Образование и Саморазвитие
Education and Self Development

NOTES FOR AUTHORS

Please read these notes carefully. Complying with these requirements will allow us to consider your work quickly and make a prompt decision. Please use the checklist at the end of these notes to make sure you have covered everything.

1. Introduction

Education and Self-development (E&SD) is now in its 14th year of publication. It aims to be the primary source of research and East-West dialogue regarding the theory and methods, of ways of enabling individuals and communities to develop to their fullest capacity.

The Journal is published four times each year and is available both in print form and open access online. *E&SD* is an open access journal which does not make Article Processing charges (APCs). All the costs of publishing are met by Kazan Federal University.

Our vision is that the Journal is a bridge between Russian and Eastern Europe on the one hand, and Europe and North America on the other, with articles from other continents (Africa, South America, SE Asia and Australia). We achieve that vision by working from our Russian base, with a strong international editorial board and our unique bilingual approach.

"Education" is taken to include all forms of teaching, learning, instruction and training in schools, colleges, universities, workplaces and non-formal and informal settings for all age groups in the developed and developing world, by means of face-to-face, digital or blended learning.

"Self-development" is taken to include all means of examining learners' needs, potential and interests and enabling them to discover, enrich and apply new knowledge, skills, attitudes and aspirations that will help them in their lifelong learning. It occurs in formal learning contexts but also involves compensating for gaps in learning and developing new competencies in people throughout their lives.

E&SD is unique in being a *bilingual* (English and Russian) scholarly review of research and vehicle for East-West dialogue on advancing the agenda of education for self-development. It therefore encourages:
- Multi-site, multi-perspective studies by teams of researchers testing promising approaches;
- Longitudinal studies that evidence the benefits of education for self-development initiatives and innovations;
- Reports on interventions that have failed as well as succeeded and why, so that others may learn from these experiences;
- Dialogues between researchers in different fields, institutions, cultures and contexts in order to develop international understanding and collaboration.

Papers for E&SD may include studies in:
- Pedagogy, adrogogy (adult learning) and heutogogy (self-determined learning) for individual or group learning;
- Education for employment, access, equity and social inclusion;
- Design, development and application of learning systems and tools;
- Leadership and management in lifelong learning;
- Curriculum development and course design;
- Open, distance, blended and flipped learning;
- Professional development for educational/organisational change;
- Monitoring and quality assurance;
- Formative and summative evaluation, assessment and research methods;

Reports of work undertaken are expected to be free of jargon; analytical rather than descriptive; critical rather than merely informative; and providing original perspectives and conclusions.

Key words

access and equity	androgogy[1]	aspirations
attributes	career planning	competencies
counselling	creativity	critical thinking
culture	didactics	distance education
education	educational technology	educational research
educational sociology	employment	evaluation and assessment
heutagogy[2]	higher education	human capital
human development	informal learning	Innovation in education and training
instructional and learning design	latent talents	leadership and management
learning	lifelong learning	mentoring
motivation	non-formal education	online learning
open learning	pedagogy	problem-based learning
problem-solving	professional development	quality assurance
self-awareness	self-determination	self-development
self-directed learning	self-esteem	self-fulfillment
self-identity	self-improvement	self-motivation
self-realization	self-study	schooling
teaching	tutoring	
technical education	vocational education	

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[1] Adult learning

[2] The study of self-determined learning

E&SD is bi-lingual with articles in Russian and English. However, the metadata for each article (the title, author list, keywords, and abstract) appears in both Russian and English. The Editorial team will arrange translation for metadata where necessary.

Special Issues

E&SD publishes occasional Special Issues on 'hot topics' in particular fields of research into educational and self-development that will generating publicity and raise awareness of the topics covered in the journal. These are edited by Guest Editors and must be relevant to a wide international and multidisciplinary readership. The same criteria of quality, originality, and significance apply to the acceptance of proposals for Special Issues and all of the articles in these.

Reviewing

All manuscripts are subject to blind peer review by at least two reviewers competent in the relevant field. They are expected to meet standards of academic excellence. If a manuscript is accepted with changes then author(s) will be requested to respond with changes suggested by the reviewers. The Editor reviews the revised manuscript after these changes have been made. Once the Editor is satisfied with the final manuscript, it can be accepted and published.

