Title in Title Case: Subheading Included, no more than two lines and typically 15 words in total (Style: Article Title)

Dr Name Surnamea, Associate Professor Name I. Surnameb, and Professor Name Surnamec (Style: Authors)

a Institution A, Country; b Institution B, Country; c Institution C, Country (Style: Author Affiliations)

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Abstract (Style: Heading Front Page)

JUTLP uses an unstructured single-paragraph abstract. The abstract should include a problem statement, any theoretical framework used, method, key findings, and implications. Avoid duplicating the information in abstract with statements in the practitioner notes, the two components should be complementary. The abstract should be a maximum of 250 words and no more than 20 lines (line 5 to 23). The formatting and word limits have been carefully specified to ensure the front page of your article contains all summary information before the introduction begins on page 2. The first page is designed to maximise the potential for engagement with your work and thereby support you to make optimal impact with your publication. Where there are many authors and/or affiliations that need to be included on the front page, the abstract and practitioner notes may need to be a lower word/line count. For any advice, please contact the editor dealing with your submission. (Style: Front Page Text)

Practitioner Notes

1. The practitioner notes are 5 short statements which are summary points, action orientated and align your paper to impact in practice. (Style: Practitioner Notes)
2. Each statement should be short and no more two lines of text each. Our template is designed to retain all the summary information on a single front page.
3. A reader can use the practitioner notes to determine their interest in your paper, so the notes can be important for the engagement with your paper.
4. Example: When using digital technology for learning, practitioners are advised not to assume that any group or identity of student is going to be more of less confident than any other.”
5. Example: “Research communities should champion high-quality peer review as an active force for advancing scholarship.”

Keywords

Max. 5, 1 line, no abbreviations, i.e. artificial intelligence, curriculum design, leadership, belonging

Notes (delete before submission): When preparing your submission, use this template to correctly format your manuscript using the in-built styles. Delete the guidance notes and highlighted style notes before submission. **Please ensure you retain the page break** so that the Introduction heading appears on page 2.

Submission to JUTLP requires two versions of this template – one with all elements retained (the IDENTIFIED version) and one with all identifying information (author names, affiliations, names in the CRediT list, and any other identifying information in the text) removed (the DEIDENTIFIED version). More publication guidance resources can be found at <https://open-publishing.org/journals/index.php/jutlp/guidance>.

JUTLP is a diamond open access journal that does not charge authors or readers any fees. All editors are volunteers. Your adherence to this template supports our editors to publish consistent articles in a streamlined and collaborative way. Thank you.

# Introduction (Style: Heading 1)

The Journal of University Teaching and Learning Practice manuscript template should be used in conjunction with the JUTLP Manuscript Preparation Guidelines. The body of your manuscript should use 11pt, left justified, Arial font with 1.15 line-spacing and should not be indented. Examples of main section headings are Introduction, Literature, Results, Discussion, and Conclusions.

## Subheading in Title Case (Style: Heading 2)

An introduction should normally conclude by stating your research questions. We encourage the use of research questions so that you can ensure each section of your paper is threading through and answering those questions. For more guidance on developing and using research questions, see Purvis et al. (2024). There are instances where research questions would not be appropriate, so this is a generally recommended element of submitted papers, but not mandated.

# Literature

We have included the usually expected headings (i.e. Introduction, Literature, Method, etc.) but there may be other structures that would be more appropriate for your paper. Where you have used a different structure, it is helpful to explain why in your submission cover letter.

## Subheading in Title Case

Subheadings should only be used if necessary and if they improve the structure and clarity of the paper. Subheadings are not an expected part of your paper structure.

### Literature about key concept (Style: Heading 3)

Heading 3 subheadings are less commonly used and are not typically needed.

# Method

The initial part of the method section would normally include information about how you have attended to the ethical standards of your work. Please see Purvis and Crawford (2024) for more information. The Journal expects you to clarify your approach to ethics and make a statement in the acknowledgements section to this effect.

Most research does not use artificial intelligence (AI) in any part of the research process, however, if you have used AI you should explain how in this section. Please refer to Crawford et al. (2023) for more detailed information about the expectations for ethical use of AI in research and publications.

When adding tables and figures into your manuscript, please ensure that you use the appropriate styles and refer to tables either in parentheses (Table 1) or in narrative style. Where tables or figures are split across a page, we will attend to that formatting during the final stages following acceptance of your paper.

