# IVETA Journal Publication Guidelines

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IVETA
JOURNAL OF VOCATIONAL EDUCATION & TRAINING (IJVET)

Publication
Guidelines

The International Journal of Vocational Education and Training reflects regional contributions and is international in scope. Its purpose is to provide a forum for the discussion of vocational education and training issues and practices; to assist in the dissemination of information on research and practice; and to strengthen the lines of communication among individual researchers and practitioners, institutions, and organizations. In addition, it provides a platform for individual views on relevant issues.

Some time ago, the Editorial Board passed a resolution requiring membership in IVETA in order to publish in the Journal. This was effective with Volume 14, Number 2. The Journal publishes feature articles on research, theory, and practice broadly related to international vocational education and training. The largest section of the Journal is devoted to empirical research articles. General articles and research manuscripts submitted for publication should be between 1,200 and 5,000 words in length and should adhere to rules in the most recent edition of the Publication Manual of the American Psychological Association (APA) with the

exception of placing tables in-column in the text where you prefer them to appear. Articles should deal with some relevant aspect of educational opportunity such as educational research, evaluation, instruction, teaching methods, policy making, or theoretical discourses

related to education and training.

In addition, the Journal solicits book, test, and computer hardware/software reviews (500-700 words) and research in brief manuscripts (800-1,200 words) with similar publication goals. Authors interested in submitting a manuscript are required to follow the APA

format as noted above. Starting on 1 September 2011, all manuscripts submitted for publication consideration by the International Journal of Vocational Education & Training must be submitted to: IVETA-L@lists.psu.edu

Style
and Submission Requirements

Copies. Manuscripts must be submitted to: IVETA-L@lists.psu.ed

Style. Adhere to the most recent edition of the Publication Manual of the American Psychological Association (APA) to format your manuscript. Please remember the exception:  Place any tables or figures in-column where they should appear. Any paper that does not

otherwise follow APA style will not be considered. Make certain that documentation (reference) format rules are double-checked. In addition, avoid footnotes, and do not include your name or affiliation on any page after the title page. No more than 5% of a paper’s text

should be direct quotations. Insert only one space after punctuation at the end of sentences.

Tables and
Figures. Tables and figures should relate directly to the content of the manuscript and should not repeat information given in the text. Please remember that the Journal publishes in black and white, not in color. When creating or saving a copy of your

manuscript for Journal publication, please create tables and figures in black and white (you may need to return to your original manuscript and configure tables and figures for black and white reproduction). Figures should fit on one page. Tables should not exceed one page, and there should be no more than three tables per article. Also, do not place table or figure titles inside the table or figure.

General Articles
and Research Manuscripts. General articles and research manuscripts must be between 1,200 and 5,000 words long, or not more than 25 typed pages (doublespaced). Authors should keep tables and figures to a minimum and include them in-column at the appropriate point(s) of insertion. Emphasis is placed particularly upon manuscripts that are research-oriented.

Cover Page and
Title. Authors must include a cover page for each manuscript. This cover page should include the title of the manuscript and the name, address, phone number, email address, and institutional affiliation of each author. The title should be no more than 12 words.

Abstract. An abstract describing the manuscript should be included on a separate page. The abstract must be less than 120 words. Please follow APA guidelines when writing the abstract.

Book Reviews. Book reviews should be between 500 and 750 words in length and contain tthe following information: complete bibliographic entry, including cost (hard- and softcover, if available); the thesis of the book; a brief description of the argument (main ideas); sample passages quoted and/or commentary on writing style; shortcomings and strengths; intended audience (whom the book will most benefit in the international vocational education and training community); your opinion of the book; and what you think the book contributes to the international vocational education and training community.

Test Reviews. Test reviews should be between 500 and 750 words in length and contain the following information: complete bibliographic entry, including cost; the main purpose(s) of the test; a brief description of the administration and time; shortcomings and strengths; intended audience (whom will the test most benefit in the international vocational education

and training community.

Review Process. Once your manuscript has been received, it will be checked for conformity to style and Journal requirements, then forwarded to at least three peer reviewers who will read your manuscript and make recommendations as to whether to accept or reject it for publication. Unless the manuscript is inappropriate for review due to length and/or topic, manuscripts submitted to the International Journal of Vocational Education and Training are anonymously reviewed by three peer reviewers as noted above. You will receive a

publication decision within a reasonable amount of time (normally 4 to 6 months). Do not submit manuscripts concurrently under consideration by another publication or manuscripts that were previously published. Indicate a statement on the cover page that this manuscript is not being reviewed or has not been submitted for publication elsewhere.

Contact Information. The Co-Editors of the IVETA Journal are:

Rose M. Baker, Co-Editor

International Journal of Vocational Education and Training

409C J. Orvis Keller Building, University Park, Pennsylvania 16803-1304

U.S.A.

Email: rbaker@psu.edu

Phone: 1.814.865.9919 Fax: 1.814.863.7532

and

David Passmore, Co-Editor

International Journal of Vocational Education and Training

305D J. Orvis Keller Building, University Park, Pennsylvania 16802-1303

U.S.A.

Email: dlp@psu.edu

Phone: 1.814.863.2583 Fax: 1.814.863.7532

Change of Address.

Request for change of address must be received at least two weeks before the publication date of an issue to be affected by the request. Undelivered issues resulting from changes of address cannot be replaced without charge.