
International Journal of Self-Directed Learning

The *International Journal of Self-Directed Learning* is a refereed, electronic journal founded to disseminate scholarly papers that document research, theory, or innovative or exemplary practice. It is published twice annually.

MANUSCRIPT SUBMISSION GUIDELINES*

<p>*These manuscript guidelines should also be followed when preparing full papers for the International Self-Directed Learning Symposium.</p>

Three types of submissions are invited for the Journal:

1. Articles: 3500-5000 words (10-15 pages), excluding references
2. Research/Practice Briefs: 1500-2500 words (4-6 pages) excluding references
3. Announcements (Conferences, book publications, etc.): 50-1500 words

I. MANUSCRIPT REQUIREMENTS

Originality

All submissions must be original manuscripts. Previously published papers are ineligible.

Content

1. Submissions must address some aspect of self-directed learning, such as:
 - A. original research, theoretical or conceptual papers, reviews of research, or self-directed learning applications;
 - B. some aspect of self-directed learning in specific contexts or practice, such as
 - continuing professional education;
 - distance education;
 - human resource development
 - lifelong learning or leisure studies;
 - medical education;
 - any school level (elementary to higher education and professional education).

2. Symposium papers, journal articles and research/practice briefs should include, whenever appropriate, the following sections:

Overview/Conceptual Framework, Problem Statement, Purpose, Sample/Population, Instrumentation, Procedures, Major Findings and Conclusions.

Style

Follow the guidelines provided in the *Publication Manual of the American Psychological Association* (5th ed., 2001), which addresses content and organization, expression (including ways to reduce bias in language), and standards for punctuation, capitalization, headings, figures, tables, citations and references. For updated information on citing online sources, visit the APA website: <http://www.apastyle.org>.

EXCEPTION: You are preparing your text as it will appear online; therefore, you will need to single-space your manuscript and include all tables, figures, and notes exactly as they need to be placed in the text, rather than separating them.

Reminders:

- Spellcheck and grammarcheck all submissions.
- Provide page numbers for all direct quotes and double-check their accuracy.
- Double-check all references for accuracy AND compliance with APA 5th edition format.
- Make sure all references cited in the text appear in the reference list.

Language

Submissions must be in English. American or British spelling is acceptable, but usage must be consistent throughout.

First Text Page

Include the title of the manuscript at the top of the first page of text, followed by an abstract of no more than 150 words. References to locations, persons, organizations or any other information that might serve to identify the authors must be excluded from manuscripts submitted for review.

Formatting

Prepare manuscripts for Journal submission as a Word file, prepared in Normal style. Format your manuscript according to the following guidelines (See sample on the website <http://www.sdlglobal.com>):

Single-spaced; 1" left margin; 1" right margin; Justified left and Right margins; 1" top margin; 1" bottom margin; Header 3/4" from top; Page numbers 1/4" below text.

No paragraph indentations. Double-space between paragraphs.

Times 14 all caps for article titles;
Times 14 upper and lower case for authors;
Times 12 for headings, abstract, text, reference list.

Primary headings: centered upper case with two returns before and one after.

Secondary headings: centered upper and lower case italic with one return before and one after.

Tertiary headings: flush left upper/lower case italic with one return before and none after.

Fourth level headings: flush left lower case (except first letter) italic, indented, with one return before and none after, followed by a period and the text of the paragraph.

SAMPLE:

<p>RESEARCH DESIGN</p> <p><i>Procedures</i></p> <p><i>Experimental Group</i> <i>Intervention Sequence. The....</i></p>
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For Journal submissions, tables and figures must be of publication quality, clearly labeled, numbered in sequence, and placed in the correct location within the body of your paper. Before submitting your manuscript, print all tables and figures to preview the dimensions and quality of each image.

Digitally formatted tables and figures must not exceed 450 pixels wide and 850 pixels high.

Permission and Acknowledgment

Authors are responsible for obtaining permission to quote copyrighted material. At the end of your paper, please acknowledge sources of funding/support and copyright holders who have given permission to use their material.

II. MANUSCRIPT SUBMISSION

Submissions are both mailed and sent electronically.

Electronic Copy

For Symposium papers. Send the following as email attachments to ISDLS@sdlglobal.com :

- (a) cover page (contents listed below),
- (b) paper,
- (c) picture(s) of author(s), if not previously submitted.

For IJSDL submissions. Send the following as email attachments to IJSDL@sdlglobal.com :

- (a) cover page (contents listed below),
- (b) text,
- (c) release and copyright assignment.

Mailed Copy

Submissions are both mailed and sent electronically. Mail one hard copy of submissions for the Symposium or the Journal to:

*International Journal of Self-Directed Learning
c/o Ibis Villasuso
College of Education, CO 138
Florida Atlantic University
500 NW California Boulevard
Port St. Lucie, FL 34986*

Cover Page

All submissions must be paginated and have a cover page. Use the following template for the cover page:

Manuscript Cover Page

- **Complete title of the paper (10 -12 words):**
- **Name(s) of author(s) and institutional affiliation(s):**
- **Running head (maximum 50 characters):**
- **Lead author contact information (address, telephone(s), fax and email):**
- **Publication category of your submission:**
 - ___Symposium Paper
 - ___Article
 - ___Research or Practice Brief,
 - ___Announcement
- **Length of your manuscript, excluding references (number of words):**
- **Word version and level in which the document was created:**
(for example, Word 2004 for Mac,v.11.3.5)
- **A short (50 word) biography for each author, including e-mail address**

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INTERNATIONAL JOURNAL OF SELF-DIRECTED LEARNING **RELEASE AND COPYRIGHT ASSIGNMENT**

Title: _____

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Agreed to and Accepted

Signature:

Date:

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E-mail, telephone, and mailing address (**inform *IJSDL* of any changes**):

III. REVIEW PROCESS

The review process takes three to four months. After that time, contact *IJSDL*@sdlglobal.com regarding the status of your submission. Articles will be subject to a multiple blind review, which will focus on:

- importance of the research or theoretical problem; applicability and interest to the field (relevance beyond case presented);
- originality and contribution to learning;
- clarity of the purpose;
- description of the problem within a theoretical framework, where appropriate;
- appropriateness and adequacy of the literature review;
- soundness of methodological approaches;
- accuracy and adequacy of interpretation and conclusions;
- clear presentation of theoretical and practical implications; and
- organization and clarity of the manuscript.

When the review process is complete, *IJSDL* editors will send their decision by email. A detailed written summary of the reviewers' comments will be provided in cases where revisions are requested by the editor before publication.

Once a manuscript is accepted and authors have made the recommended changes on their submissions, *IJSDL* editors will conduct a thorough review and copyedit before publishing any article. *IJSDL* reserves the right to make editorial changes as needed to correct errors or to conform to *IJSDL* standards.