Queens' Journal of Interdisciplinary Research and Development

Author Information Pack

1. Journal Description

Journal **Interdisciplinary Research and Development** is a multidisciplinary international journal for all those concerned with equity in sciences and sustainable development. The journal's contents reveal its integrative approach including original research articles, discussion of research notes, short communications, and critical book/article reviews. Manuscripts to be submitted in the journal are critically relevant to the advancement of theories, and body of knowledge/literature. The decision for the submission including accepting, rejecting, or revision is the results of double anonymized reviews by at least two expert referees.

1.1 Audience

Academics, researchers, and policymakers.

1.2 Editorial Board

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2. Guide for Author

2.1 Submission checklist

- All required files have been uploaded, with file names and proper description.

  Example: 1. Manuscript:

  - ☞ Including Keywords not more than 6 words,
  - ☞ Figures, (including titles and proper captions)
  - ☞ Tables (including titles, description, and sources)
  - ☞ Ensure all Figures and Tables citied in the correct place provided in the file
  - ☞ Specify clearly if color print is required including Figures and Tables.

  Example: 2. *Supplementary materials will be uploaded,* where applicable

- Author names and their affiliations should be provided. Please indicate the given name(s) and family name(s) of each author, with affiliation address and country, and the e-mail address of each author is also required.
- All authors must be listed in the order of their contribution before submitting their manuscript. No subsequent addition, deletion, or rearrangement of authors' names will be permitted after the manuscript has been accepted.
- One author should be designated as a corresponding author who will handle all the correspondence at all process of peer-reviewing, publication, and post-publication.
- The manuscript title is catchy, short, and informative, and often does not exceed 20 words.
- The abstract can be read as stand-alone text and often does not exceed 250 words.
- The manuscript file contains all essential elements though the order can vary: Title, Abstract, keywords, Introduction, Materials and Methods, Results, Discussion, Conclusion and Implications, References, and Figure and Table Captions, Acknowledgments, Conflict of interest, and short bibliography of all contributors.
- The manuscript text presents in good English (American or British language usage is accepted, but not a mix of).
- Manuscript text shall submit in an editable format (MS Word format), with font styles of Times New Roman, 12 font size, and 1.5 line spacing.
- The manuscript has consecutive line numbering. This is an essential peer review requirement.
- The manuscript file should be checked for ‘spelling’, and ‘grammar’.
- Authors are advised to check the manuscripts with software such as Turnitin, URKUND, iThenticate, and other plagiarism checker software before submission to ensure that the manuscripts do not include materials that already existing in the public domain. As a minimum, text similarity percentage should below 1% with any existing sources, with a total similarity of no more than 20%, but if in any doubt, please cite the sources including page numbers in the text and use quotation marks where it is appropriate.
- All references cited in the text should be mentioned in the References list, and vice versa.
- Authors have obtained the necessary written permission to use a copyrighted materials from third party, which shall include but is not limited to any proprietary text, illustration, figures, tables, or data.

- Authors advised to follow the journal guidelines, but a failure to comply with the guidelines, the editor will send back it for further revisions.
- All information contained in the manuscript and acquired during the peer-review process will not be shared without the authors' and editors' consent.
- Rejected manuscripts may resubmit, if the author/s make significant revision.

2.2 Initial submission

Submission to the Queens' Journal of Interdisciplinary Research and Development is via email.

2.3 Submission categories

2.3.1 Original Research Articles (approx. 10,000 words)

In this category, author/s can only submit full-length research articles that reports original findings and experimental procedures sufficiently. In addition to having specific implications for management and practice/policy in sciences and sustainable development, the full lengthen research articles should have bigger contribute to theoretical/methodological advancement. The total words no more than 10, 000 words including references, Figures, and Tables.

2.3.2 Critical Review Articles (approx. 10,000 words)

Queens' Journal of Interdisciplinary Research and Development (Q-JIRD) does not accept pure bibliometric studies or simple systematic literature reviews. Author/s of the paper; therefore, advised to submit a critically review scholarly articles which is current and the discussion, conclusion, and implications need to be developed from with a strong theoretical and empirical focus, where the literature is now and where it might develop theoretically/methodologically in the future. The total words no more than 10, 000 words including references, Figures, and Tables.

