Submission Guidelines for Authors

Manuscripts submitted should be original contributions not previously published or currently under consideration with other publishers or journals.

Double-Blind Peer Review

iJEDIE uses a double-blind, peer-review procedure when considering submissions. Authors remain anonymous to reviewers throughout per review and vice versa. Authors are required to anonymize manuscripts before submission.

- Names of authors, their affiliations and any other identifying information should be removed from the manuscript text and any accompanying files;
- A separate Title Page should be submitted that includes the title of the submission, author name(s), affiliation(s), and the contact information of the primary author.
- Authors should avoid citing their own work in a way that could reveal their identity.
- Authors may not submit the same work for review simultaneously to multiple journals.

ORCID

As part of the peer-review process, iJEDIE supports and encourages the use of ORCID, the Open Researcher and Contributor ID. ORCID ensures that the work of various authors can be recognized through a unique digital identifier.

ORCID supports automated linkages between authors and their professional activities, ensuring that their work is recognized. The journal collects ORCID IDs during the submission process and includes them as part of the metadata for a published work. The ID is then published with accepted articles to assist others in linking your ORCID profile with other publications.

Types of Submissions

Supporting examples for all submission types may include, but are not limited to videos, pictures, tables, figures, illustrations, video games, simulations, and software.

Full-length articles: Submissions should provide a significant contribution to the state of the field under consideration. Articles should be rigorously researched and present new knowledge in the subject area, while also being well-written and free of grammatical errors. All submissions must be in English and use APA citation style. The maximum recommended length of articles is around 10,000 words, focusing on the salient issues to be argued without superfluous material. However, if the manuscript exceeds this word count, please email the journal to see if the length is appropriate for review.

Book Reviews: Submissions should be brief and not exceed 600 words. The review should include the following on a title page: author's name and title, publication date and publisher, number of pages, cost, ISBN, references cited, as well as the reviewer's name and institution. A book review should evaluate the arguments of a book rather than repeat information readily available online. In other words, it should *not* be a chapter-by-chapter summary of a text, but rather a critical discussion of its thesis, structure, and style that places the text within the context of scholarly literature. Some themes to consider while writing a book review include the following:

- Persuasiveness of the author's thesis, originality, and theoretical framework
- Coherence and clarity of the author's presentation

- Soundness, accuracy, and thoroughness of the scholarship
- Effectiveness of the writing style and organization of the book
- Relevance of the source material relative to the book's larger aims
- Book's contribution to debates in a field or body of literature
- Audience for which the book would be most appropriate or useful
- Clarity/effectiveness of the author's use of footnotes/endnotes/bibliography
- Effectiveness of the inclusion of charts, maps, illustrations, etc.

Short Reports/Reviews: Submissions can take the form of reports/write-ups from instructors using pedagogical resources featured in this journal. These short submissions can show how learning outcomes and student experiences differed from previous strategies, comment on digital output and/or evaluate this output for scholars and provide a use case, as well as review new educational technologies.

Multimedia Submissions: Additional submissions for review may include, but are not limited to video, podcasts with transcription, and more. Pieces will be judged against the following criteria:
- Scholarship and robustness of argument
- Contribution to opening up a new avenue of research in field(s)
- Clarity of communication
- Timeliness and originality
- Thorough review of the state of the field

Other Formats: If authors have a proposal that does not fit within the categories listed above, a proposal may be submitted for review to the editorial board. Given the dynamic nature of the field, the journal understands how quickly technology and its use evolves and encourages submission of new and innovative forms of research and scholarship.

Criteria for Peer Review of Articles
The broad criteria for peer review are as follows:
- The subject addressed is worthy of investigation.
- The article primarily is about the medium- to long-term future and not primarily a review of the present or the past, although the present or the past may be discussed to build the argument, analysis, or scenario about the future.
- The article makes a substantive new contribution to knowledge in the field.
- The overall approach is rigorous, the organization of the manuscript is appropriate, and overall, the manuscript is appropriate for the journal.

General Submission Requirements
Authors should ensure all the following considerations have been met.

1. All necessary files have been uploaded.
    a. Title page, as described in the Format section.
    b. Anonymized manuscript.
    c. Figure files, if applicable.
2. Manuscript has been spell checked and edited for English grammar.
3. All references mentioned in the Reference List are cited in the text, and vice versa.
4. Permission has been obtained for use of copyrighted material from other sources.

5. Referee suggestions and contact details provided, based on journal requirements.

Format

Title Page

Please make sure your title page is a separate document and contains the following information.

- Concise and informative title.
- Author information:
  - The name(s) of the author(s)
  - The affiliation(s) of the author(s), i.e. institution, (department), city, (state), country
  - A clear indication and an active e-mail address of the primary author
  - If available, the 16-digit ORCID of the author(s)

NOTE: If address information is provided with the affiliation(s) it will also be published. For authors that are (temporarily) unaffiliated we will only capture their city and country of residence, not their e-mail address unless specifically requested.

Anonymized Submission

Abstract

Please provide an abstract of 150 to 250 words. The abstract should not contain any undefined abbreviations or unspecified references.

Keywords

Please provide 4 to 6 keywords which can be used for indexing purposes.

Manuscript Formatting

Manuscripts should be submitted in Word.

- Write in the third person to maintain objectivity (e.g. to not use "I" or "my").
- Please use American English for spelling
- Number each section and subsection consecutively (1. Introduction, 2. Literature Review, 2.1 Machine Learning in Education, etc.)
- Use a normal, plain font (for example, 10-point Times Roman) for text.
- Since-spaced throughout
- Hanging lower indent for References
- Use the automatic page numbering function to number the pages.
- Do not use field functions.
- Use tab stops or other commands for indents, not the space bar.
- Use the table function, not spreadsheets, to make tables.
- Use the equation editor or MathType for equations.
- Save your file in docx format (Word 2019 or higher).

