
- It is too long and we think it can be made acceptably shorter.

Please note, that we have a strict policy of not considering papers that have been rejected at BJET before i.e. they will not be sent to review even if they have addressed the reviewers’ comments.
However, if you plan to submit a significantly different paper on a similar topic then please consult us before submission, including the MS number of your previous submission. We would be happy, of course, to consider other work that you think is making a significant contribution to the field.

9. Reviewing

All articles are rigorously reviewed and the speed of publication of articles depends greatly on the authors’ readiness to respond to the reviewers’ comments.

BJET operates a single blind reviewing process: the reviewers know your name but you do not know who they are. Reviewers are under strict instructions to keep their comments confidential and not share them with anyone except the editors dealing with your submission. We will share the anonymised comments to the other reviewers of you work as part of the reviewer moderating process.

BJET has a relatively unusual reviewing procedure. Instead of the editor allocating submitted articles to reviewers who are known to have specific interests in that topic, members of the reviewer panel are invited to 'bid' for articles recently received. Once or twice each month, the list of the titles of new articles is circulated to a panel of over 250 reviewers who choose those that they think will be of interest to them and are in areas where they are familiar with the topic. This has two interesting consequences. Firstly, it provides a rapid turn-round for those submissions that are perceived to be of interest. But secondly, there are some articles that do not attract any immediate bidders. However, we have a number of experienced reviewers who then volunteer to deal with the 'orphans' so they are not left out. One consequence of this is that you should therefore give careful consideration to your title to ensure that it provides a good description of the topic of your article.

10. If your article is accepted

If your paper is accepted for publication, then you have the option of raising its profile with a Video Abstract.

You can watch an example of these video abstracts here http://onlinelibrary.wiley.com/journal/10.1111/%28ISSN%291467-8535/homepage/bjet_video_abstracts.htm

An invitation and instructions on how to submit a video abstract will be sent to you when and if your paper is accepted.

BJET is published six times each year, and articles occasionally have to be carried over at the last minute because of space constraints, so it is normally not possible to say in advance in which issue a specific contribution will appear, even after it has been accepted for publication in a revised form.

11. OnlineOpen

Wiley’s OnlineOpen is available to authors of primary research articles whose funding agency requires grantees to make the results of their research publically available at no cost to readers.
With OnlineOpen the author, the author's funding agency, or the author's institution pays a fee (currently US$3000) to ensure that the article is made freely available immediately upon publication via Wiley Online Library. Note that OnlineOpen does not have any impact on the speed of publication.

Please do NOT tell us if you want to publish using OnlineOpen when you submit your contribution. After acceptance you will receive an email from Author Services with a link to your ‘My Publication’ page. From here you can select for your article to be published OnlineOpen in return for your payment of the open access fee by clicking on ‘Make my article OnlineOpen’. A number of funders and institutions have arrangements with Wiley to pay the open access publication fee directly on behalf of their investigators. For more information on this and general open access advice, please visit: www.wileyopenaccess.com.

Using OnlineOpen will not have any impact on the speed of publication.

12. Permission requests

Permission requests for BJET are handled by Wiley via Rightslink. Further information can be found here. Authors are granted many re-use rights in their own work, but there are some restrictions. Authors should read their signed copyright form for details

For clarity, the layout of a typical BJET article is:

Title

Authors

(The authors should be listed in order of contribution to the paper. All authors take responsibility for their own contributions. Only include those authors who have made a substantive contribution; those who have made marginal contributions (for example, colleagues or supervisors who have reviewed draft of the work) should be named in an Acknowledgments paragraph after the conclusions.)

Authors’ affiliations and brief biography. (You should include a short biography of the authors that gives a brief description of your position and research interests together with the address and email for correspondence about the article.)

Abstract

(about 100-200 words)

Keywords: (the submission process will prompt you to choose appropriate keywords)
Structured practitioner notes
What is already known about this topic
• -----  
• -----  
• -----  

What this paper adds
• -----  
• -----  
• -----  

Implications for practice and/or policy
• -----   -----   -----   -----  

(Main body of the article, introduction etc. goes here)

Acknowledgements

Statements on open data, ethics and conflict of interest

a. A short paragraph stating where and under what conditions, your data can be accessed.

b. A statement describing the ethical guidelines under which your research was carried out and the approval from the relevant institutional ethics committee. Alternatively, you need to state how you dealt with the issues of protecting your subjects, ensuring that they were not disadvantaged and how the data has been anonymised etc. www.bera.ac.uk

c. A brief statement describing any potential conflict of interest in the work you are reporting here. Conflicts of interest are less common in learning technology than in, for example, life sciences where authors may have received funding from pharmaceutical companies. However, where the work reported deals with commercial products (for example, software developed for educational purposes), you should consider carefully whether there is any conflict of interest and make this clear at the beginning of the paper. If there is no conflict of interest, then please state that explicitly. If there is no conflict of interest, then please state that explicitly.

References

Submission checklist

This list is to help you check that your submission is complete. It should not be included as part of your submission!

Have you included:
An abstract? Practitioner notes in the required format?  

A statement on potential conflict of interest?  

And if your submission is a report on empirical research, have you included: A statement on open data?  

An ethical statement  

Is the list of authors complete and sufficient, have they all agreed to the submission of this paper to BJET, and do they all take full responsibility for its contents?  

If English is not your first language, have you asked a native English speaker (writer) to edit the submission for grammar and idiom? (see section 1 above)  

Have you included an address for correspondence?  

Have you included the appropriate keywords?  

Is the total length close to our target of 4000 words?  

Is the submission original (see section 3 above)?  

Are the references set out in APA format (see section 6 above)