2. Language

E&SD publishes article in both Russian and English. All articles have their titles, abstract and keywords in both languages. However, the references must be in Roman script.

3. General

We welcome jargon-free writing: write as clearly as you can whether you are writing in Russian or in English. Remember that our readers are busy people: conciseness is a virtue, whatever the overall length. Avoid obscure references and assumptions and spell out all acronyms first time around.

Reports of experimental work should be analytical not merely descriptive: reviews of developing fields should be critical, not merely informative; theoretical overviews should contain some original contribution or novel perspective.

We are looking for articles that "take us beyond what we already know:" A description of an established methodology in a familiar environment needs to have some novel aspect or be spectacularly written, if it is to gain the approval of the reviewers.

Articles should not normally exceed 6000 words including references to any sources that readers might wish to trace. However, there is no merit in lengthy reference lists for their own sake. Wherever possible, the reasons for citing a reference should be clear from the context. Please check very carefully both their accuracy and presentation (see style notes below).

We do publish articles which are longer than this 6000 word target. Sometimes it is not possible to make the argument within this limit - but we do need to be convinced that the additional material is necessary.

4. Publication ethics

4.1 The Editorial Team

As Editors we take full responsibility for everything that is published in *Education & Self Development*. We will:

a. Strive to meet the needs of readers and authors by actively seeking the views of authors, reviewers, readers and members of the editorial board on ways of improving our processes.

b. Strive to constantly improve the journal. We will encourage and be aware of research into peer review and publishing;

c. Put in place processes that will ensure the quality of the material we publish, and review these processes from time to time to improve them;

d. Support initiatives to educate researchers about publication ethics and those designed to reduce research and publication misconduct. We will assess the effect of our journal policies on author and reviewer behaviour and revise those policies, as required, to encourage responsible behaviour and discourage misconduct;

e. Adopt systems that promote good practice for authors or contributors (i.e. so that author listings accurately reflect who did the work) and discourage misconduct (e.g. ghost and guest authors)

f. Champion freedom of expression. Our decisions will not be affected by the origins of the manuscript, including the nationality, ethnicity, political beliefs, race, or religion of the authors. Decisions to edit and publish will not be determined by the policies of governments or other agencies outside of the journal itself;

g. Encourage and be willing to consider cogent criticisms of work published in *E&SD*. Authors of criticised material will be given the opportunity to respond.

h. Be open to studies reporting negative results.

i. Maintain the integrity of the academic record;

j. Not permit our standards to be compromised by business needs;

k. Always be willing to publish corrections, clarifications, retractions and apologies when needed.

l. Inform readers about the steps taken to ensure that submissions from members of the journal's staff or editorial board have received an objective and unbiased evaluation;

m. Include submission and acceptance dates with published articles.

n. Base our decisions about journal house style on relevant evidence of factors that raise the quality of reporting rather than simply on aesthetic grounds or personal preference

o. Ensure that any press releases issued by the journal reflect the message of the reported article and put it into context.

p. Ensure that any complaints about the Journal are investigated in accordance with the guidelines set out by the Committee on Publication Ethics (COPE). If you have a complaint about any aspect of the journal please contact a member of the Editorial Council. Their names and addresses can be found on the Journal website at http://en.eandsdjournal.org/editor-groups/editorial-council/.

q. Investigate concerns about potential misconduct as follows:

- We will first seek a response from those suspected of misconduct. If we are not satisfied with the response, we will ask the relevant employers, or institution, or some appropriate body (perhaps a regulatory body or national

research integrity organization) to investigate.

