



Australian Journal of Adult Learning

Notes for contributors

The *Australian Journal of Adult Learning* (AJAL) is concerned with the theory, research and practice of adult and community education and learning. AJAL aims to promote critical analysis and research in this field. While the prime focus is on Australia, the practice of adult education and learning is an international field and therefore papers relating to other countries and contexts are welcome.

Submission

Papers are to be submitted online via the AJAL submission area on the AJAL website: <http://www.ajal.net.au/peerreview>

Keywords

The paper should include up to six keywords, and have any author-identifying comments or references removed.

Referencing

Please adhere to APA 6 Referencing style prior to submitting your article as this will save time for editorial staff and reviewers and minimise the possibility of having the paper returned to authors prior to distribution to referees.

Here is a link to a useful guide:

http://guides.lib.monash.edu/ld.php?content_id=12586146

Review process

AJAL use a **double-blind review process** for all articles and all articles must have at least 2 reviewers:

- The Editor evaluates the manuscript for scope, fit, quality, originality, and interest in the readership, etc. The manuscript may be rejected at this stage if it does not meet the criteria and remit for the journal.
- If the manuscript meets the remit and criteria of the journal, it is then sent out for external peer review.
- When the required number of reviews have been received (minimum two), the Editor will consider the experts' opinions and make an initial decision about whether to accept, reject or request a revision (minor or major revisions) to the draft paper.
- If the decision is for revision(s), the author will be given sufficient time to review the comments and recommendations and revise their manuscript.
- When submitting the revision(s), the author(s) should ensure that their revised manuscript appropriately addresses each of the reviewers' and/or Editors' points
- The revised manuscript will be re-evaluated by the Editor, who will then either make an immediate publication decision, or send the manuscript for further peer review. The editor(s) may request multiple manuscript revisions.



AJAL sections

AJAL publishes papers in two main sections:

Blind peer-reviewed articles that draw on research, historical examination and/or theoretical insights and contributions; and a non-refereed section, which aims to help practitioners reflect on their fields of practice, policy, improve teaching and learning and so on.

Articles submitted for the refereed section will be sent to two referees drawn from a pool of specialists in the field from Australia and overseas for blind peer-review (refer review process).

Feedback from the refereeing process will be returned to the authors via the AJAL online portal.

Non-refereed articles tend to be shorter and developmental.

Articles that are more appropriate for the refereed section will not be considered for the non-refereed section. Authors should indicate in which section they want their paper to appear.

Book reviews

In addition the Journal publishes book reviews, and from time to time special sections devoted to a theme or historical event.

Submission information

Refereed papers should generally not exceed 6,000–6,500 words in length.

Authors are also to submit, separately from the paper:

1. the title of the article (repeated), names(s) of the author(s) and your institutional affiliation(s);
2. an abstract of between 150-200 words;
3. a five-line biographical note on present position and any information of special relevance such as research interests;
4. complete contact details, including postal and email addresses, and telephone and fax numbers; and
5. a clear indication of whether you want your paper to be refereed (that is, blind peer reviewed by at least two specialist reviewers from Australia and/or overseas) – if there is no indication, the paper will be considered as a non-refereed contribution.

Any complex tables, figures and diagrams are to be supplied in camera-ready copy, in a separate file with an indication of the appropriate location in the text.

Authors are to follow the style outlined below.



Style

Footnotes should be avoided, however if they are used they should be included as Endnotes after the text and before the References.

AJAL uses Australian-English for spelling. That is, use centre and metre, not center and meter; organise and organisation not organize and organization; ageing not aging; program not programme; favour and labour not favor and labor, and so on.

Numbers in text should take the following forms: 300, 3,000, 30,000. Spell out numbers under 10 unless used with a unit of measure, e.g. nine pupils but 9 cm or 9 percent. For decimals, use the form 0.05, not .05.

In-text references should be indicated with the author(s), the year of publication and pagination, where necessary, in parentheses; for example, Jones (1998), or (Collins, 1999, p. 101). References are listed in full at the conclusion of the paper and after any Acknowledgements or Endnotes

Other information

Papers are accepted on the understanding that they are not being considered for publication elsewhere. Authors of main papers accepted for publication in the Journal will receive one copy of the Journal and five reprints of their paper. Other authors will receive two reprints of their contribution.

Brief research reports and book reviews (of approximately 800 words) relating to adult and community education are welcomed.

Some issues of the Journal are thematic. While papers published in a particular issue are not restricted to the theme, intending contributors are encouraged to submit papers on themes announced from time to time.

Contact

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