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**Preparing your Submission to Advancing Scholarship and Research in Higher Education**

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Preparing your submission to Advancing Scholarship and Research in Higher Education

# Jane Fantail and Jim Godwit

# Abstract

This document illustrates ASRHE formatting and provides formatting instructions for all ASRHE submissions. Your abstract should be between 150 and 250 words xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx.

## Keywords

Submission guidelines, formatting, word limits

## Key contributions/Pathways to collaboration

* Key contributions relate to articles submitted under the Research Complete category; they should address what is already known about the topic, what the article adds, and implications for research and practice.
* Pathways to collaboration relate to articles submitted under the Research in Progress category; they should address what has already been achieved, how others can build on the research presented, and how current and future work might be integrated.
* Use 3 to 6 bullet points.

# Structure

Please ensure that your submission is a complete and coherent piece of work whatever structural or format choices you make. All submissions require a primary article text document with a title, author details, keywords, key contributions, or pathways to collaboration, an abstract, and references*. Please include author details* in support of our non-blind peer review process.

For traditional articles, your submission will comprise only this text document. For non-traditional articles additional files, text and/or multimedia, may be supplied. *It is important that you explain in your primary article text document how the reader should approach additional files.*

The submission process asks you to select the article component for each file that you upload (you can submit multiple files which are uploaded one-by-one). Select ‘Article Text’ for your primary submission document. For non-traditional submissions, additional files may be submitted. Select ‘Article Video’ for video and animation files. Select ‘Article Audio’ for audio files. Select ‘Article Image’ for image files or artwork. You should choose the ‘Article Other’ option for other common presentation file formats such as Microsoft PowerPoint or Adobe Acrobat.

# Word and file size limits

For traditional articles the body should be between 3,500 and 5,000 words. The abstract, tables, figure captions, and references are in addition to this word limit.

For non-traditional articles, we offer the following guidance. Videos and/or animations should not exceed 10 minutes in length and should be supplied in mp4 format. We encourage you to consider accessibility including the use of closed captions. Audio files should not exceed 30 minutes in length and should be in mp3 format. Image files should not exceed 100Mb in size and we encourage you to consider resolution should readers decide to print images; tiff and jpeg formats are preferred. Preferred presentation file formats are pdf, pptx and odp. Files that cannot be opened and poor-quality files may be rejected without review.

If you are considering making a non-traditional submission and would like additional guidance, please contact editors@asrhe.org to seek advice.

# Style guidelines

Please use UK spelling style consistently in all text submissions. Please use double quotation marks, except where “a quotation is ‘within’ a quotation”. Please note that long quotations should be indented without quotation marks. For example, a long quotation from an interview might look like this.

xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx. (Paul)

## Text file formats and formatting

We accept text submissions in Microsoft Word, OpenOffice, or RTF file formats. This Microsoft Word example document conforms to our formatting guidelines:

* The document margins are 2.5 cm.
* Arial 11-point font is used throughout except for the titles.
* The Article title is 14-point Arial, bold, and centred.
* Heading 1 is 12-point Arial, bold, and centred.
* Heading 2 and table and figure headings are justified left, 11-point Arial, and bold.
* Only the first word in the section headings is capitalised.
* 1.3 line spacing is used throughout.
* Justification is used for the abstract, the body paragraphs, and the key contributions/pathways to collaboration.
* Blank lines are used for spacing.
* Italics is used for emphasis rather than underlining.
* No footnotes are used.
* Figures, tables, and images are inserted into the document in the most convenient place after they are first referred to in the text.
* APA 7 style captions are used above figures and tables.
* APA7 style references and citations are used.

Here is an example of a figure.

## Figure 1

Pīwakawaka - The New Zealand Fantail



*Note.* Xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx

There is no prescribed format for tables, but we recommend keeping them simple and similar to the example below. Here, we have used 11-point Arial bold for row and column headings and smaller, 10-point Arial font for the table body.

## Table 1

*Title of Table*

|  |  |  |
| --- | --- | --- |
|  | **Column 1 Heading** | **Column 2 Heading** |
| **Row 1 Heading** | Data 1,1 | Data 1,2 |
| **Row 2 Heading** | Data 1,2 | Data 2,2 |

# References

Please use APA 7 style for all citations and references. Please include DOIs wherever possible. References are in 11-point Arial, left-justified, 1.3 line spacing, with 3 points of extra space (not a blank line) after every entry, and a hanging indent of 8mm.

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