2.3.3 Case Study Report/Technical Note (approx. 6, 000 words)

The Q-JIRD publishes articles that report case studies/technical Note that carried out in a single location within the domain of sciences and sustainable development. Authors advised to sufficiently describe the new methods, techniques, or procedures how it differs from those currently in use. The case report can demonstrate the validity of and contribution to the further development of a theory/method/technique/procedure. Submission of this type does not exceed 6, 000 words.

2.3.4 Short Research Note (approx. 3,000 words)

The Q-JIRD encourages the submission of short research notes that report the results of small-scale study or investigation or reporting details of new models or testing hypotheses on a niche topic/concept within the scope of sciences and sustainable development. The research note should have a bigger contribution to knowledge/theoretical/methodological advancement beyond offering pure empirical evidence of a phenomenon. A short research note often does not exceed 3, 000 words.

2.4 Manuscript Structure

The Journal has no strict formatting requirements, but it is important that all manuscripts be well-organized and concise, and should include all the essential elements needed to convey the scientific quality/soundness of the content in clearly defined sections: Cover page (title, authors name, with affiliation address, and contacts, abstract, keywords), Introduction, Materials and methods, Results and Discussion, Conclusions and/or Implication or recommendations, Figures and Tables with captions, Acknowledgments, Conflict of interest, Short bibliography of all contributors, References, and any Supplementary material, where applicable.

2.4.1 Title

The title should be concise, brief, and informative. The title is preferably does not exceed more than 20 words, and the first letter of each word must be capitalized and avoid any abbreviation in the title. It is important to keep in mind that title is often used in information-retrieval systems and therefore the choice of title impact how easily readers can discover the published research. The title page should include the authors' full names and their affiliations, the name of the corresponding author along with E-mail, Fax, and Phone number, and P.O.Box address.

2.4.2 Abbreviations/acronyms/symbols

All abbreviations/acronyms should be defined at first use.

2.4.3 Abstract

A concise and self-explanatory abstract is required. The abstract briefly state the title and its background, statement of the problem, and objective of the research. Basic research methods, experiments, and research data are indicated in the abstract. The abstract also points out the major findings, conclusion, and implications. Because an abstract is encouraged to present separately from the main body of manuscript, it should be present read as stand-alone text; therefore, authors keep this in mind when writing the abstract. Avoid all references and non-standard or uncommon

abbreviations, but abbreviations which are essential should be defined at their first mention in the abstract itself, and only standard nomenclature is used. The abstract should not be exceed 250 words.

2.4.4 Keywords

The abstract should be followed by a maximum of 4-8 keywords for indexing purpose. They should be left justified and written in alphabetical order, and avoid general and plural terms and multiple concepts (avoid, for example, 'and', 'of').

2.4.5 Introduction

Following a general to specific writing tone, the introduction provides adequate background information, provide a clear statement of the problem, state the objectives of the current study in light of previous findings, and state the proposed approach or solution; while avoiding a detailed literature review.

2.4.6 Literature Review

An empirical and theoretical section should extend by reviewing most recent literature but not repeat the background information discussed in the introduction. The literature review can lay the foundation for further discussion of the results.

2.4.7 Materials and Methods

The Materials and Methods should be provided sufficient detail to explain the research approach and paradigm, experiment or the study design presented. The procedures, methods or tools used in data collection and statistical analysis and tools should be adequately described. More importantly, authors encouraged to describe in detail the new procedures and methods, or important modifications of the previous published procedures; while previously published methods need to be cited.

2.4.8 Results and Discussion

The results section need to present with clarity and precision. Results should be explained by cross referencing between text, tables and figures, and the statistical significance of the result. The discussion presents to interpret the findings and implications of the results obtained just in comparison with most recent past studies. A discussion should explore the significance of the results of the study but not just repeat them. A separate results and discussion section is often appropriate but still authors can present together, with appropriate writing tone.

