

Clothing and Textiles Research Journal:

Guide for Authors and Reviewers, Modified for Educational Scholarship Manuscripts

Educational scholarship manuscripts sent to the Clothing and Textiles Research Journal should meet the highest expectations for quality in academic thought and writing. Reviewing a scholarly manuscript is a subjective task that should be approached in a holistic manner. Not every question that follows will be pertinent for a particular manuscript. Nor is it assumed that a reviewer will cover every question in preparing the review. The following guidelines are intended to assist authors and reviewers in developing an original, valid, and significant contribution to teaching and learning in clothing and textiles and to bring that scholarly work to publication in CTRJ.

Quality of Foundation

Conceptual: Is the purpose or objective of the manuscript explicit and is there a clear rationale for its importance?

Theoretical: Is the intellectual relevance of the manuscript presented? If appropriate, are theoretical or paradigmatic foundations clearly delineated?

Contextual: Is the context of the topic thoroughly presented? Are past contributions and contradictions noted and competing perspectives addressed? Is the literature review focused and selectively reported?

Quality of Method

Procedures: Are specific procedures clearly delineated? Can a reader replicate the procedure or activity? Are the procedures based on previously established pedagogy?

Ethical Standards: Has the material being reported been published elsewhere (policy of first disclosure)? Has credit been given for quotations or paraphrases of other sources or has plagiarism occurred? Is permission noted for the use of images or text subject to copyright laws? If human subjects were used, was Institutional Review Board (IRB) approval for the protection of human subjects obtained prior to initiation of the project? Has permission to use materials from other authors been obtained where such permission is required ?

NOTE: CTRJ policy requires that copyright permission be submitted along with the manuscript.

Quality of Content

Assessment/Evaluation: Is the assessment or evaluation of the project or activity clearly and logically presented? Are descriptions fully and concisely presented? Do the tables, figures, or appendices effectively support the findings or are they redundant to the text? Would further illustrations enhance the understanding or should any be combined or deleted?

Discussion: Is the discussion of the project and its application unambiguous, valid, and meaningful? If appropriate, does the author integrate and explain unexpected outcomes of the project or activity? Are possibilities for future application or refinement discussed?

References: Are citations thorough, complete, and appropriate to the study? Are any major references omitted? Are all citations in the text found in the Reference section and vice versa?

Quality of Presentation

Writing Style: Is the manuscript clearly and concisely written? Does the writing flow from sentence to sentence, paragraph to paragraph, and section to section? Are word choices vivid? Is overuse of the passive voice avoided? Is the first person used only where appropriate? Has sensitivity been shown in word choice and sentence construction to avoid bias? Is the writing both sufficiently sophisticated for an academic or professional audience and yet intelligible to an interested lay reader? Are sections of the manuscript labeled so as to clearly lead the reader through the study?

Grammar and Spelling: Is the manuscript written in standard American English? Are words spelled correctly?

NOTE TO REVIEWERS: It is not the reviewer's responsibility to edit the manuscript for grammar or spelling. However, if specific problems are noted (e.g., dangling modifiers, a consistently misspelled word), a reviewer should indicate them for the editors.

Editorial Style: Does the manuscript follow the sixth edition of the Publication Manual of the American Psychological Association (2010) for the references and manuscript preparation? Is the manuscript consistent with CTRJ format for abstract, key words, levels of headings, and captions for tables and figures?

NOTE TO REVIEWERS: It is not the reviewer's responsibility to edit the manuscript for editorial style. However, if specific reoccurring problems are noted, a reviewer should indicate them for the editors.

Peripherals: Do the title, abstract, and key words relate directly and concisely to the central point of the manuscript? Will key words be effective for indexing and retrieval, or can improvements be suggested? Does the abstract accurately reflect the content of the manuscript and is it understandable by itself, without reading the article? Are tables and figures clearly labeled? Have you included callouts for each table and figure within the main manuscript indicating the approximate location for each table and figure?

Is entire manuscript double spaced? Is entire manuscript, including main manuscript, references, tables, and figures 30 pages or less in length?

Quality of Contribution

Significance: Does the study clearly amplify, refine, or add to what is known? Is the study significantly different than what is already in publication, or does it only narrowly alter variables from a previous study?

Originality: Is the author original in approaching the issue? Is the manuscript on the "cutting edge"? Does the manuscript approach an old problem in a new and creative way?

Relevancy: Is the manuscript relevant to at least one segment of CTRJ readers, or would another journal be more appropriate? Does the manuscript fulfill the purposes of CTRJ, which are to (1)

strengthen the research base in clothing and textiles, (2) facilitate scholarly interchange, (3) demonstrate the interdisciplinary nature of the field, and (4) inspire further research?

As you use this guide, consider how it could be improved. Suggestions should be sent to the Editor or Associate Editors of CTRJ for transmission to the ITAA Publications Policy Committee.