Title Here, Up to 12 Words

Authors, with Institutional Affiliation

(include an email for the corresponding author only)

Abstract. All articles submitted to *JETHE* for consideration should contain an abstract. The abstract should be one paragraph of between 150 and 250 words. It is not indented. All articles should also include 3-5 keywords, which can be added below.

Keywords: Add keywords here; up to 5.

Begin main text of the article here. All articles submitted for consideration in *JETHE* should include an opening section that articulates a clear purpose and demonstrates how and why the subject will be compelling to *JETHE*’s audience. Do not include an introduction heading to start this section. Your first heading level should come immediately after the introduction section of your article. Please follow all formatting guidelines listed below.

Note: This file can be used as a template for your article—in other words, you can copy and paste your text into this file and keep the banner, header, and footer. Styles for headings and body text have also been defined in this template.

# Author Guidelines

The *Journal of Effective Teaching in Higher Education* (*JETHE*) is an open access electronic peer-reviewed journal that advances the scholarship of teaching and learning (SoTL) focused on institutions of higher education. Theoretical explorations, evidence-based studies, and praxis submissions are welcome.

Generally published twice a year, the journal seeks to:

* Encourage critical conversations about SoTL from faculty members with international and/or interdisciplinary perspectives;
* Contribute to conversations about differences in effective teaching practices among institutional contexts, including traditional and non-traditional learning environments (i.e., online/hybrid models; interdisciplinary programs; heterogeneous student populations);
* Provide a forum for faculty and course instructors to reflect upon and share strategies, outcomes or projected outcomes, and recommendations resulting from their engagement with new, innovative, and/or re-envisioned teaching practices.

*JETHE* publishes two types of pieces: Regular articles and book reviews. **Regular articles** encourage critical conversations about SoTL, present research findings related to pedagogical studies, investigate relevant concepts or theories, and/or reflect upon and share strategies and recommendations related to innovative and revisioned teaching practices.

These manuscripts are between 3,000 and 6,000 words, including the abstract and references, and typically follow the general format of a research article (introduction, review of literature, methods, results or findings, discussion grounded in literature, implications for practice, and references).

**Book reviews** are shorter, limited to 750 words, and are generally solicited; however, publishers or review authors wishing to suggest a book for consideration, can email jethe@uncw.edu.

# Organizational Guidelines

While authors are encouraged to develop structure and content that best aligns with the focus of their respective projects, articles should generally include the sections outlined below. All articles submitted for review in *JETHE* must include implications or recommendations for practice as outlined in item (e) below.

a) Rationale for the exploration of the topic addressed in the article. What is compelling about this topic to the *JETHE* audience?

b) Review of relevant literature that informed the project. What other research or scholarly publications have informed the author(s) perspectives on the topics explore in the article?

c) Description of methods utilized to collect and analyze data, information, or perspectives that informed the author(s) discussion. How did the authors collect information for this project and what established protocols or processes guided the inquiry?

d) Discussion of what the author(s) learned during their examination of the topics explored in the article. How is what the authors learned relevant to effective teaching in higher education and how does it intersect with existing scholarship?

e) Implications and/or recommendations that can be applied to various contexts within higher education. What can the *JETHE* audience learn from this article that could be implemented in practice in various disciplines or fields?

APA Style Manual Guidelines to Follow

Authors should follow [APA 7th edition guidelines](https://apastyle.apa.org/style-grammar-guidelines) for the formatting of headings, in-text citations, references, tables, and figures. APA style provides for up to five heading levels, shown in the sections that follow. Note that the word Introduction should not be used as an initial heading. Appropriate headings should be used to help organize the manuscript and should follow APA Style Manual guidelines.

While heading levels include those listed below, most articles will use primarily 2 or 3 levels of headings.

**Formatting Requirements Essential for *JETHE*** (some deviation from APA)

* Body text should be left-aligned, single-spaced with double-spacing between paragraphs and headings as formatted below. Paragraphs should not be indented
* Six spaces/one line should be inserted above and below citations in References
* Typeface is MS Reference Sans Serif font size 11 throughout the paper with the exception of the title and author names and affiliations, which should be in 12-point font
* One space should be added after periods
* En dashes should be used for spans of numbers including page numbers in the References
* Bold should be used to add emphasis; italics should only be used for titles of works such as books or films
* Capitalization should only be used for proper nouns and as specifically required by APA style
* Commas should be used structurally
* DOIs are provided for all articles when available, and the URL version of DOIs are provided in place of the static DOI

**Examples of Formatting for Headings**

**Level 1: Centered, Bold, Title Case**

**Level 2: Left-Justified, Bold, Title Case**

***Level 3: Left-Justified, Bold Italic,* Title Case**

**Level 4: Indented, Bold, Italics, Title Case, and Add Period.**Text begins on the same line and continues as a regular paragraph.

