

Submitting a research paper

Please use the following guidelines when formatting your research paper for submission to the portal for peer assessment.

1. Use a sans serif font (Arial or Calibri) with 12pt body text.
2. Headings/subheadings 14pt
3. Ensure all references are checked and a bibliography is included (see Harvard Referencing guide)
4. Anonymise references to learners by changing the names and include a statement that qualifies that no learner's names have been used.
5. Upload as a pdf document
6. Complete the submission page: Title, Author/s, email of person submitting, Category (this will be a word defining your study i.e. Assessment, Autism, Behaviour, Lesson Planning, music Therapy). This allows those searching for papers on a specific topic easily search the database.
7. Write an abstract – This will be used by those searching for a relevant research paper to understand the key points of the research – keep the abstract to no more than 100 words.
8. Once submitted your paper will be peer reviewed by two independent peer reviewers. They will be assessing the paper on the following criteria;
 - a. It is well written, contains no spelling or grammatical errors and conforms to the format set out above (Acronyms are explained in full in the first instance of use).
 - b. The topic is clear and has relevance to the sector.
 - c. The study uses a defined methodology and analysis
 - d. Findings are supported by valid evidence and are clearly explained
 - e. References are accurate and the bibliography is clear and relevant to the study topic.
 - f. Appendices are clearly labelled and referenced in the text.
 - g. All learners' names are anonymised and a statement clearly explains this.