

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 ASPIRE Journal will not accept any manuscript for research conducted outside of LJMU.

The LJMU ASPIRE 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 ASPIRE Journal accepts:

- Original Articles/Essays
- 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.

2. For Authors – Submissions

- Manuscripts should be submitted in English and uploaded in Word format. ASPIRE has an official Word Template that must not be used. It can be downloaded from the website directly (<https://openjournals.ljmu.ac.uk/LJMU-ASPIRE/about/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](#) for information and tutorials on citation styles.
- **AI Policy** - See AI policy for specifics

3. Formatting guides

- Manuscripts should be written in English (British 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.

4. Manuscript Formats

Type	Description	Manuscript length
Original Research Articles/Essays	<ul style="list-style-type: none"> • This category is for papers based on original research conducted at LJMU (master's and undergraduate), and can include dissertations, essays, reports and portfolios (or other works). • May include tables, figures, and other visual data representations. • Open to students from all faculties and designed to accommodate a wide range of research styles and formats. • Papers can be Descriptive/Narrative, Argumentative, Comparative or Experimental/Empirical. • This paper should at least include an introduction, a main body (divided into paragraphs with subheadings) and a conclusion. • Authors are encouraged to choose headings that best suit the nature of their research and could also, if appropriate, include headings such as Aim, Background, Methods, and Results. Authors are flexible to adapt the headings to their specific research field/topic/discipline. 	4000-6000

Review Articles	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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

5. Document Control

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 Klingberg Samatha Barker	Submitted with OJS setup	Approved