Table 1 (Style: Table Number)

Add Your Table Title Here (Style: Table Title)

|  |  |  |  |
| --- | --- | --- | --- |
| Column Heading 1 | Column Heading 1 | Column Heading 1 | Column Heading 1 |
| Row Heading 1 (Style: Table Emphasis) | Tables are normally formatted without vertical lines, and often with only horizontal lines at the header row and last row. (Style: Table Text) |  |  |
| Row Heading 2 |  | Specific formatting can vary, this style is most common. Tidy, consistent and clear presentation is the priority. |  |
| Row Heading 3 |  |  | If you can see dashed lines around each box – you are viewing the table guidelines. These are non-printing and will not be visible in the final PDF. |
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|  |  |  |  |

# Results

Begin your results section with a short narrative paragraph before presenting tables and/or figures. Please refer to your figures/tables in the text and place the figure/table close to the first mention. Final positioning of figures/tables for best presentation will take place at copy editing stage. Where possible we avoid tables being split across pages and more than ¼ of a page being blank.

Figure 1 provides an example of a systematic review PRISMA figure:

Figure 1 (Style: Figure Number)

PRISMA Results (Style: Figure Title)

Records identified through searching the JUTLP database:

(*n* = 147)

Records removed before screening:

Duplicate records removed  
(*n* = 0)

Records screened

(*n* = 147)

Records excluded

(*n* = 114)

Full-text articles retrieved and screened

(*n* = 33)

Full-text articles assessed for eligibility

(*n* = 17)

Full texts excluded:

* Social media or online networking was not featured   
  (*n* = 2)
* Social media use was incidental (*n* = 2)
* Paper was not original research (*n*=1)
* Social media use was not related to learning (*n* = 1)

Studies included in review

(*n* = 11)

**Identification of studies**

**Identification**

**Screening**

**Included**

## Subheading for results

Where they add to the structure and provide clarity, you may use subheadings in any section. Quotes less than 40 words should have quotation marks around the words be incorporated in-line with a paragraph without additional formatting, such as “quotation here with up to 40 words” (Author, 2025).

Quotes longer than 40 words should be formatted as block quotations using the Quote style. Refer to APA guidance for further details about quotes. Common errors with quotes are the use of italics for formatting and the use of quotation marks in block quotes. Author name and page number would be included at the end such as this. (Author & Author, 2025, p. 123) (Style: Quote)

# Discussion

The beginning of the discussion can revisit the research questions and outline the key findings. The themes of the research questions can be used to structure the discussion and potentially use subheadings to clearly demonstrate the outcomes and answers to the original research questions (Purvis et al., 2024). For example, a research question “what are students’ expectations and understanding of inclusive practice?” could provide a subheading of “Expectations and Understanding of Inclusive Practice”. However the discussion is structured, you should be providing an interpretation and analysis of the presented results.

# Conclusion

Conclusions should be concise and normally no more than 2-3 paragraphs. The key findings and interpretations of those findings should be summarised. Where research questions are used, ensure that these are clearly summarised in a structure that implicitly or explicitly revisits the original questions.

# Acknowledgements

The author(s) disclose(s) that they have no actual or perceived conflicts of interest. The author(s) disclose(s) that they have not received any funding for this manuscript beyond resourcing for academic time at their respective university. The author(s) have (then please specify how)/has not used artificial intelligence in the ideation, design, or write-up of this research as per Crawford et al. (2023). The author(s) confirm(s) that they have met the ethical standards expected as per Purvis & Crawford (2024).

The authors list the following CRediT contributions: [X]. (see more at <https://credit.niso.org/>)

# References

Crawford, J., Cowling, M., Ashton-Hay, S., Kelder, J. A., Middleton, R., & Wilson, G. S. (2023). Artificial intelligence and authorship editor policy: ChatGPT, Bard Bing AI, and beyond. *Journal of University Teaching and Learning Practice, 20*(5). <https://doi.org/10.53761/1.20.5.01> Recommended reference cited in the acknowledgements section. Ensure you have read and acted on the advice in this source when preparing your manuscript

Purvis, A.J. & Crawford, J. (2024). Ethical Standards in Educational Research and Publication. *Journal of University Teaching and Learning Practice, 21*(9). <https://doi.org/10.53761/hqnqr710> Recommended reference cited in the acknowledgements section. Ensure you have read and acted on the advice in this source when preparing your manuscript.

Purvis A.J. Nicholas, V. and Tai, J. (2024). What's your problem? Writing effective research questions for quality publications. *Journal of University Teaching and Learning Practice. 21*(10). <https://doi.org/10.53761/j64xa573> We highly recommend the use of research questions. This editorial provides further guidance designed to help your research process and manuscript preparation.

Further guidance is available at <https://open-publishing.org/journals/index.php/jutlp/guidance>

For more examples of references please refer to <https://apastyle.apa.org/style-grammar-guidelines/references/examples>