2.4.9 Conclusions and Implications

Conclusion is the reasonable extension of the results, and state the contribution of the findings to the body of knowledge/literature and methodological advancement. The main conclusion(s) of the study may be presented in a short conclusion section, as a stand-alone section or in form of a subsection of the discussion or results and discussion section. The recommendation indicates empirical/theory/policy, or management implications of the study. Study' methods and findings need to be thoroughly scrutinized and from them a decision on the best direction for future study is made.

2.4.10 Figure captions

Figures caption should be typed in numerical order, and should be self-contained and consist of a brief title and a concise description of the illustration. Graphics should be prepared using applications capable of generating high resolution GIF, TIFF, JPEG or PowerPoint before pasting in the Microsoft Word manuscript file.

2.4.11Tables

Authors are not advised to have many Tables in the manuscript. Tables should be designed to be self-explanatory and simple. Table captions should be numbered consecutively in accordance with their appearance in the text. All Tables should be presented in editable text, not as image. Tables should be self-explanatory without reference to the text. Authors should keep in mind that the same data should not be presented in both Table and Graph form in the text. Authors often recommend to provide Tables within the manuscript file where applicable.

2.4.12 Mathematical Equations

Authors make ensure that all mathematical equations are submitted in an editable format, not as images. The equation should present in simple formulae in the line of normal text, where possible, and all variables in the formulae should be presented in italics form. Equations that have to be displayed separately from the text and should be number consecutively.

2.4.13 Acknowledgements

It is important to duly acknowledge all sources of research funding, as required by research funder. Authors need collate all acknowledgements in a separate section at the end of the article, before the references.

2.4.14 Conflict of Interest

All necessary declarations should be made, as well as any conflict of interest should be stated. Especially, any financial and personal relationships that the authors may have with other people or organizations that could inappropriately bias their scholarly works should be disclosed. Authors should ensure that they are responsible for any conflict of interest that may arise.

2.4.15 References

There are no austere requirements on reference formatting at initial submission of the manuscripts, as long as the style is consistent; however, authors are highly encourage to use APA referencing and citation styles, with the inclusion of DOIs, or URL to ensure references are citable and discoverable. In the references, where applicable, author name(s), journal title/book title, chapter title/article title, year of publication, volume number and issues/book chapter, pagination and the DOI, or URL should be included. In Q-JIRD, APA reference style will be applied to the accepted article at the proof stage, and any missing data such as volume number, issue number, or page number, will be highlighted at the proof stage for authors to correct.

In Text Citation

Authors should ensure that every reference cited in the text is also present in the reference list, and vice versa. In the text, references are citing using the last name of the author/s (or editor/s) followed by the year of publication. Examples of citation in the text: Dorchies (1978) or (Dorchies, 1978), Goff and Horst (1997), Caroline *et al*. (2004) or (Caroline *et al*., 2004), Getachew (2008a) or (Getachew, 2008a), Getachew (2008b) or (Getachew, 2008b). If a work has three (3), four (4) or five (5) authors, cite all authors should be cited in the first time, and from then on cite only the last name of the first author followed by the words et al. (i.e., 'et al.' is Latin for 'and others'). If a work has six (6) or more authors, only the last name of the first author is cited followed by et al., and year of publications. Similarly, there are eight (8) or more authors, only the last name of the first author is cited followed by 'et al.', but in the reference list, the first six (6) authors' names should be included followed by ellipsis points (...) before including the last author's name. The names of groups, as authors, e.g., corporations, associations, or government agencies, are spelled out in the first citation, and shortened/abbreviated subsequently. In case of secondary sources cited by another author, it is important to acknowledge the source you have read, showing it is a secondary source, but encourage to read and use the original material. Therefore, in the text

citation, use the words “as cited in” to indicate this is a secondary source, for example, (Fawcett, 2008, as cited in Polit & Beck, 2010).

