[ARTICLE TYPE]

ARTICLE TITLE:

Author details should not be placed in the submission file, as the peer review process should be blinded. Author details will be provided via the online submission system

Abstract (mandatory)

Research articles must have the main text prefaced by an abstract summarising the main arguments and conclusions of the article. This must have the heading ‘Abstract’ and be easily identified from the start of the main text. The maximum word count for a research and policy article is 250 words, 300 words for a literature review and 500 words for multi-media and creative article.

Word Count: *[please add total word count here, including all notes and references]*

Keywords: A list of up to six key words may be placed below the abstract (optional).

Introduction (mandatory)

This template can be used to help structure your IJELT submission. The full submission guidelines can be found at <https://ijelt.dundee.ac.uk/about/submissions/>. If accepted for submission, the article will undergo a professional typesetting service to ensure that the layout is consistent with the journal layout. This template is intended only as a guide to help the writing process. The content of the submission will not undergo copyediting, therefore it is important that you proof your submission carefully prior to acceptance.

Submissions for Research and Policy Reviews should be no longer than 8,000 words in length. Literature Reviews may be up to 12,000 words. The content of the submission should fit within the journals scope and article type descriptions. All word limits include referencing and citation.

The body of the submission should be structured in a logical and easy to follow manner. A clear introduction section should be given that allows non-specialists in the subject an understanding of the publication and a background of the issue(s) involved.

Main text (as required)

The journal does not have a set structure for the main text, however, Methods, Results, Discussion and Conclusion sections are a recommended structure to follow the Introduction. When writing the main text, please consider the below.

Headings

Up to three level headings may be present and must be clearly identifiable using different font sizes, bold or italics. If accepted for publication, these will be converted into journal style during typesetting.

As a general rule, submissions should be structured so that introduction, methods, results, discussion, and conclusions are all clearly indicated by a first level heading.

Level heading 2

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Level heading 3

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In-text Citations

Every use of information from other sources must be cited in the text so that it is clear that external material has been used.

If the author is already mentioned in the main text then the year should follow the name within parenthesis.

* Both Jones (2013) and Brown (2010) showed that …

If the author name is not mentioned in the main text then the surname and year should be inserted, in parenthesis, after the relevant text. Multiple citations should be separated by semi-colon and follow alphabetical order.

* The statistics clearly show this to be untrue (Brown, 2010; Jones, 2013).

For in-text citations, cite only the surname of the first author followed by et al.

* (Jones et al., 2008)

Permissions

The author is responsible for obtaining all permissions required prior to submission of the manuscript. Permission and owner details should be mentioned for all third-party content included in the submission or used in the research.

If a method or tool is introduced in the study, including software, questionnaires, and scales, the license this is available under and any requirement for permission for use should be stated. If an existing method or tool is used in the research, it is the author's responsibility to check the license and obtain the necessary permissions. Statements confirming that permission was granted should be included in the Materials and Methods section.

Figures

Figures must be professionally and clearly presented. All figures must be cited within the main text, in consecutive order using Arabic numerals (e.g. Figure 1, Figure 2, etc.). Each figure must have an accompanying descriptive main title. The source of the image should be included, along with any relevant copyright information and a statement of authorisation (if needed).

Figure titles and legends should be placed within the text document, either after the paragraph of their first citation, or as a list after the references.



**Figure 1**. Figure captions should be placed below the figure.

Tables

Tables must be created using a word processor's table function, not tabbed text. The final layout will place the tables as close to their first citation as possible. All tables must be cited within the main text, numbered with Arabic numerals in consecutive order (e.g. Table 1, Table 2, etc.).

Each table must have an accompanying descriptive title. This should clearly and concisely summarise the content and/or use of the table. A short additional table legend is optional to offer a further description of the table.

Tables should not include:

* Rotated text
* Colour to denote meaning (it will not display the same on all devices)
* Images
* Vertical or diagonal lines
* Multiple parts (e.g. ‘Table 1a’ and ‘Table 1b’). These should either be merged into one table, or separated into ‘Table 1’ and ‘Table 2’.

|  |  |
| --- | --- |
| Column 1 | Column 2 |
| AAA | BBB |

**Table 1.** Table captions should be placed below the table.

Data Accessibility (mandatory)

The journal actively encourages that research data is made available. If data, structured methods or code used in the research project have been made openly available, a statement should be added to inform the reader how/where to access these files. This should include the repository location and the DOI linking to it. Read our [reproducibility guide](https://ijelt.dundee.ac.uk/about/reproducibility/) for more information on best practice and maximising the impact of your open data.

If it is not possible to use a repository then the journal can host supplementary files. Such files must be listed in the Data Accessibility section, with a corresponding number, title and optional description. Ideally, the supplementary files are also cited in the main text.

* Supplementary file 1: Appendix. Scientific data related to the experiments.

**If data used in the research project has not been made available, a statement confirming this should be added, along with reasoning why.**

Ethics and Consent (mandatory)

Research involving human subjects, human material, or human data, must have been performed in accordance with the [Declaration of Helsinki](https://www.wma.net/policies-post/wma-declaration-of-helsinki-ethical-principles-for-medical-research-involving-human-subjects/). Where applicable, studies must have been approved by an appropriate ethics committee and the authors should include a statement within the article text detailing this approval, including the name of the ethics committee and reference number of the approval. The identity of the research subject(s) should be anonymised whenever possible. For research involving human subjects, informed consent to participate in the study must be obtained from participants (or their legal guardian) and added to this statement. If a study involving human subjects/tissue/data was exempt from requiring ethical approval, a confirmation statement from the relevant body should be included within the submission. If no ethics approval or consent was required, add a statement to confirm this.

Acknowledgements (optional)

Any acknowledgements must be headed and in a separate paragraph, placed after the main text but before the reference list.

Funding Information (if applicable)

Should the research have received a funding grant then the grant provider and grant number should be detailed.

Competing interests (mandatory)

If any of the authors have any competing interests then these must be declared. A short paragraph should be placed before the references. Guidelines for competing interests can be found at <https://ijelt.dundee.ac.uk/about/competinginterests/>.

If there are no competing interests to declare then the following statement should be present: The author(s) has/have no competing interests to declare.

Authors' contributions (recommended)

A sentence or a short paragraph detailing the roles that each author held to contribute to the authorship of the submission. Individuals listed must fit within the definition of an author, as per our [authorship guidelines](https://ijelt.dundee.ac.uk/about/authorship/).

References (mandatory)

All citations must be listed at the end of the manuscript, in alphabetical order of authors’ surnames. This journal uses the APA system. All reading materials should be included in ‘References’ – works which have not been cited within the main text, but which the author wishes to share with the reader, must be cited as additional information in endnotes explaining the relevance of the work. This will ensure that all works within the reference list are cited within the text.

*NOTE: If multiple works by the same author are being listed, please re-type the author’s name out for each entry, rather than using a long dash.*

*NOTE: DOIs should be included for all reference entries, where possible.*