

Advice and Guidance for submission of full, refereed papers for ICET2020 World Assembly

There will be an opportunity to publish full papers in a series of journal special issues, linked to the sub-themes of the conference. These will be confirmed soon.

**Format**

Full papers should be 6,000-7000 words in length and consist of:

* Title
* Author/s, orchid numbers and institutional affiliations, including addresses; corresponding author identified with email.
* Abstract: not to exceed 250 words.
* Text
* Acknowledgement/s: funders; colleagues; participants, etc.
* References
* Figures and tables

Papers may be conceptual or empirical, but must contain original material that has not been published elsewhere. **If data have been collected from human participants, there must be a statement of ethical consideration having been taken into account.**

**Guidelines for presentation:**

1. Use 12 point font size and 1.15 line spacing.
2. Ensure that the proofing language used is standard UK English and that the article is thoroughly proof read before submission.
3. Title: choose a title that describes the topic of the paper.
4. Abstract: in less than 250 words state the content of the paper.
5. Keywords: choose well so that the paper is picked up in an on-line search.
6. Text: organised into appropriate sections; indication of position of figures and tables. Structure your paper carefully so that the flow of argumentation is clear, underpinned by theory, builds on previous research and is strongly evidenced. Signpost moves to new sections and give them appropriate subheadings. Make clear the originality and significance of the paper to the relevant conference theme.
7. Ensure that all sections above are included and that papers are submitted to icet2020@bathspa.ac.uk by 30th March, 2020.

Each paper will be reviewed by two independent members of the ICET Board, who will provide recommendations to the ICET2020 WA Academic Committee as follows:

1. Accept: no revision.
2. Provisional accept with minor revisions to be advised: the authors should revise their paper within the timetable
3. Provisional accept with major revisions to be advised
4. Reject.

Authors will be advised on the outcome of their submission by 30th April and will need to have resubmitted any revised version by 29th May, 2020.

Please address any queries about this process to icet2020@bathspa.ac.uk