The reference list

All references or information sources cited in any written work (i.e. full length original articles, critical review articles, and research notes , etc.) should be listed in a reference list on a separate page at the end of the manuscript, headed as ‘References’. It is critical to provide all the details of reference list that necessary for the reader and/or marking the sources to locate and retrieve any information from the cited references. Authors need to know that providing an accurate and properly constructed reference list increases the credibility of the manuscript and the sources cited. Reference lists can be entered either manually or automatically using Crossref, Mendeley, Zotero, and etc.

Examples of APA referencing styles

Book – author

Collier, A. (2008). *The world of tourism and travel*. Rosedale, New Zealand: Pearson Education New Zealand.

Book- Editor

Aspinall, V. (Ed.). (2014). *Clinical procedures in veterinary nursing* (3rd ed.). Edinburgh, Scotland: Elsevier

Chapter in an edited book

Palmer, F. (2007). Treaty principles and Maori sport: Contemporary issues. In C. Collins & S. Jackson (Eds.), *Sport in Aotearoa/New Zealand society* (2nd ed., pp. 307-334). South Melbourne, Australia: Thomson.

E-book, including Safari, Google… etc. books

Sadun, E., Grothaus, M., & Sande, S. (2011). *Taking your iPad 2 to the max* (2nd ed.) [e-book]. Retrieved from http://books.google.co.nz

Serial/journal article (print)

Gabbett, T., Jenkins, D., & Abernethy, B. (2010). Physical collisions and injury during professional rugby league skills training. *Journal of Science and Medicine in Sport*, *13*(6), 578-583, including DOI, if it is available.

Serial/journal article (online from a database – e.g. EBSCO, Scopus, Web of Sciences, Springer, Wiley, or Newztext)

Marshall, M., Carter, B., Rose, K., & Brotherton, A. (2009). Living with type 1 diabetes: Perceptions of children and their parents. *Journal of Clinical Nursing*, *18*(12), 1703-1710. Retrieved from http://www.wiley.com/bw/journal.asp?ref=0962-1067 **or**
Gabbett, T., Jenkins, D., & Abernethy, B. (2010). Physical collisions and injury during professional rugby league skills training. *Journal of Science and Medicine in Sport*, 13(6), 578-583. http://doi.org/10.1016/j.jsams.2010.03.007

Internet sources-No author, No date

Pet therapy. (n.d.). Retrieved from http://www.holisticonline.com/stress/stress_pet-therapy.htm

Internet sources-Organization, as a corporate author

Ministry of Health. (2021). COVID-19*: Information for the public*. Retrieved from http://www.health.govt.nz/

Conference Paper (print)

Williams, J., & Seary, K. (2010). Bridging the divide: Scaffolding the learning experiences of the mature age student. In J. Terrell (Ed.), *Making the links: Learning, teaching and high quality student outcomes*. Proceedings of the 9th Conference of the New Zealand Association of Bridging Educators (pp. 104-116). Wellington, New Zealand.

Conference paper (online)

Cannan, J. (2008). Using practice based learning at a dual-sector tertiary institution: A discussion of current practice. In R. K. Coll, & K. Hoskyn (Eds.), *Working together: Putting the cooperative into cooperative education.* Conference proceedings of the New Zealand Association for Cooperative Education, New Plymouth, New Zealand. Retrieved from http://www.nzace.ac.nz/conferences/papers/Proceedings_2008.pdf

Thesis (print)

Abebe, S. (2021). Style strategies (Master's thesis). School of Social Science, Madda Walabu University, Ethiopia.