Headings

Please use no more than three levels of displayed headings.

Abbreviations/Acronyms

Abbreviations/acronyms should be defined/expanded at first mention and used consistently thereafter.

References

Cite references in the text by name and year in parentheses. <u>DO NOT</u> use number but instead in-text citations. Some examples that should be used include:

- Negotiation research spans many disciplines (Smith, 2020).
- This result was later contradicted by Becker and Chou (2019).
- This effect has been widely studied (Abbott, 2013; Wiley et al., 2016; Hudson & Smith, 2018; Kedev et al., 2021).

Authors are encouraged to follow the most recent APA version guidelines on the number of authors included in reference list entries (i.e., include all authors up to 20; for larger groups, give the first 19 names followed by an ellipsis and the final author's name). However, if authors shorten the author group by using et al., this will be retained.

Reference list

Works cited in References should also be cited in the text and be published or accepted for publication. Reference list entries should be alphabetized by the last names of the first author of each work. Journal names and book titles should be *italicized*. Capitalize all proper nouns in Reference section. Use APA citation style. If available, please always include DOIs as full DOI links in your reference list (for example, "https://doi.org/abc").

- **Journal article** Granesch, J. S., Hermann, M., Morennino, G., Perrino, C., & Yelinsky, J. (2020). A Heuristic Study of Biomorphic Forms in Educational Gaming. *Gaming in Higher Education, 9*(3), 205–222. https://doi.org/10.1037/ppl000011.
- **Article by DOI** Hill, I., Knoxville, S., Paletti, L., Mrozzansky, T. M., Gruhl, J., Shield, M. F., & Reistmeiter, T. A. (2021). Natural Language Processing in Creative Writing. *American Journal of AI Studies*. Advance online publication. https://doi.org/10.1111/PHM.000000000000144444.
- **Book** Saple, R. J. (2020). *Virtual Reality: Theories and Practices in Postsecondary Education.* Hall Books.
- **Book chapter** Gefenski, E., Sainte-Chappelle, L., & Venturi, W. (2021). AI for Digital Humanities and Robotics. In *Reflections on Artificial Intelligence* (pp. 193-250). Hallbrook, Cham. https://doi.org/11.1000/977-3-030-69128-8_12.
- **Online document** Finnagen, J. (2020, March 20). *Paramedicine in the Metaverse*. OER Commons. Retrieved January 20, 2022, from https://www.oercommons.org/authoring/53333-paramedicine-metaverse/view.

Tables

- All tables are to be numbered using Arabic numerals.
- Tables should always be cited in text in consecutive numerical order.
- For each table, please supply a table caption (title) explaining the components of the table.
- Identify any previously published material by giving the original source in the form of a reference at the end of the table caption.

Artwork and Illustrations Guidelines

- Supply all figures electronically.
- For vector graphics, the preferred format is EPS; for halftones, please use TIFF format. MSOffice files are also acceptable.
- Vector graphics containing fonts must have the fonts embedded in the files.
- Name your figure files with "Fig" and the figure number, such as Fig1.eps.

Figure Numbering
- All figures are to be numbered using Arabic numerals.
- Figures should always be cited in text in consecutive numerical order.

Figure Captions
- Each figure should have a concise caption describing accurately what the figure depicts. Include the captions in manuscript, not in the figure file.
- Figure captions begin with the term Fig. in bold type, followed by the figure number, also in bold type.
- No punctuation is to be included after the number, nor is any punctuation to be placed at the end of the caption.
- Identify previously published material by giving the original source in the form of a reference citation at the end of the figure caption.

Permissions
If you include figures that have already been published elsewhere, you must obtain permission from the copyright owner(s) for both the print and online format. Please be aware that some publishers do not grant electronic rights for free, and the journal will not be able to refund any costs that may have been incurred to receive these permissions. In such cases, material from other sources should be used.

Audio, Video, and Animations
- Aspect ratio: 16:9 or 4:3
- Maximum file size: 25 GB for high resolution files; 5 GB for low resolution files
- Minimum video duration: 1 sec
- Supported file formats: avi, wmv, mp4, mov, m2p, mp2, mpg, mpeg, flv, mxf, mts, m4v, 3gp

Text and Presentations
- Submit your material in Word format; .doc or .ppt files are not suitable for long-term viability.
- A collection of figures may also be combined in a PDF file.

Spreadsheets
- Spreadsheets should be submitted as .csv or .xlsx files (MS Excel).

Specialized Formats
- Specialized format such as .pdb (chemical), .wrl (VRML), .nb (Mathematica notebook), and .tex are acceptable.

Collecting Multiple Files
- Multiple files can be collected in a .zip or .gz file.

Numbering
- If supplying any supplementary material, the text must make specific mention of the material as a citation (See **Figures** and **Tables**.)

Captions

- For each supplementary material, please supply a concise caption describing the content of the file.

Processing of Supplementary Files:

- Supplementary Information (SI) will be published as received from the author without any conversion, editing, or reformatting.

Accessibility

To give people of all abilities and disabilities access to the content of your supplementary files, please make sure that

- The manuscript contains a descriptive caption for each supplementary material.
- Video files do not contain anything that flashes more than three times per second (so that users prone to seizures caused by such effects are not put at risk).
- All figures have descriptive captions (blind users could then use a text-to-speech software or a text-to-Braille hardware).
- Patterns are used instead of or in addition to colors for conveying information (colorblind users would then be able to distinguish the visual elements).
- Any figure lettering has a contrast ratio of at least 4.5:1.