



## Manuscript Formatting Guidelines

The team of editors for GJTE hope to encourage a range of articles for publication. Manuscripts need not all be uniform in the ways they present information, but there are features that can help make it easier for editorial staff to prepare manuscripts for peer review and publication. The following guide is offered to help you prepare your manuscript in a way that supports the fastest possible process from submission to publication of a final version.

As you prepare your manuscript for submission to GJTE, the following guidelines should direct your formatting of content. Please use APA format (6<sup>th</sup> Edition, 2013) to format all aspects of your manuscript.

Pages to include in your submission

**Title Page:** Page 1 of the manuscript should be a Title Page. This page should include:

### Title of the Article

Author One (primary contact)  
Author One's title, department and institution  
Email address for Author One

Author Two  
Author Two's title, department and institution  
Email address for Author Two

(similar information for additional authors)

If presented at a conference, include statement such as:  
Paper presented at the 2018 World Conference on Transformative Education,  
July 27, 2018, Kakamega, Kenya.

If supported by a funding agency that deserves credits in the finished article, list here.

Example: This research is funded by a grant from the  
National Science Foundation, program #21-1475





**Abstract Page:** Page 2 of the manuscript should be an Abstract

### Abstract

A brief statement summarizing the article. LIMIT – 150 words.

Keywords: Please list keywords to help search engines find your article. Use a comma to separate each keyword.

Example - “Keywords: inquiry pedagogy, science teaching, project-based learning, middle school.

**Manuscript Body:** The next pages should be the body of the manuscript. Please include the title of the manuscript in bold at the top, and use no more than 3 or 4 levels of headers, using APA format

### **Title of Manuscript: Can Include a Sub-Title If Needed**

You should set of the major sections of the manuscript with headers. Indent the first line of paragraphs by ½ inch throughout the article, except in the References section. If you cite any sources, please use APA format to reference the text in the body of the article (APA 2013). If you use a direct quote, include a page number in the reference (APA 2013, p. 114). Please note the punctuation around the in-text citations.

#### **Primary Header of the Manuscript**

Indicate major sections of the manuscript with a “primary header” that is centered, bold face, and capitalizes all important words. This header does not end with a period.

#### **Second-level Headers**

If you need to divide major sections into sub-sections, use a 2<sup>nd</sup> Level header that is bold, aligned left, and capitalizes all important words. This header does not end with a period.

#### **Third-level headers.**

If you need to further divide a subsection. This level is indented, bold face, and ends in a period. Only the first word is capitalized.

#### ***Fourth-level headers.***

The header is indented, bold face, and italicized. It ends with a period and has only the first word capitalized. Please do not use more than four levels of headers.



## Length of the Manuscript

Please try to limit the length of your manuscript to about 7000 to 8000 words. Some of the guidelines below may help you trim information out of the article.

### *Inserting URLs into text*

Because GJTE is an online journal, we encourage you to include URLs to online sources when appropriate. To do limit the length of the text, we do not plan to include the entire URL in the body of the text. Instead, we can create a hyperlink.

To insert a hyperlink, you can type the URL inside a set of brackets, as in this example. If you link to the **Next Generation Science Standards** <<https://www.nextgenscience.org/>>, highlight the words you want to be a link, then insert a set of pointed brackets with the URL in the middle. The bracket tells the editor to use the URL, and the highlights tell which words will appear as blue underlined text in the final version.

**PLEASE DO NOT LINK TO "GOOGLE SCHOLAR" OR A FACEBOOK POST.** These are not true URLs, and may change by the time we try the link. You can use Google Scholar to locate an article, but then follow that link to its official source to use as the URL in your manuscript.

\*\*\* URLs can be included in the References section.

## Reporting Statistical Methods

You do not need to define or explain formulas for standard statistical tests. We encourage research articles that report statistical analyses, but you should assume readers know or can find out about the statistical tests you use.

