

Asian Journal of Distance Education

<http://www.AsianJDE.org>

© 2002-2011 The Asian Society of Open and Distance Education
ISSN 1347-9008



Guidelines for Authors

Paul KAWACHI, & Ramesh C SHARMA
Editors of the Journal
Editor@AsianJDE.org

The Asian Journal of Distance Education publishes peer-reviewed articles and other information for researchers and others interested in open learning and distance education in Asia. Manuscripts are welcomed, and elicited, for any of the following Sections in each Issue ;
- Articles, Focus Reports, Work-in-Progress, Comments, Conference Reports, Book Reviews, Calendar, and e-Notes. These are described in turn, and further details are available from the Editor(s).

Author(s) should send their manuscript by email attachment to the Editor(s) at Editor@AsianJDE.org, or on any disk (CD, MO, Floppy, Flash-Memory), in Microsoft (MS) Word format for PC, or Word / Pages for Mac X, or in Rich-Text-Format (rtf), to any one of the Editors at the following addresses.

A Template is available for Authors whose Paper has been accepted, and this is available here at <http://www.AsianJDE.org/Template.doc> . Authors are especially advised to keep Figures and Tables to within a 7cm or 15cm width, in gif or jpg /jpeg format. Other formats such as tiff are also acceptable. Figures are usually built up by author(s) using drawing software with text boxes and so on – these components should be ‘group’ed to form a single image.

We request one hard-copy print-out to accompany the disk, or to follow after email. In some cases the hard-copy may be superfluous to needs, but in a few cases a hard-copy may facilitate early publication.

The email message and the attached file(s) should be within 2Mb. If larger than 2Mb then use compression software eg WinZip © (<http://www.WinZip.com>) or StuffIt © (Aladdin Systems <http://www.aladdinsys.com>).

In the email message, please clearly state the Author and email address to be used for editorial correspondence. In order to publish the manuscript, and disseminate the work to the widest possible readership, copyright must first be transferred to the Journal and the following statement by the Author(s) is recommended to be included in the email message and to accompany the hard-copy;

‘The author(s) hereby assign all copyright and other rights to the Journal. The author(s) assert that the manuscript is original, has not been published previously, and is not under consideration by any other publisher.’

Prospective Authors are reminded that it is their responsibility to obtain any rights to include content in their manuscript, and submission of any manuscript for consideration is taken to indicate that any such rights have been duly obtained. Mention of the same must be given in the manuscript, as required.

After publication, the Author(s) are permitted to use their article in part or in whole freely in their own educational contexts, and elsewhere only with prior permission in writing from the Journal, which will normally be granted provided mention is added to the effect that copyright is retained by the Journal. Author(s) are invited to contact the Editors for further advice and details. The Editors are happy to give advice to potential Authors concerning copyright. We are also happy to look at ideas or drafts to advise potential Authors prior to formal submission.

The List of Contents, and where possible Abstracts, of each Issue will be disseminated as widely as possible on internet-based services, in abstracting journals, and at conferences.

Manuscripts should be in English, typed single-spaced in Times New Roman 11-point font (with hard-copy on 209.90 x 296.69 mm A4 paper) with 30 mm right-margin, 30 mm left-margin, 20 mm top-margin, and 20 mm bottom-margin (with zero header and zero footer), in a two column format centred with each column 70 mm wide and a 10 mm space between the columns. Indicate any disclaimer or note of prior partial publication or adaptation clearly, and this will be added as a footnote on either the first or the final page. The text of the abstract is in single column format at 150 mm line width. Accordingly, Tables and Figures should fit within one column or may be spaced across both columns with a maximum width of 150 mm. Colours may be used, but the author(s) should try to limit their use to the standard cross-platform web-safe colours. Authors might like to restrict their use of colours to black-and-white which will be facsimile-and-printer-friendly – taking into kind consideration that some researchers may not have access to colour printers. Any photograph(s) (and if desired Figures) may be given in gif or jpg format. Writing style should follow where possible the most recent American Psychological Association (APA) (5th Edition 2002, ISBN 1 55798 810 2) format : for details see <http://www.apastyle.org/elecgeneral.html> , or contact their Order Department, American Psychological Association, P.O. Box 2710, Hyattsville, MD 20784, USA, or see previous Issues of this Journal for guidance. We have prepared a template <http://www.AsianJDE.org/Template.doc> as a guide for prospective authors. Authors are urged to fit their manuscript to this given template to promote timely publication. Articles, Focus Reports, Work-in-Progress, Comments, Conference Reports, Book Reviews, Calendar, and e-Notes are each in this same format.

