

Template for the LJMU ASPIRE Journal

How to Use This Template

The template details the sections that can be used in a manuscript. Note that each section has a corresponding style, which can be found in the “Styles” menu of Word. For any questions, please contact the editorial team (aspirejournal@ljmu.ac.uk).

Please refer to the Author guidelines for information regarding sections and manuscript formats for the different publication types. We use a double-blind review process. Use this template file and follow instructions to speed review and final editing.

For the submission

You must upload a Word file of your manuscript. When you upload your manuscript please use the following naming convention:

ASPIRE_PaperShortTitle.docx.

Do not include author names, addresses, or other form of identification.

Style guide

Use only the styles included in this file.

Font size for text: 12 pt

Font style: Times New Roman

Spacing: 1.5 spacing

Heading styles:

1. Heading

1.1. Subheading

1.1.1. Subheadings

Headings

Please use headings and subheadings that are appropriate for the type of manuscript you are submitting. 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

Lists

You may use “List Bullet,” or “List Number” styles for your lists.

List Bullet

- First bullet;
- Second bullet;
- Third bullet.

List Number

- 1) First item;

- 2) Second item;
- 3) Third item.

Tables and figures

Tables and figures should be in your docx file. If for any reason you need to provide separate image files, upload as “other files. Figures and tables should be placed in the main text near to the first time they are cited. All figures and tables should be cited in the main text as Figure 1, Table 1, etc.

Font size for table: 10 pt, Times New Roman

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.



Figure 1. This is a figure. Schemes follow the same formatting.



(a)



(b)

Figure 2. This is a figure. Schemes follow another format. If there are multiple panels, they should be listed as: (a) Description of what is contained in the first panel; (b) Description of what is contained in the second panel.

Table 1. This is a table. Tables should be placed in the main text near to the first time they are cited.

Title 1	Title 2	Title 3
entry 1	data	data
entry 2	data	data ¹

¹ Tables may have a footer.

Table 2. This is a table. Tables should be placed in the main text near to the first time they are cited.

Title 1	Title 2	Title 3	Title 4
entry 1 *	data	data	data
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	data	data	data
entry 2	data	data	data
	data	data	data
entry 3	data	data	data
	data	data	data
	data	data	data
	data	data	data
entry 4	data	data	data
	data	data	data

* Tables may have a footer.

Headers and Footers

Do not format or delete the Headers (LJMU and ASPIRE logos) or the Footers (Journal DOI and Page numbers). The editors will complete these sections once your manuscript passes the review stage.

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.

Books

Author(s) Last name, Initial(s). (Year) Title of book. Place of publication: Publisher.

Surname, Initial. (Year of publication) *Title*. Edition. Edited by Initial. Surname. Place of publication: Publisher. Series and volume number if relevant.

Book Chapters

Surname, Initial. (Year of publication) 'Title of chapter or section', in Initial. Surname (ed.) *Title of book*. Place of publication: Publisher, Page reference.

Journal Articles

Surname, Initial. (Year of publication) 'Title of article', *Title of Journal*, Issue information, Page range. Available at: DOI

Conference Papers

Surname, Initial. (Year of publication) 'Title of paper', *Title of conference: subtitle*, Location, Date of conference. Place of publication: Publisher. Page references. Available at: DOI or URL (Accessed: date).

Author(s) Last name, Initial(s). (Year) Title of paper. In: Title of conference, location, date(s) of conference. Place of publication: Publisher, pp. page numbers.

Newspaper Articles

Surname, Initial. (Year of publication) 'Title of article', *Title of Newspaper* (Edition), Day and month, Section and page reference.

Surname, Initial. (Year of publication) 'Title of article', *Title of Newspaper* (Edition), Day and month. Available at: DOI or URL (Accessed: date).

Magazine Articles

Surname, Initial. (Year of publication) 'Title of article', *Title of Magazine*, Issue information, Page reference.

Performances and Exhibitions

Title of exhibition (Year) [Exhibition]. Location. Dates of exhibition. Available at: URL (Accessed: date).

Artist (Year) *Title of exhibition* [Exhibition or Online exhibition]. Location. Dates of exhibition. Available at: URL (Accessed: date).

Photographs

Surname, Initial. (Year) *Title of photograph*. Available at: URL (Accessed: date).

Podcasts

Surname, Initial. (Year that the site was published/last updated) Title of podcast [Podcast]. Day/month of posted message. Available at: URL (Accessed: date).

Websites

Surname, Initial. (Year that the site was published/last updated) *Title of website*. Available at: URL (Accessed: date).

Surname, Initial. (Year that the page was published/last updated) *Title of web page*. Available at: URL (Accessed: date).

Final submission Process

Author and institution information will be gathered. Be sure that the authors are in the correct order. This information will be added to the manuscript after acceptance in order to preserve the double-blind process.

This section cannot be deleted. The manuscript template begins on the next page.

Type of the Paper (Article, Review, Communication, Conference Review etc.)

Title

Abstract

A single paragraph of about 100-200 words maximum.

Keywords: keyword 1; keyword 2; keyword 3 (List three to ten pertinent keywords specific to the article yet reasonably common within the subject discipline.)

1. Introduction

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3. Heading

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3.1. Subheading

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4. Conclusions

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Funding:

If projects were funded, include a sentence stating the “NAME OF FUNDER”, or if the project was not funded, delete this section.

Acknowledgements

Please also state what course (MODULE CODE & COURSE NAME - YEAR) this submission formed part of. For example: “This manuscript is adapted from a Portfolio/Assignment/Essay that was originally submitted for 123MOL567LJMU – Writing Course, 2024/2025”

References

Include a reference list using Harvard style referencing. Delete this sentence when entering your references.

The appendix is an optional section that can contain details and data supplemental to the main text. Delete is not needed.

Appendix A

All appendix sections must be cited in the main text. In the appendices, Figures, Tables, etc. should be labelled starting with “A”—e.g., Figure A1, Figure A2, etc.

Table A1. This is a table caption.

Title 1	Title 2	Title 3
entry 1	data	data
entry 2	data	data ¹