This lets you limit your discussion of analysis and results to the important data. Please DO NOT include tables with data output from a statistical analysis program like SPSS or MiniTab. In your text, you can describe the test used, and give some key stats that allow the reader to understand the significance of the results.

**EXAMPLE:** Include the following to summarize the results of a Chi-Square test:

"The Chi-square( $X^2$ ) test was used, with an alternative hypothesis stating that there is no significant relationship between the anthropological methods to students in school for transformative education in Kenya. The test suggests that the alternative hypothesis should be accepted ( $X^2 = 78,342$ ,  $df=16$ ,  $p < 0.01$ )."

This report gives the key statistics ( $X^2$ ,  $df$ ) and the p-Value. Rather than report the  $\alpha$  level, if you report the p-value, readers can determine the level of significance.

## Minimize Formatting in Manuscript.

Please minimize your use of formatting when you write the manuscript. It is natural for an author to be concerned about making the text "look nice" on the page. But when the editors of any journal prepare a manuscript for publication, the text is usually reformatted. GJTE will create a file with two columns of text. This means that every formatting keystroke (tabs, returns, page breaks, section breaks, and even using space bar to position text), will make that process harder – sometimes much harder! So while we know you want to make your text look professional, avoid using returns, spaces, tabs and other formatting commands to position text on the page.





Instead, use the “Format” command in MS Word to set up margins, indentations, and spacing. Then type your text and let those settings control the rest. An exception might be any “block quotes” you place.

### **Block Quotes**

If you use a large section of text quoted from another source, please italicize the text, and move the margins for that block of text in ½” on both left and right margins. Do not use quotation marks. A citation for the block quote can be included in the text preceding the quote (Author year), with a page number at the end of the quote. An alternative is to include the entire citation at the end of the block quote (not italicized.)

#### **Example 1:**

In Caraballo et al’s (2017) comprehensive review of youth participatory action research literature they describe youth participatory action research (YPAR) as:

*a critical research methodology that carries specific epistemological commitments toward reframing who is “allowed” to conduct and disseminate education research with/about youth in actionable ways. Its origins in critical pedagogy inform its role as a pedagogical approach based on a conception of teaching and learning through collaborative and transformative inquiry (p. 313).*

#### **Example 2:**

In a comprehensive review of youth participatory action research literature describes youth participatory action research (YPAR) as:

*a critical research methodology that carries specific epistemological commitments toward reframing who is “allowed” to conduct and disseminate education research with/about youth in actionable ways. Its origins in critical pedagogy inform its role as a pedagogical approach based on a conception of teaching and learning through collaborative and transformative inquiry (Caraballo et al 2017, p. 313).*

### **Using “Supplemental Documents”**

If you have large sections of text that are helpful for the readers, but not an integral part of the article, we encourage you to submit or link to “supplemental documents.” Examples of content for these files might include large data sets, statistical analysis report you feel are important to share, graphs or images too large to include in the text of the manuscript, or samples of questionnaires, surveys, interview protocols or other instruments.



### Including Tables, Figures and Images

Authors are encouraged to include tables, diagrams, figures, and photographs whenever they support the article. As an online journal, GJTE can use any image (full color, grayscale, black & white, etc), but we need to ask for certain formatting considerations.

#### Tables

Tables are an important part of many research articles. Please try to use the following formatting choices when you create your tables.

\*\*\* Your article will be converted into a two-column file, with each column being only about 3.625 inches wide. Your table can be inserted in a way that spans two columns, but the formatting choices are very important because of the layout.

#### In-line tables.

The easiest way for editors to use your tables is if you format it according to APA guidelines as an in-line text-based table. See the example below.

Table 1. Gender of respondents (Survey 2018).

Gender	Frequency	Percentages
Male	220	57.8
Female	160	42.2
Total	380	100

**The caption** gives a Table number. Number tables in sequence. The table and # are bold face, followed by a period. The rest of the caption is brief, regular font, sentence capitalization. If you need to cite a source, include that citation in the caption.