The first page(s) should contain the Title, Author(s), and their respective current affiliation and country. Then a short running title within 40 character-spaces, postal address, telephone number, facsimile number, email address, and respective Uniform-Resource-Locators (URLs), and up to five key-words or key-terms for indexing, plus a short autobiographical description of the first Author and any other Authors if given within a total of 50 words. The Editor will hide the Author identification on the first page during blind review. No indication of the identity of the Author(s) should be on any other page. Blind review will be by two or more referees.

The title should be in title-case in Times New Roman 16-point Bold and centred. Authors are requested to limit the length of their title to within 70 character-spaces. The Author name(s), affiliation and country, and email address should be in 12-point Times New Roman and centred. As is often the case in Asia, the author's family surname (for referencing and indexing purposes) may be in a first position, final position or any middle position, and we adopt the model of CAPITALIZING the family surname to assist readers and indexing (see recent Papers for examples). First-order headings should be in 10-point upper-case with the first letter in 12-point upper-case. Second-order (and any third-order if necessary) headings should be in 12-point title-case. Text, any Table title(s), and any Figure caption(s) should also be 11-point. For line spaces between sections and around Tables or Figures see the template given. References are in 10-point Times New Roman.

For in-text citation, give the author(s) and year in parentheses within and at the end either of the clause or of the sentence – for example (Kawachi, 2002) for a single author, (Kawachi & Sharma, 2002) for two authors, and (Kawachi et al., 2002) for three or more authors. Give the author(s), year, and page number(s) similarly for each quotation immediately after the quotation – for example and taking note of the punctuation here ; It has been reported that “minorities may be uncomfortable” (Kawachi, 2003, p. 39). Quotations longer than two lines should be offset by an additional 5 mm left-margin. Any footnote(s) or endnote(s) should be numbered consecutively in order of occurrence. To assist readers, use of footnotes and endnotes is discouraged. Any abbreviation should at first occurrence be spelled out in full with the abbreviation in parentheses next to and immediately after it. Thereafter use only the abbreviation, except in the Conclusion where the full term may be used for clarity.

References are un-numbered and in alphabetic order by author(s), and then by year (earlier paper first). For same author(s) and year, use lower-case alphabet letters in order of in-text citation – for example (Kawachi, 2003a) for first citation, and (Kawachi, 2003b) for a second. And use the same order and same alphabet letter respectively in the References.

The following are general examples for writing references (drawn from the APA 5th edition, p. 223, with permission) ; -

Author, A.A., Author, B.B., & Author, C.C. (1994). Title of article. *Title of Periodical*, xx, xxx-xxx.

Author, A.A. (1994). *Title of work*. Location : Publisher.

Author, A.A., & Author, B.B. (1994). Title of chapter. In A. Editor, B. Editor, & C. Editor (Eds.), *Title of book* (pp. xxx-xxx). Location: Publisher.

Author, A.A., Author, B.B., & Author, C.C. (2000). Title of article. *Title of Periodical*, xx, xxx-xxx. Retrieved month day, year, from source.

Author, A.A. (2000). *Title of work*. Retrieved month day, year, from source.

Additionally references to electronic books and similar resources should indicate the version such as 'Kindle edition' after the publishers' name. There is a lack of consistent page numbering among electronic book publishers, and within a single user's copy if the user varies the font size for ease in reading. For accurate citation of quotations from electronic books, the Author should use ; Section 'title', paragraph 'number' (adding these ad hoc to assist finding the citation).

It is the responsibility of the Author(s) to ensure the accuracy of all given references.

The Journal may make editorial revisions without changing the meaning and without referring back to the Author(s), or may request the Author(s) to revise their manuscript. Generally, no proof-copy is sent to the Author(s) – unless specifically requested – and no off-prints, to keep time and costs to a minimum.