- We will make all reasonable efforts to ensure that a proper investigation into alleged misconduct is conducted; if this does not happen, we will make all reasonable attempts to persist in obtaining a resolution to the problem.

r. Have systems for managing our own conflicts of interest as well as those of our staff, authors, reviewers and editorial board members

4.2 We promise our authors that:

a. All submissions to the Journal will be reviewed by suitably qualified reviewers who are members of the Journal's reviewer panel (including statistical review where appropriate);

b. We will, where possible, respect requests from authors that an individual should not review their submission, if these are well-reasoned and practicable;

c. Our decisions to accept or reject a paper for publication will be based on the paper's importance, originality and clarity, and the study's validity and its relevance to the scope of the journal;

d. We will not reverse decisions to accept submissions unless serious problems are identified with the submission;

e. We will publish a transparent description of our review process and be ready to justify and important deviation from the described processes.

f. We will ensure that reviewers are given strict instructions to keep their comments confidential and not share them with anyone except the editors dealing with your submission. We will share the anonymised comments to the other reviewers of your work as part of the reviewer moderating process.

g. We will send you the reviewers' comments in their entirety unless they contain offensive or libellous remarks.

h. We will correct errors, inaccurate or misleading statements promptly and with due prominence

i. We will support authors whose copyright has been breached or who have been the victims of plagiarism, and work with their publisher to defend authors' rights and pursue offenders (e.g. by requesting retractions or removal of material from websites) irrespective of whether their journal holds the copyright.

j. Any complaints about the way in which a submission has been handled will be investigated in accordance with the guidelines set out by the Committee on Publication Ethics (COPE). If you have a complaint about the way in which your submission has been handled please contact a member of the Editorial Council. Their names and addresses can be found on the Journal website at http://en.eandsdjournal.org/editor-groups/editorial-council/.

k. Concerns about suspected misconduct, including disputed authorship, will be guided by the COPE flowcharts (http://publicationethics.org/flowcharts). Such concerns will not be a cause for summary rejection until they have been properly investigated.

l. We will publish our instructions to authors and review them at regular intervals.

4.3 In return we ask our authors to:

a. Confirm that their contribution is original and that is has neither been published previously nor is currently being considered for publication elsewhere. Authors must confirm this in your covering letter to the Editor-in-Chief when they make the submission;

b. Not submit work that has been published elsewhere or which contains significant amounts of material that has been taken from the work of other authors (plagiarism)

or previous work by the authors of the contribution (text recycling). *Education & Self Development* uses systems that detect passages that are not original, and contributions that fail this criterion will be rejected.

c. Include a statement in their manuscript detailing who has funded the research or other scholarly work, whether the funders had any role in the research and its publication and, if so, what this was;

d. To declare any conflicts of interest in the work reported.

e. Ensure that all of the listed authors have made a substantive contribution to the work and take collective responsibility for the article. Guidance on authorship is included in our notes for authors.

f. Obey the laws on confidentiality in their own jurisdiction. Regardless of local statutes, however, authors should always protect the confidentiality of individual information obtained in the course of research or professional interactions It is therefore almost always necessary to obtain written informed consent for publication from people who might recognise themselves or be identified by others (e.g. from case reports or photographs). It may be possible to publish individual information without explicit consent if public interest considerations outweigh possible harms, or if it is impossible to obtain consent and a reasonable individual would be unlikely to object to publication. It is always helpful if as an author, you can include a statement to this effect in your manuscript. You should note that consent to take part in research is not the same as consent to publish personal details, images or quotations.

g. Ensure that the research you carry out is carried out according to the relevant internationally accepted guidelines (e.g. the Declaration of Helsinki for clinical research, the AERA and BERA guidelines for educational research).

h. Include a statement in your manuscript that all research has been approved by an appropriate body (e.g. research ethics committee, institutional review board) where one exists. If necessary, we may ask authors to provide evidence of ethical research approval and question authors about ethical aspects (such as how research participant consent was obtained) if concerns are raised or clarifications are needed.

5. Open data

E&SD strongly encourages authors of articles describing empirical research to make their data available to others, for example through an institutional or other repository. If this is not possible then it will not necessarily preclude publication in the Journal, but you should note that it is one of the criteria by which your work will be assessed.

6. Style notes

It helps us greatly if your manuscript is presented in the APA (American Psychological Association) style, particularly in the layout of references. These give us the most problems in copy editing. You can find information on the APA style at: http://www.apastyle.org/index.aspx.

Submissions that do not use the APA style will be returned for revisions before being considered further.

