The IEP Journal
Guidance for Authors and Contributors

Writing Style
We encourage an accessible writing style. We prefer to publish direct, clear and active speech relevant to a wider audience. Please avoid technical or other terminology or take time to explain it.

Content
Please avoid party political views unless there is an immediate and obvious bearing on the subject matter. Where you offer an opinion or judgement please be clear what is and is not supported by evidence. Promotion of projects or programmes should be reasonable, it is not enough to assert quality or success, and you should always declare any financial or professional interest in any organisation or activity your contribution might promote. The IEPJ does not want to interfere with authors’ work but will read contributions with the Journal’s aims in mind. We will contact authors about our thoughts or suggestions before publication.

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Fees
No fees are paid for publication nor are any due.

The costs including time and other resources for preparation of articles for publication is entirely the responsibility of the author.

Ethics
Authors must always confirm that the work is entirely theirs and original, other than where the work of others is explicitly cited or quoted. Authors who submit data-based analysis should ensure that the raw data used in their work is available for reasonable public access, with suitable confidentiality arrangements.

Individuals who have taken part in research, programmes of work, services or projects that are discussed or presented in articles for the IEPJ must not be identifiable in submitted works, unless the explicit permission of the individual has been given and recorded with their informed consent. Authors must disclose an interest, commercial or otherwise, relating to their submitted articles; and any source of funding for works referred to in their articles.
Articles

Title
The title should fit on a single line. A strap-line in body text typeface may be added on the line below.

Summary
A summary paragraph of a few clear sentences is helpful but not essential.

Length
Articles for publication should normally be between 500 and 1500 words. Please seek to editor’s agreement to text that falls outside these limits.

Sources
References to sources and other works are desirable but should be kept to an essential minimum that includes items accessible to the ordinary reader. References in footnotes or embedded in the text are acceptable.

Author
The author’s name and provenance (employer, company position, academic title and qualifications) should be added at the end.

Contact.
We would like to encourage both public and private discussion and encourage contributors to include an e-mail address for personal correspondence.

Letters
Letters should be of no more than 300 words length.

Published letters will conform to courteous discourse about matters of immediate concern to employability professionals.

The author’s name and provenance (employer, company position, academic title and qualifications) should be added at the end. They may be withheld from publication on request, but letters from anonymous sources will not be accepted.

We would like to encourage both public and private discussion and encourage contributors to include an e-mail address for personal correspondence.

Technical
Documents should be submitted electronically in Microsoft Word compatible file format.

Not locked for editing

Authors name and date of writing should be included in the file properties.

Images should be submitted electronically, be a minimum of 700px wide and in png or jpeg format.