

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 (Winter, Spring and Summer) and is distributed to partnership schools who work with the BCU School of Education and Social Work. We also include book reviews you have made or reflections on current strategies being used in school as well as any lines of enquiry or research.

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.

Eight reasons why contributing to the journal is worthwhile

1. Brings to the forefront the importance of research, evidence and literature in the profession
2. Supports new ideas/strategies/theories for colleagues to use/try in the teaching.
3. Puts the writer's name in the 'shop window' to the partnership and nationally.
4. Great addition to the writer's CV
5. Allows an opportunity to show off the high standard of BCU trainees' thoughts/ideas/research
6. Allows an opportunity to signpost further research/textbooks etc.
7. Allows for an opportunity to get your foot on the ladder in publishing and engages writers with the processes involved.
8. Provides an opportunity for potential networking across the partnership.

House style

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

- Documents must be submitted in Word in font Calibri, size 11, with 1.5 line spacing with a narrow margin. References should be in size 9.

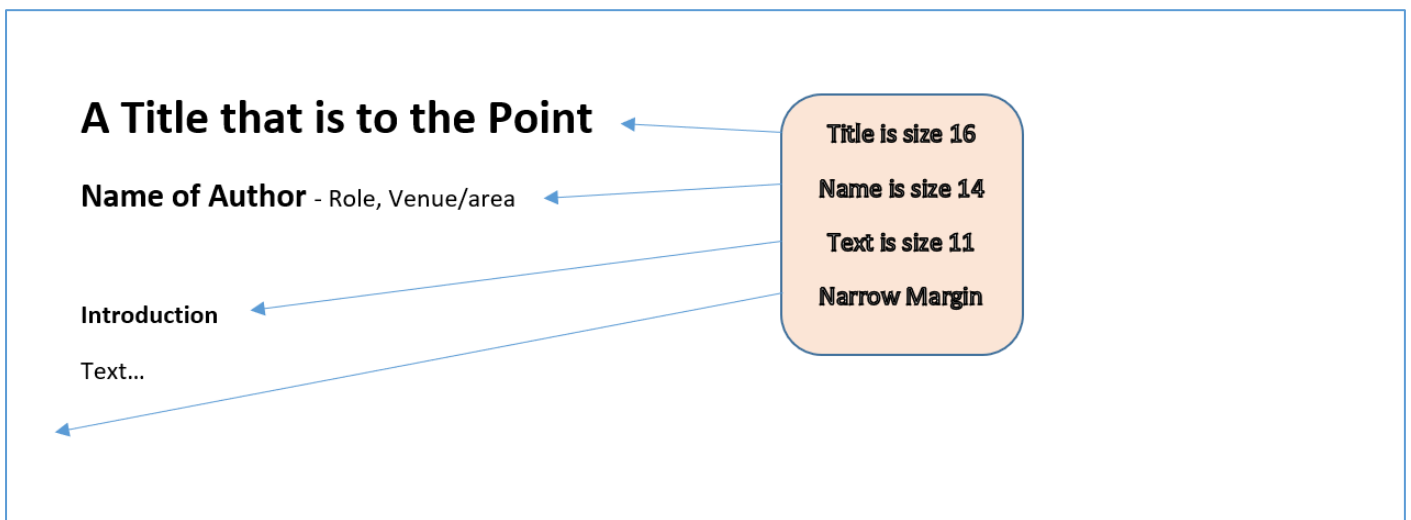
- Include your full name and role/school – this will appear under the title.
- Any web links given should be accessible by the reader and not sit behind passwords or paywalls.
- Word count should aim to be 500 to 3000 words “all in” (including references lists).
- Acronyms and abbreviations must be written 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.)
- 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).

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.

Please see an example below of how to structure your article:



Contributions

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

Final decisions on publication are made by the editorial board. You can submit as many articles as you wish. If the editorial team have received many contributions, your article may be held for later editions. 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 proofread.

Thank you