Thesis (Online)

Abebe, S. (2010). Vision and expertise for active learning methods in tourism and hospitality management sport (Doctoral dissertation, Madda Walabu University, Bale Robe, Ethiopia). Retrieved from http://mwu.edu.et/1959.4/44704

3. Peer-review process

Q-JIRD operates a double blind or anonymized review process which means all the information that identifies the authors are concealed from the reviewers, and vice versa. Therefore, authors

asked to submit separate files of: 1) title page (with author details), including the title, author's affiliations, acknowledgments, and any declaration of statement, and a complete address for the corresponding author including email address; and 2) anonymized manuscript (without author's details), including title, abstract, and main body of the manuscript. The Editor-in-Chief, or Associate Editor-in-Chief, or the Section Editor with relevant expertise will then be assigned for handling the peer-review process. All the manuscripts submitted will be initially desk review by the editors for suitability for the journal within the first three (3) days after submission. In discussion with editorial team, assigned Editors may reject manuscripts that they are not suitable for the journal and they deem highly unlikely to pass peer-review without further consultation. However, manuscripts that deemed suitable are typically sent to at least two independent expert reviewers to assess the scientific quality/soundness of the full research article, reviews, or case studies. Therefore, Editor makes the final decision regarding acceptance or rejection of the manuscripts.

3.1 Decisions

Once the manuscripts have been referred by the peer reviewers, based on the review report, the editor will make three possible decisions: 1) **Accept**, if the manuscript satisfies all journal publication criteria); 2) **Invitation to Revision**, if more work is required. In this case, editor will invite authors to revise and resubmit the manuscript within 4 weeks after receiving the notification from the editor but it depends on the comments given; and 3) **Reject**, if the manuscript fails to satisfy key criteria and it is highly unlikely that further work can address its shortcomings.

3.2 Revisions

If the manuscript has been refereed and the editor invites author to resubmit a revised version of the manuscript, it is critical to consider all editor's and reviewers' comments. If authors are able to suitably address these comments, the editor ask the author to submit a response to each comment alongside the revised manuscript. The revised manuscript and author's responses to the comments and criticisms will be assessed by original editor, and whenever possible and, if required, editor will often ask the original peer-reviewers to check the manuscript again whether if their concerns have been addressed or not. The revision of the manuscript may go with many rounds until it is revised in accepted form. Therefore, authors are advised to either outline how the criticism was addressed in the revised manuscript or provide a rebuttal to the criticism. This makes it easier for

editors and reviewers to evaluate authors' revised manuscript, and may look like the example below.

Table 1: Sample templates of author's response to reviewers' comment

Reviewers' comment	Author' responses	Page
Comment#1_____	_____ ---------- -.	---------- --------
Comment #2: ---------- ---------- -	---------- ---------- ---	---------- ---------- --------

4. After Acceptance

4.1 Online Proof Correction

The corresponding author will receive a notification through a registered e-mail with a link to our online proofing system, which lets you annotate and correct proofs online. If preferred, authors can get the PDF Version through the registered email and annotate and upload the corrections. Authors can check the typesetting, editing, completeness and correctness of the text, tables and figures, citation, and references lists, and answer queries that arose during the production of the article by copy editor. All instructions for proofing are provided either on the online proofing site help pages or instruction will be given to authors through their emails on how to proof their accepted articles before final publication. To ensure a fast publication process of the accepted article, the editorial team, most importantly, the production section kindly ask authors to send back their proof corrections within 2 days. Once, the proof has been accepted, the article get published within one (1) week, and will available online as soon as possible then a Digital Object Identifier (DOI) is assigned to fully citable and searchable by title or author name(s). Therefore, it is important to know that proofreading is solely author's responsibility. Authors make sure that all

queries are properly answered and corrections are critically made before submitting the final proof, but the editorial team or the publisher cannot give any guarantee of the inclusion of any subsequent corrections. However, upon request from authors who have changed their name, the publisher will update author names on published papers and publish a correction.

4.2 Open access Note

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Authors are not required to pay any publication fee or article processing fee.

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4.6 Ethics

Research reported in the manuscript has been conducted in an ethical and responsible manner, in full compliance with all relevant codes of experimentation and legislation. All studies which report on clinical trials on human or animals must have been conducted in accordance with national and international ethical standards.

4.7 Authorship

All persons, who have a reasonable contribution to the intellectual contents of the article and claim to authorship are named in the article as co-authors, but have not, fabricated or misappropriate anyone's identity and roles.

4.8 Reprint/author's right

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