IJRVET Guidelines for Authors

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1   General Information

Please note that two article versions have to be submitted to IJRVET:

a) Version one has to ensure a blind peer review, this means
- The author(s) name(s) must not appear in the whole article including references. - We suggest to replace the author(s)' names by "author".
- The address and bibliographical notes must be erased.

b) Version two has to fulfil the following guidelines. Please attach version two as a supplementary file in the submission process.

Articles that do not comply with these guidelines cannot be accepted for publi-cation.

1.1   Copyright and Permissions

IJRVET-Authors retain copyright and are free to reproduce and disseminate their work even after its publication in IJRVET. The articles are licenced under the Creative Commons Attribution License CC BY-NC-ND 4.0:

We assume that you have the copyright or permission for the figures, tables, or texts you use. We assume as well that an article written by several authors has been approved by all the authors. Should there be claims for compensation – because copyright has not been respected – IJRVET cannot be considered legally responsible in such case.

1.2   Ensure a Blind Peer-Review

To ensure the integrity of the blind peer-review for submission to this journal, every effort should be made to prevent the identities of the authors and reviewers from being known to each other. This involves the authors, editors, and reviewers (who upload documents as part of their review) checking to see if the following steps have been taken with regard to the text and the file properties:

- The authors of the document have deleted their names from the text, with "Author" and year used in the references and footnotes, instead of the author's name, article title, etc. In case of several authors, please make sure that no author can be identified during the blind review process.
- With Microsoft Office documents, author identification should also be removed from the properties for the file (see under File in Word), by clicking on the following, beginning with File on the main menu of the Microsoft application: File > Save As > Tools (or Options with a Mac) > Security > Remove personal information from file properties on save > Save.

1.3   Review Criteria

You can find our review criteria on the homepage (http://www.ijrvet.net) in the section: About – Peer Review Process.

2   Submission

A submission comprises: (1) Title Page, (2) Article, and (3) Figures. Submissions are only accepted online through http://www.ijrvet.net. Please log on to IJRVET. Two roles are available in the registration process: "Reader" and "Author". If you want to submit an article, you need the role "Author". Click "five step submission process" to submit your article. Registration and publishing is without any fees or costs.

2.1   Title Page

The Title Page has to be submitted in Word format. Use a normal font (e.g., 11-point Times Roman). The title page should include:

- An informative and precise title
- The name(s) of the author(s)
- The E-mail address(es), mailing address(es) and affiliation(s)
- A brief professional biography of not more than 100 words for each named author

Example:

Title: Subtitle

Mary Smith*
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Bibliographical notes:

Dr. Mary Smith is a professor at the Institute of Education at the University of Somewhere, Country. Her research interests focus on workplace learning, higher education, and self-directed learning.

Dr. John Mitchel is an associate professor at the Institute of Education at the University of Somewhere, Country. His research interests focus on school-to-work transition, learning, and assessment in the working life.

2.2   Article

The Article has to be submitted in Word format. Use a normal font (e.g., 11-point Times Roman).

2.2.1 Abstract

An abstract should comprise 300-400 words. **Important (effective from Volume 5, 2018):** The abstract has to be structured in four parts:

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- Context
- Approach
- Findings
- Conclusion

2.2.2 Keywords

Please choose 4–7 keywords. Carefully selecting the most appropriate keywords will enhance the ability of others to find your articles. Please use keywords from NCVERs "A guide to VOCEDplus subjects and keywords":
http://www.voced.edu.au/sites/default/files/documents/subjects_and_keywords.pdf

2.2.3 Length

An article should be about 6.000 to 8.000 words in length.

2.3 Figures

All Figures (charts, diagrams, line drawings, photographic images, etc.) should be submitted in electronic form in a separate document (additional to the figures in the submitted article).

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3   Article requirements

3.1   Language

Articles which are not in proper English will not be accepted and the article will not be forwarded to the reviewers. If English is not your native language, we recommend a professional proofreading prior submission, such as:

- Scribendi: http://www.scribendi.com
- Editage: https://www.editage.com/

3.2   Headings

The maximum number of levels is three.

3.3   Figures and Tables

All Figures have to be of high quality (**> 300 dpi**), legible and numbered consecutively. In the text:

- All illustrations, figures, and tables should be placed within the text at the appropriate points.
- All illustrations, figures, and tables should be numbered and should have a title.
- The title of a table should be above the table and the title of a figure should be below the figure.
- All illustrations, figures, and tables should be cited in the text and should be explained.
- References should be put in the legend.

3.4   Abbreviations

If you use abbreviations, please define them. If the abbreviation is the name of an organisation, it should be written in full once.

3.5   Footnotes and Acknowledgements

You can use footnotes (but no endnotes) for additional information but not for the citation of a reference or for bibliographic details of a reference. A footnote should not contain figures or tables. Acknowledgments of grants, funds, etc. should be mentioned in a footnote at the beginning of your article.

3.6   Citations in the Text

References are cited in the APA style (American Psychological Association referencing style) as this is familiar across a variety of disciplines. A document with examples and instructions can be found here:
https://www.library.usyd.edu.au/subjects/downloads/citation/APA%20Complete_2012.pdf.

3.7   Reference List

The Heading "References" is an unnumbered "Heading 1".

The Reference List has to be in the APA style as well. Please find the link to an example document in chapter 3.6.

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4   Publication ethics

You can find the authors´ duties on the homepage (http://www.ijrvet.net) in the section: About –Publication Ethics and Malpractice Statement.