*Level 5: Indented, Italics, Title Case, and Add Period.* Text begins on the same line and continues as a regular paragraph.

**Commitment to Inclusive Language**

Additionally, authors should use inclusive language in their manuscripts; that is, avoid language that could be construed as sexist, racist, or biased in other ways.

The third-person plural (they/their) can be used to refer to singular nouns as a generic pronoun as allowed by APA. This is preferable to the use of a combination of gendered pronouns like “he or she” for this purpose.

# Submitting an Article

*JETHE* uses an electronic submission and review process. Manuscripts should be submitted at https://jethe.org/index.php/jethe/about/submissions, where authors will be required to set up an online account in the PKP Publishing System. New authors can go directly to the registration site here: <https://jethe.org/index.php/jethe/user/register>.

Additional information and support for authors is also available on the [PKP School site](https://pkpschool.sfu.ca/courses/writing-for-publication/lessons/module-5-working-with-ojs/), which provides detailed instructions for authors to register and submit a manuscript to an OJS hosted journal. You can register for a free account with [PKP School](https://pkpschool.sfu.ca/register/) to access this and other tutorials.

Authors must format the paper according to this template. Submissions must also follow the style guidelines outlined in the *Publication Manual of the American Psychological Association* (APA), 7th edition.

**Submission Checklist**

As part of the submission process, authors are required to check off their submission's compliance with all of the following items, and submissions may be returned to authors that do not adhere to these guidelines.

* The submission has not been previously published, nor is it before another journal for consideration.
* The submission file is in OpenOffice or Microsoft Word document file format.
* Where available, URLs for the references have been provided.
* DOIs are provided for all articles when available, and the URL version of DOIs are provided in place of the static DOI.
* The text adheres to the formatting, stylistic, and bibliographic requirements outlined in the Author Guidelines and in this template.

**Peer Review**

All manuscripts are subject to double-blind peer review and are expected to meet the standards of academic excellence. If approved by the editorial team, submissions will be considered by peer reviewers, whose identities will remain anonymous to the authors. Please remove all content from your submissions that could identify you to reviewers, including authors' names, affiliations, and institutional references.

APA offers specific information related to the “Publication Process” for scholarly and research-based manuscripts. Please refer to *APA Publication Manual* (7th edition), before submitting a manuscript to *JETHE*.

**Supplemental and Copyrighted Materials**

All figures and tables should be incorporated into the submission where referenced. Figures and tables should be formatted according to the guidelines in the *Publication Manual of the American Psychological Association* (APA), 7th edition and should be referred to within the text of the article/review. Examples of a properly formatted table is available on page 4, while a properly formatted figure is available on page 5.

Authors are responsible for obtaining permission for any copyrighted material used in the manuscript, including illustrations. In addition, authors are expected to adhere to the standards for intellectual property rights and plagiarism and assume full responsibility for the content of their submissions.

**Conflicts of Interest**

Conflicts of interest occur when issues outside research could be reasonably perceived to affect the neutrality or objectivity of the work or its assessment. Authors must declare all potential interests, whether or not they actually had an influence, in a Conflicts of Interest section, which should explain why the interest may be a conflict. If there are none, the authors should insert the following statement in that section:

The author(s) declare(s) that there is no conflict of interest regarding the publication of this article.

Submitting authors are responsible for coauthors declaring their interests. Declared conflicts of interest will be considered by the editor and reviewers and included in the published article.

# Tables and Figures

**Table 1**

Table Title

| Column Head | Column Head | Column Head | Column Head | Column Head |
| --- | --- | --- | --- | --- |
| Row Head | 123 | 123 | 123 | 123 |
| Row Head | 456 | 456 | 456 | 456 |
| Row Head | 789 | 789 | 789 | 789 |
| Row Head | 123 | 123 | 123 | 123 |
| Row Head | 456 | 456 | 456 | 456 |
| Row Head | 789 | 789 | 789 | 789 |

Note: Insert tables in the text where referenced. Notes should be double spaced.

**Figure 1**

*Title of Figure*



*Note:* Include an explanatory note for figures. Notes should be double spaced.