The Journal will try to publish appropriate Articles as soon as possible and communicate the date of publication as early as possible to the Author(s).

The Abstract and Author details are published online and a portable-document-format (pdf) version is available. A pdf version will be given to the first-named Author free of charge. Subscribers can obtain the full pdf version on request. The current subscription rate(s) are available by email from Office@AsianJDE.org.

These example references are drawn from the PUBLICATION MANUAL OF THE AMERICAN PSYCHOLOGICAL ASSOCIATION (p. 223), by American Psychological Association, 2001, Washington, DC: Author. Copyright 2001 by the American Psychological Association. Reproduced with permission. No further reproduction or distribution of this material is permitted without the written permission of the American Psychological Association.

Authors and Readers are advised that these sections suggested below are not presented in every Issue, although we set out with these intentions to include them.

ARTICLES :

The Article should be relevant to distance education in Asia. The suggested length is about 6000 words. However, the accepted number of words may be in the range 1000 ~ 10,000 words plus Tables, Figures and References, to accommodate a wide range of Articles to promote the editorial aim of openness and inclusivity. The Article should be structured – with an Abstract (of 200 ~ 400 words), Introduction, Methods, Results, Discussion, and Conclusion – as appropriate. The implications from the findings should be clearly given in the Discussion. The Discussion could include frank comparison and contrast of findings with other published findings, and suggested directions for potentially enlightening future research. The number of Tables, Figures, and of References should be appropriate to the content.

FOCUS REPORTS :

A Focus Report will normally be elicited by invitation from the Editors. The Focus Report should describe in case-study format the environment in one specific region (of any size, but bounded) or institutional context, within or of relevance to Asia. The number of words should

be 1000 ~ 3000 words. References are not essential, but Authors are urged to give relevant URLs. The aim is to introduce readers to insider aspects of interest that might otherwise remain unknown. Prospective Author(s) are invited to suggest topic(s) for future Focus Reports.

WORK-IN-PROGRESS :

The manuscript should set out as clearly as possible, with preliminary and expected findings, current work-in-progress, with a view to invite comment or collaboration from readers. Work-in-Progress should be within 500 words, and the number of References should be less than ten.

COMMENTS :

Comments are invited on any Article, Focus Report or Work-in-Progress previously published in the Journal. The Author(s) should be concise, and limit their Comments to within 500 words, and the number of References should be less than ten. The aim of this Comments Section is to provide a forum for feedback, interaction and discussion on aspects raised by any Article, Focus Report or Work-in-Progress previously published in the Journal, and this important Section is moderated by the Editors to provide and foster interaction.

CONFERENCE REPORTS :

Both solicited and un-solicited Conference Reports are invited. A Conference Report should be within 1000 words. Authors are encouraged to submit the Conference Report as early as possible after the event to facilitate timely publication. Please include the Uniform-Resource-Locator (URL) for the event, if possible, or an email address for readers to get further information.

BOOK REVIEWS :

Both solicited and un-solicited Book Reviews are invited. Potential reviewers could also contact the Editors for advice and a list of books for review that might be of interest. Book Reviews should be within 1000 words, and the number of References should be less than five.

CALENDAR :

Contributor(s) are invited to submit notice(s) of forthcoming event(s) and respective date(s) for a Calendar relevant to distance education in Asia. Please include the Uniform-Resource-Locator (URL) for the event, if possible, or an email address for readers to get further information.

e-NOTES :

This Section is for useful and interesting Uniform-Resource-Locators (URLs). Readers are encouraged to submit suggestions together with a short description of 10 ~ 200 words for inclusion here.

Editors

Paul KAWACHI, FRSA, EdD, MA ODE

Kawachi@AsianJDE.org

Institute of Open and Distance Education Research, Open University of China, 160

Fuxingmennei Dajie, Beijing 100031, China

Ramesh C SHARMA, PhD

Sharma@AsianJDE.org

Director, Institute of Distance and Continuing Education, University of Guyana, Georgetown,
Guyana, South America

For copyright / reproducing permission details, email : Office@AsianJDE.org