

Contributors' guidance for the BCU Education Journal Magazine

Introduction

The Education Journal Magazine (EJM) is the journal for the education partnership between schools and Birmingham City University (BCU). It is published three times a year (spring, summer and autumn) and is distributed to partnership schools whom work with the BCU School of Education and Social Work. The journal magazine focusses across three chapters:

1. Enquiry and Support within the Partnership
2. Current Enquiry and Practice
3. Individual Enquiry and Scholarship

We include, within these chapters, book reviews you have made or reflections on current strategies being used in school.

Our Aim

Our aim is to help support practice across our partnership schools and promote enquiry and research. We welcome contributions from students, teachers and academics who wish to make a positive difference to teaching and learning and believe they could help develop and support other's practice. We aim to support new and experienced writers to submit their work so that we share a variety of perspectives.

Contributions

Anybody wishing to contribute an article for consideration should email their draft to BCUEJM@bcu.ac.uk.

You do not need to decide which chapter you wish your article to appear, but you can indicate this if you wish. Please ensure you follow the house style of the Journal Magazine. Final decisions on publication are made by the editorial board. You can submit as many article as you wish. If the editorial team have received a large number of contributions, your article may be held for later editions.

House style

When submitting an article for consideration, please aim to follow the subsequent *house style*:

- documents should be submitted in Word. Please format your preferred layout, titles etc., however these could change during the editorial sequence.
- word count is expected to be 750, 1500, or 3000 words "all in" (references included).
- acronyms and abbreviations must be written in full the first time they are used in each article; thereafter the abbreviation may be used, e.g. "The special educational needs and disability co-ordinator (SENDCO) is ... "
- UK English should be used, e.g. "...ise" endings instead of "...ize"
- numbers one to ten written in full; thereafter numerical (e.g 28 pupils aged nine completed... etc.)
- Use 'per cent' rather than % (except in graphs and tables). For example, 70 per cent of pupils found...
- double speech marks for direct speech or quotes; otherwise single speech marks
- Please use the Harvard referencing system (where applicable – we can support with this if necessary).

Thank you. Please note that the editorial team will amend the final copy to suit our house style. You will receive a copy of any changes to proof read.

Photos

Contributors' photographs can be submitted – as separate JPGs, not embedded in Word documents.

These must have parental permission for photos of under-18s, be at least 300dpi (at least 1mb), and adhere to any GDPR for your establishment/Institution.