Headings should be as follows:

- Main: roman, bold, initial capital letter and essentials only – no space below
- Secondary: italic, initial capital letter and essentials only – no space below
- Third level: roman, initial capital and essentials only – no space below

For articles written in English, either UK or USA spelling can be used but this must be consistent within each article.

We recommend the use of a tool such as EndNote or Reference Manager for reference management and formatting.
EndNote reference styles can be searched for here: http://endnote.com/

Reference Manager reference styles can be searched for here: http://refman.com/

7. Submitting your paper

7.1 Check your work before you submit

We strongly advise that you ask one or more of your colleagues to review your article **before** submitting it to *E&SD*. The concept of internal peer review seems to have gone out of fashion, but our experience is that it can be very helpful in polishing submissions so that the probability of success is much greater! If Russian or English is not your first language, then please enlist the help of a native speaker to edit the piece, to correct grammar and ensure that any idioms are correct. This too makes it easier for the reviewers to give full justice to your work.

7.2 The submitted files

Please ensure that the manuscript you submit is free from typographical errors, spelling mistakes, etc. It is your responsibility to ensure that manuscripts are as free from errors as possible: simply relying on spell checkers will be insufficient. Errors are an unnecessary distraction and make it harder to review the paper objectively.

As word processing software gets more sophisticated is becomes easier to submit your manuscript in a professional format. **Please do not use these advanced features.** The typesetting process works best with simple text from, for example Microsoft Word 97 or 2000. In the final stage of copy-editing we have to remove all of these advanced features and this sometimes changes the sense of what you are trying to say. This is time-consuming and may delay your article so that it has to be held back to a later issue of the journal. If you are submitting an article that you have formatted for internal use,

please help us by removing any advanced features before you submit.

Figures and tables should be included in the running text so that reviewers can find them easily. Please also provide high resolution machine readable illustrations as bmp, jpeg or tif files and avoid using very pale colours since these do not print well (if at all) in black and white. Use dashed and dotted lines to differentiate lines on graphs. It is not possible for us to redraw artwork.

7.3 Your submission should include:

- A short biography
- Two versions of the abstract - in Russian and English. Please do not use Google Translate to create the translation: use someone who is a native speaker who will be able to translate the abstract using proper idiom and correct grammar.
- Two versions of the keywords - in Russian and English
- Statements on potential conflicts of interest

and for reports of empirical research

- Statements on open data and ethics

E&SD is bi-lingual with articles in Russian and English. However, the metadata for each article (the title, author list, keywords, and abstract) appears in both Russian and English. The Editorial team will arrange translation for metadata where necessary.

7.4 Submitting online

Submissions (including revised manuscripts) are made using Open Journal Systems (OJS).

Go to http://submit.eandsdjournal.org/ If you have not used the system for our Journal before then please click on the 'register' tab. You will need to register as an author. If you have already registered then please log-in. Then follow the instructions for submitting a manuscript. In addition to uploading your files, you will be asked to confirm that you have completed the checklist shown at the end of these notes.

If you have difficulty in registering, logging in or making your submission please contact Nick Rushby (nick.rushby@conation-technologies.co.uk)

8. ORCID

ORCID provides an identifier for individuals to use with their name as they engage in research, scholarship, and innovation activities. The organisation provides open tools that enable transparent and trustworthy connections between researchers, their contributions, and affiliations. This service is provided to help people find information and to simplify reporting and analysis. ORCID's vision is a world where all who participate in research, scholarship, and innovation are uniquely identified and connected to their contributions across disciplines, borders, and time.
Education & Self Development strongly recommends that all authors include their ORCID identifier when submitting their work to the Journal.

If you do not have an ORCID number then you can obtain one by visiting www.orcid.org. This explains ORCID in detail, and gives you the full instructions on getting your ID and 'claiming' your publications. If you apply for a Scopus Author ID, Scopus will then look at your ORCID data and - once you have given your permission - will transfer that data into your Scopus record.