Horizontal lines are placed below the caption, below the column headers and at the bottom of the table. There are no vertical lines.

\*\* When you format text, please use TABS, NOT the space bar, to position text. Spaces make it more difficult to cut and paste your table in the publishing software while still maintaining your formatting.

#### Images of tables.

Another option is to create a JPEG image of a table. If you need to use the table feature in Word that includes lines on the tables, please create that table on a separate page, and try to convert the file to a .jpg image. This could also be labeled as a "Figure" instead of a table. (See example below). If you have Adobe Illustrator or Photoshop, you can save that image from a screen shot, but screen shots are low resolution and may not reproduce well if enlarged. The "in-line" table is still the best option.

Figure 3: Sample hypotheses about problems of practice

Problem of Practice	Hypothesis
<i>Implementing my new chemistry unit which is not related to other topics I am required to teach.</i>	<i>If I use observing and careers as themes across my unrelated units, then some students will become better observers and more aware of reasonable careers, because we will be able to work on these ideas throughout the school year in multiple contexts.</i>
<i>My students are poor writers who use vague language and give incomplete explanations.</i>	<i>If I require an explicit structure when students write explanations and have them practice editing their own and each others' explanations, students' writing will become more precise and complete because they will internalize the structure through extensive practice.</i>





## References List

In a “References” section at the end of the manuscript, please use the APA style guide. Below are explanations and examples for the most common types of references. You can find a complete set of guidelines with examples in:

American Psychological Association. (2010). *Publication manual of the American Psychological Association* (6<sup>th</sup> Ed.) Washington, D.C.: APA.  
(<https://www.apastyle.org/manual/index>)

Please pay attention to the details of hanging indentation, punctuation, spacing, and capitalization.

**\*\* Please do not try to format the text by using spaces and returns. The formatting you create in a full-page format will not work in the two-column format of the final article, so your formatting just complicates the final layout of the text.**

## Sample Bibliography Formats

**Book** - Author, A. A. (1967). *Title of the book*. City: Publisher.

**Example:**

Peiris, K. (1976). *Integrated approach to curriculum development in primary education in Sri Lanka*. Singapore: The UNESCO Press.

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**Book Chapter** - Author, A. A. (1993). Title of chapter. In Editor, A. and Editor, B. (Eds.) *Title of book* (pp. xx-xy). City: Publisher.

**Example:**

Smith, E. (1998). What is Black English? What is Ebonics. In T. Perry and L. Delpit (Eds.) *The real Ebonics debate: Power, language, and the education of African-American children* (pp. 49-58). Boston, MA: Beacon Press.

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**Journal** - Author, A. A., Author, B. B., and Author, C. C. (1967). Title of the article. *Name of Journal*, 31(4), 125-139.

**Examples:**

Steyn, N. P., Nel, J. H., Parker, W., Ayah, R., & Mbithe, D. (2012). Urbanisation and the nutrition transition: A comparison of diet and weight status of South African and Kenyan women. *Scandinavian Journal of Public Health*, 40(3), 229-238. doi:10.1177/1403494812443605

Kirschner, P. A., Sweller, J., & Clark, R. E. (2006). Why minimal guidance during instruction does not work: An analysis of the failure of constructivist, discovery, problem-based, experiential, and inquiry-based teaching. *Educational psychologist*, 41(2), 75-86.

Carnegie Corporation of New York (CCNY). 2001. *Teachers for a New Era: A national initiative to improve the quality of teaching*. New York: Carnegie Corporation of New York.

<[https://www.carnegie.org/media/filer\\_public/ff/26/ff263cd8-5a90-4cb5-9b53-881f1a68e03a/ccny\\_other\\_2001\\_tneprospectus.pdf](https://www.carnegie.org/media/filer_public/ff/26/ff263cd8-5a90-4cb5-9b53-881f1a68e03a/ccny_other_2001_tneprospectus.pdf)>





**Newspaper article** - Author, A. A. (2014, October 21). Title of the article. *Newspaper Name*, pp. B3, B6.

**Examples:**

Schultz, S. (2005, December 28). Calls made to strengthen state energy policies. *The Country Today*, pp. 1A, 2A.

