**GUIDELINES FOR AUTHORS**

The following is a guide for the Authors of the LJMU ASPIRE Journal.

This guide outlines the scope of the Journal, the submission process, as well as general formatting guides.

1. **Scope of Journal**

Authors are invited to submit manuscripts from any discipline, faculty or school, the only criterion being that research was conducted at LJMU. The LJMU INSPIRE Journal will not accept any manuscript for research conducted outside of LJMU.

The LJMU INSPIRE Journal is a yearly publication. Once articles have passed the peer review and copy-editing stages, they will be published online. Below is a list of the types of publications the LJMU INSPIRE Journal accepts:

* Original Articles
* Review Articles
* Conference reviews
* Exhibition reviews and critiques
* Interviews
* Book reviews

If authors want to submit a manuscript that does not fall within one of the above categories, they are welcome to contact the Editors with their questions and suggestions.

1. **For Authors – Submissions**
* Follow the journal’s deadlines (for submission, corrections and resubmission in case of conditional acceptance).
* Corresponding authors should provide an email address that will stay active for at least 6 months. You can provide either your LJMU email address or your personal one.
* Remove your name or personal details from any part of the submitted manuscript.
* Follow the style guide on the submission checklist.
* All Original Research Articles and Review Articles should include an abstract of no more than 200 words.
* **Supervised projects**: Students submitting research conducted under supervision should submit a formal declaration by their supervisor giving them permission to publish their research in the LJMU INSPIRE Journal.
* **Acknowledgements:** Supervisors should be acknowledged in the Acknowledgements section.
* **Ethics:** Any research that involves human or animal subjects, material or data must have received ethical approval as per the LJMU University Research Ethics Committee guidelines.
* **Submission of Assignments:** LJMU students who plan on submitting a previous essay/assignment from LJMU courses will need to format it according to the journal's template (see our submission page for information).
* **Plagiarism and referencing:** All sources used must be clearly cited in text. All sources cited within the main text must be listed at the end of the manuscript in alphabetical order. Authors need to ensure they follow the Harvard style. Students can visit [Cite Them Right](https://www.citethemrightonline.com/home) for information and tutorials on citation styles.
* **AI Policy -** See AI policy for specifics
1. **Manuscript Formats**

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| **Type** | **Description** | **Manuscript length** |
| **Original Research Articles** | * Paper based on own research at LJMU as part of a Master's degree or undergraduate coursework
* Includes an introduction, aim, methods, results, discussion and conclusion sections.
* Presents findings based on research questions
* Include tables and figures
 | 6000 |
| **Review Articles** | * Paper based on a review of literature based on a specific research question or topic.
* Includes an introduction, aim, methods, results, discussion and conclusion sections.
* Can include systematic scoping and general reviews
* Include tables and figures
 | 4000-5000 |
| **Conference Reviews** | * The purpose is to provide a short review of the relevance to the conference's scope, and the quality of the research sessions and papers, by specifically reflecting how the conference contributes to knowledge within that specific field.
* Review of a conference attended within the academic year as a LJMU student
* Include figures/photographs
 | 2000 |
| **Exhibition reviews and critiques** | * The purpose is to focus on providing a critical analysis of the exhibition, covering aspects like its purpose, visitor experience (layout, design, accessibility, audience), relevance (contextualisation, scholarship, aim), and overall effectiveness, as well as exhibition dates and location.
* Includes an introduction, description of exhibition, analysis and interpretations, critical evaluation, and conclusion sections.
* Include figures/photographs
 | 2000 |
| **Interviews** | * Can include interviews with academic staff or anyone else.
* Includes an introduction, aim, interview questions and answers, short discussion section, and conclusion.
* Ensure the interviewee has given informed consent for the interview
 | 1500 |
| **Book Reviews** | * Book reviews of books published in the last 2 years.
* Book reviews should consider: The intended audience for the book, the main ideas and major objectives of the book, scholarship and methods used in the book and the strength and weaknesses of the book within a particular field or body of literature.
 | 1000-1500 |

1. **Formatting guides**
* Manuscripts should be submitted in English and uploaded in Word format
* Do not include your name anywhere in the Word document, as the peer review process will be double blind (both author and peer reviewer are anonymous). Your name will be linked to the document in the submission system, which only the Editor will see
* Please note that all submissions will be subject to peer review to decide whether they are suitable for the journal. We also expect that submissions will not be under Figures, tables and photographs/pictures to accompany the main text are welcome. Figures/Photographs should be submitted separately, if possible, in colour and at a resolution of at least 150dpi (300dpi preferred), and not more than 20MB. Standard formats accepted are JPG, TIFF, PNG.

**5. Document Control**

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| --- | --- | --- | --- | --- | --- | --- |
| **Version** | **Date** | **Author** | **Reviewer** | **Approver** | **Change description** | **Status** |
| 0.1 | 01/05/2025 | Cherene de Bruyn | - | - | Initial draft created | - |
| 0.2 | 08/05/2025 | Cherene de Bruyn | - | - | Added Document Control & edited layout | Under Review |
| 1.0 | 09/05/2025 | Cherene de Bruyn | - | Sarah KlingbergSamatha Barker | Submitted with OJS setup | Approved |
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