9. Desk rejections

Many submissions are rejected because either:

- They are not within the Journal's scope (see page 1). We will try to suggest an alternative journal.
- They do not take us sufficiently far beyond what is already known about the topic.
- They only present evidence based on learners' or teachers' opinions,
- They lack a strong theoretical foundation and/or evidence of engagement with the relevant literature,
- They lack strong evidence of improvements in learning, cost effectiveness or efficiency, increased access and equity or other quality improvements,
- They do not add sufficiently to thinking and practice in the field,
- There is evidence of plagiarism - either text recycling (self plagiarism) or plagiarism from other authors.
- They are much too long, or
- The Russian or English is too poor for the reviewers and readers to understand it.

Your manuscript will be returned to you for revisions if:

- It does not include the required statement on potential conflict of interest or, in the case of empirical research, statement on open data and ethics.
- It does not conform to APA style,
- It is too long and we think it can be made acceptably shorter.

10. Reviewing

All articles are rigorously reviewed by at least two reviewers competent in the relevant field, using a double blind process, and the speed of publication of articles depends greatly on the authors' readiness to respond to the reviewers' comments.

Reviewers are under strict instructions to keep their comments confidential and not share them with anyone except the editors dealing with your submission. We will share the anonymised comments to the other reviewers of you work as part of the reviewer moderating process.

E&SD is published four times each year, and articles occasionally have to be carried over at the last minute because of space constraints, so it is normally not possible to say in advance in which issue a specific contribution will appear, even after it has been accepted for publication in a revised form.

11. Copyright

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12. Complaints

If you have a complaint about the way in which your submission has been handled please contact a member of the Editorial Council. Their names and addresses can be found on the Journal website at http://en.eandsdjournal.org/editor-groups/editorial-council/. The complaint will be investigated in accordance with the guidelines set out by the Committee on Publication Ethics (COPE).

Full details of the Journal's procedures for handling allegations of misconduct, complaints and appeals can be found in our Ethical Policy on the Journal website.

For clarity, the layout of a typical *E&SD* article is:

Title (in Russian *and* English)

Authors

(The authors should be listed in order of contribution to the paper. All authors take responsibility for their own contributions. Only include those authors who have made a substantive contribution; those who have made marginal contributions (for example, colleagues or supervisors who have reviewed draft of the work) should be named in an *Acknowledgments* paragraph after the conclusions.)

Authors' affiliations and brief biography. (You should include a short biography of the authors that gives a brief description of your position and research interests together with the address and email for correspondence about the article.)

Abstract (in Russian *and* English)

(about 100-200 words)

Keywords: (in Russian *and* English)

 Main body of the article, introduction etc, goes here

Acknowledgements

Statements on open data, ethics and conflict of interest

    a) A short paragraph stating where and under what conditions, your data can be accessed.
    b) A statement describing the ethical guidelines under which your research was carried out and the approval from the relevant institutional ethics committee. Alternatively, you need to state how you dealt with the issues of protecting your subjects, ensuring that they were not disadvantaged and how the data has been anonymised etc.
    c) A brief statement describing any potential conflict of interest in the work you are reporting here. Conflicts of interest are less common in learning technology than in, for example, life sciences where authors may have received funding from pharmaceutical companies. However, where the work reported deals with commercial products (for example, software developed for educational purposes), you should consider carefully whether there is any conflict of interest and make this clear at the beginning of the paper. If there is no conflict of interest, then please state that explicitly. If there is no conflict of interest, then please state that explicitly.

References (in Roman script)

Образование и Саморазвитие
Education and Self Development

Submission checklist

This list is to help you check that your submission is complete. It should **not** be included as part of your submission!

Have you included:

A covering letter to the Editor-in-Chief ☐

Your ORCID number ☐

The title (in both languages)   English ☐   Russian ☐

An abstract?   English ☐   Russian ☐

Keywords   English ☐   Russian ☐

A statement on potential conflict of interest? ☐

And if your submission is a report on empirical research, have you included:
A statement on open data? ☐

An ethical statement ☐

Is the list of authors complete and sufficient, have they all agreed to the submission of this paper to E&SD, and do they all take full responsibility for its contents? ☐

If English or Russian is not your first language, have you asked a native speaker (writer) to edit the submission for grammar and idiom? (see section 2 above) ☐

Have you included an address for correspondence? ☐

Is the total length close to our target of 6000 words? ☐

Is the submission original (see section 6 above)? ☐

Are the references set out in APA format (see section 7 above) ☐