

# Submission Guidelines

Manuscripts submitted to the **IJTDC** should contain original research, theory or accounts of practice. Submission of a manuscript to the **IJTDC** represents a certification on the part of the author(s) that it is an original work, and that neither this manuscript nor a version of it has been published previously nor is being considered for publication elsewhere. If accepted by this journal, it is not to be published elsewhere without permission from the **IJTDC**. However, conference papers included as part of conference proceedings may be considered for submission, if such papers are revised in accordance with the format accepted by this journal, updated if need be, and full acknowledgement given in regard to the conference or convention in which the paper was originally presented.

## ***Electronic submission***

Authors should send the final, revised version of their articles in electronic form. Submit the final version to the journal's editorial office.

All submitted papers are assessed by a blind refereeing process and will be reviewed by at least two independent referees. Therefore, avoid clues in the text which might identify you as the author. Authors will receive constructive feedback on the outcome of this process. Please note that the process will take two to three months in duration.

Manuscripts should be written in accordance with the publication manual of the American Psychological Association (7<sup>th</sup> Edition). For example, the following should be adhered to:

## ***Title page***

Include title of paper, name(s) of author(s), affiliation, mailing address (include postal codes, if applicable also e-Mail address and fax-number) and a running headline. The title page will be removed by the Editor-in-Chief prior to the refereeing process to allow for a masked review.

## ***Abstract***

Should consist of a maximum 200 words on a separate page. The abstract must, if the result of empirical research, briefly outline theoretical basis, research question(s) (in one sentence if possible), methodology and instrumentation, sample(s) and pertinent characteristics (e.g., number, type, gender, and age) as well as the main findings of the study (if applicable include statistical significance levels). Also, include conclusion and the implications or applications.

An abstract for a review or a theoretical article should describe in no more than 150 words the topic (in one sentence), the purpose, thesis or organising structure and the scope of the article. It should outline the sources used (e.g., personal observation and/or published literature) and the conclusions.

## ***Length***

A paper submitted should not exceed 7000 words including abstract, keywords, references, and illustrations.

## ***Language***

The **IJTDC** is an international scholarly journal and papers should be written in English. It is recommended that non-native English speakers have their papers checked in regard to language accuracy prior to submission. British spelling, as well as American spelling is accepted.

## ***Manuscript***

Papers must be word processed, and printed or photocopied with a clear print, double-spaced and with margins of at least 4 cm (approximately 1.5 inches) on all four sides. Use one side of the page only.

## ***Statistics***

Are an aid to interpretation and not an end in themselves. If reporting statistics, include sufficient information to help the reader corroborate the analyses conducted (cf APA-manual).

## ***Qualitative data***

If submitting a qualitative study, be sure to include a discussion on the stringency observed whilst obtaining and analysing the data (e.g., biases, analysis model, transcription keys, validation of results and so on). Include sufficient data to help the reader, as far as possible, to corroborate the analyses conducted.

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### ***Footnotes***

Should be kept to a minimum or preferably avoided completely. If used, they should be numbered consecutively with superscript Arabic numerals.

### ***Abbreviations***

Must be kept to a minimum and not followed by a full stop, for example cm (not cm.), kg (not kg.)

### ***References***

See the APA-manual for a full description of how to make references and how to quote other research or other sources. The reference list should be double-spaced like the rest of the paper, alphabetically sorted with names and journal titles. Note that journal titles may not be abbreviated.

### ***Illustrations***

Authors should follow APA-format in designing tables and figures and consider the fact that illustrations supplements - not duplicates - the text. In the text, refer to every table and figure and tell the reader what to look for.

### ***Figures***

Must be computer drawn or photographed and submitted on separate pages in the manuscript; not included in the text. Note that they must also be included as separate computer files (jpg, jpeg or gif format). Figures should be identified with Arabic numbers and an explaining text, and their approximate place in the text should be clearly indicated in the manuscript.

### ***Tables***

Should be placed on separate pages; not included in the text. Note that tables also should be submitted as separate file(s). Tables must have an Arabic number, an explaining text and a title. Their approximate place in the text should be clearly indicated in the manuscript. Observe also that templates for tables provided with most word processing software may not be used unless templates follow APA-format. Spreadsheets, while inevitable when constructing diagrams with software such as for example Microsoft Excel or SPSS, should not be used as basis for table construction in the paper.

### ***Proofs***

One proof will be sent to the author(s) to be corrected and returned—within three days of receipt—to the Editor-in-Chief. The cost of corrections in the first proof resulting from extensive alterations in the text will be charged to the author.

### ***Early electronic offprints***

Corresponding authors can now receive their article by e-mail as a complete PDF. This allows the author to print up to 50 copies, free of charge, and disseminate them to colleagues. In many cases this facility will be available up to two weeks prior to publication. A copy of the journal will be sent by post to all corresponding authors after publication. Additional copies of the journal can be purchased at the author's preferential rate of US\$25.00 per copy.

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### ***Submission***

Please send manuscript(s), which will not be returned, to the Editor-in-Chief:

### ***Editor-in-Chief:***

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