

Submission Guidelines

IMPact encourages submissions from colleagues and postgraduate students from all schools and colleges at the University of Lincoln*. The focus of the journal is all aspects of higher education and the contexts within which it takes place. Contributions that seek to enhance understanding of any aspect of higher education are welcomed. These may include learning and teaching; student experience; student outcomes; local, national and international policy; the values which underpin higher education, including social justice and equality; and the contribution of higher education to society and the economy.

Please see the full journal aims and objectives here: <http://lincn.eu/impact>

* Collaborations with external partners will also be accepted where they are led by colleagues or postgraduate students at the University of Lincoln

Format Specifications:

Paper Types

We will consider a wide range of paper types, and encourage the submission of multimedia formats to accommodate all disciplines.

Some examples of paper types and their format specifications can be found below, however if you wish to submit a piece which does not fall within these parameters, please email

IMPact@lincoln.ac.uk to arrange to discuss further:

Journal Article/Case Study

Abstract: 250-500 words

Word Limit: 3000-5000 words

A piece of primary literature reporting original research based on a detailed study. To include (but not limited to) a detailed introduction, background investigation, research questions, research design, results, interpretation of findings, and conclusions.

Review Article/Literature Review

Abstract: 250-500 words

Word Limit: 3000-5000 words

A comprehensive overview of present literature in a specific area of higher education research.

Research questions, analysis of the literature and investigation of any issues or benefits of the work.

Review articles may include a number of sub-type papers, including literature or systematic reviews, meta-analyses, etc.

Reflective, Critical Think Pieces such as:

a) Book/Film/Theatre/Exhibition/Conference Review

Abstract: 100-250 words

Word Limit: 1000-2500 words

Critical personal evaluation of a contemporary or recently released book, film, theatre performance, exhibition or conference, from which a critical analysis may benefit higher education.

b) Technology Review

Abstract: 100-250 words

Word Limit: 1000-2500 words

Unbiased, critical evaluation of a contemporary technology, application, or product that has relevance to higher education.

c) Perspective Piece

Abstract: 100-250 words

Word Limit: 1000-2500 words

Review of an established concept or theory in the field of higher education, may investigate one singular idea or a few related concepts. Shorter than a review article and providing a personal opinion and analysis.

d) Short-form Research Summary

Abstract: 250-500 words

Word Limit: 2000-4000 words

Condensed report of a larger, complex research project into a publically readable, concise summary of the author's research written in layman's term.

Account of Research in Progress

Abstract: 250-500 words

Word Limit: 2000-4000 words

Overview and initial findings of a research project in advance of its completion.

Comment Paper

Abstract: 100-250 words

Word Limit: 1000-2000 words

Article responding to an element of a previous publication, may explore and challenge any potential issues or contradictions within a study, or explore and highlight the ways in which a publication may be utilised.

Synthesis/Commentary for PhD by Publication

Abstract: 250-500 word

Word Limit: 20,000 words

Commentary pulling together other published works as part of the process of gaining a PhD by publication

Multimedia/Visual Materials

If you wish to submit multimedia or visual materials please email IMPact@lincoln.ac.uk to discuss prior to submission

Layout:

File Format: Microsoft Word Document

Page Size: Standard A4 paper size, portrait orientation

Body Text: Arial, 12 point

Justification: One column justified to the left (ragged right)

Headings: Arial, 12 point, bold. No punctuation marks should be used after headings or subheadings with the exception of question marks. Headings and subheadings should be title caps (first letter of each word is capitalized)

Title: Arial, 18 point, centered

Line-Spacing: One and a half. Quotations are single-spaced. There should be no extra space before or after paragraphs

Indentation: First line of paragraphs at the beginning of each new section indented 1cm, excluding the first line of text following a quotation

Quotations: Long quotations of more than 20 words should be indented by 1cm from both right and left margins with one line space above and below. No quotation marks are required. If any portion of the quote is omitted, indicated the omitted section by the inclusion of an ellipsis in square brackets [...] in the appropriate part of the quote
For short quotes of less than 20 words use single curved quotation marks. Double quotation marks are used for quotation marks within another quotation

Footnotes: Should appear at the bottom of the page that they are referenced (rather than at the end of the document)

Acknowledgements: Must be given as the first footnote, at the end of the first sentence of the body of the text

Bibliography: Should be marked with the heading 'Bibliography'.

Captions: Arial, 10 point. All Diagrams and tables must be clearly labelled in a numbered caption below the diagram or table

Spelling: British English (-isation and -ise)

Hyphens and Dashes: Note that hyphens (-) are different from dashes (–). Hyphens should be used to indicate numerical ranges, to avoid strange letter combinations (re-examine). Dashes should be used in other contexts (This argument is acceptable—for now)

Images: All illustrations, figures, and tables are placed within the text, rather than at the end.

Multimedia/Visual Materials:

Note: July 2018 – As this journal is in its initial stages, if you wish to submit multimedia or visual materials please email IMPact@lincoln.ac.uk to discuss prior to submission

Article Structure:

- Cover Page - Author name and title and a short biography
- Paper Body
- Reference list

Referencing: IMPact recommends the use of Harvard referencing unless your discipline specifically requires the use of a different citation system. Comprehensive details on how to reference correctly can be found in the University of Lincoln's Referencing Handbook

Copyright Information: IMPact is an Open Access journal, so all contributors retain copyright over any work appearing in this publication, without restriction.

Privacy Statement: The names and email addresses entered in this journal site will be used exclusively for the stated purposes of this journal and will not be made available for any other purpose of to any other party.

Submission Preparation Checklist:

As part of the submission process, authors are required to check off their compliance with the following items:

1. The submission type has been specified
2. The submission has not been previously published
3. Submitted content does not infringe 3rd party copyright. More information from the Intellectual Property office can be found at [here](#)
4. Where photographs or videos of people are used, appropriate permission has been sought for inclusion of this in the journal
5. The submission file is in Microsoft Word document file format
6. Where appropriate, URLs for the references are provided
7. The text is one and a half spaced; uses a 12-point font; employs italics, rather than underlining (except with URL addresses); and all illustrations, figures, and tables are placed within the text at the appropriate points, rather than at the end
8. The text adheres to the stylistic and bibliographic requirements outlined in the Author Guidelines
9. The instructions in ensuring a blind review have been followed. See details [here](#)