Lutebele, M. A. M. (July 29, 2011). *Congo-Kinshasa: Le pacte demoderisation de l'Enseignement superieur et universitaire en RDC. News paper le Potentiel.*

<https://fr.allafrica.com/stories/201107290757.html>

Editorial: The changing face of education. [Editorial]. (2010, April 16). *The News Sun*, p. C2.

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**Online Publication** - Author, A. A. (2016, June 8). Title of the article. <URL of article>  
(\* If no copyright date available, use date article was retrieved)

**Example:**

Fortin, J. (2018, April 21). Can Felons Vote? It Depends on the State.

<https://www.nytimes.com/2018/04/21/us/felony-voting-rights-law.html>

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\*\* For all other format, please refer to the APA format.

If you use citations from Google Scholar, you can copy and paste the APA format reference from the “quotation mark” icon below the listing.

[CITATION] Revitalizing **education** in **Africa**

P Obanya - 2002 - Stirling-Horden

☆ Cited by 188 Related articles



Click the icon to view the citation.



×
Cite

MLA	Obanya, Pai. <i>Revitalizing education in Africa</i> . Stirling-Horden, 2002.
APA	Obanya, P. (2002). <i>Revitalizing education in Africa</i> . Stirling-Horden.
Chicago	Obanya, Pai. <i>Revitalizing education in Africa</i> . Stirling-Horden, 2002.
Harvard	Obanya, P., 2002. <i>Revitalizing education in Africa</i> . Stirling-Horden.
Vancouver	Obanya P. <i>Revitalizing education in Africa</i> . Stirling-Horden; 2002.

[BibTeX](#)
[EndNote](#)
[RefMan](#)
[RefWorks](#)



## Manuscript Checklist

- **Title Page**
  - Title
  - Authors
  - Authors' position and contact
  - If needed, statement of where paper presented
  - If needed, acknowledgement of financial supporters
- **Abstract page**
  - Abstract (150 word limit)
  - Keywords (separated by a comma)
- **Manuscript body**
  - Word count – Limit to about 8000 (if much more is needed, consider supplementary files)
  - Double-spaced
  - Indent first line of paragraphs (use Format – Paragraph, NOT space bar, to indent)
  - Headers – Uses the APA format, limit to 4 levels or less
  - MINIMAL FORMATTING OF TEXT – avoids section breaks, and does not use extra tabs and returns to position text.
- **Tables, Figures and Images**
  - Tables are formatted to minimize size
  - Tables presented as “in-line text” or jpeg of table
  - Figures and Photo are jpps in a high-resolution size
  - ALL tables and figures have a caption in APA format
    - Ex: **Table 1.** Short description of table (any citation in caption)
    - Ex: **Figure 1.** Short description of image (any citation in caption)
- **Statistics**
  - Includes a brief report of key stats and p-value.
  - Does not include large tables, data sets or analysis output report (unless placed in a “supplemental file”).
- **Supplemental Files** (if used)
  - Submitted as separate files, with reference in manuscript to the supplements
  - OR – Supplemental files posted on author's website, with URL in manuscript leading to that file.
- **References**
  - APA format used for citations, both in-text and references section.
  - References section organized alphabetically, with hanging indentation
  - Formatted using “Format Paragraph” menu – space bar and return key NO used to format text when text moves to next line.
  - ALL references are mentioned in in-text citations.
  - URLs listed in bibliographic reference when possible
    - NO URLs leading to Google Scholar or Facebook
    - Citations listed in <brackets> to help editors find them
- **“Blinding” the manuscript**
  - Author's name and institution removed from manuscript and abstract.
  - Replace identifying text with <Author>, <Institution>, <Blinded program> or <Blinded for review> references.

