Guidelines for Authors

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General Information

The Tuning Journal for Higher Education is an international peer-reviewed electronic journal publishing in English original research studies and reviews in all aspects of outcome oriented, student centred learning at the third level. The submitted manuscript should not have been previously published in any form and must not be currently under consideration for publication elsewhere.

Manuscript Preparation

To expedite the review process, please format the manuscript as follows:

1. Prepare your manuscript as a single editable Microsoft Word or Open Office document with line numbering. The file should include the complete text, references, tables and figures. All revised manuscripts should again be sent as a single editable document.
2. Manuscripts should be written in English and include a 100-300 word abstract. The title page should include authors' affiliations plus the email address of a single corresponding author. The Chicago Manual of Style (CMS) should be used as a reference for manuscript preparation (www.chicagomanualofstyle. org/home.html)
3. References, notes and bibliography:

   a) Authors are required to use the 'Notes and Bibliographies' system of the Chicago Manual of Style (http://www.chicagomanualofstyle.org/home.html) and not its 'Author-date' system.
   b) Note references should be numbered (superscript format) in the text and arranged numerically (in the order they appear in the text) at the bottom of each page (*Footnotes*).
   c) 'Notes' include complete bibliographic information when cited for the first time, unless such complete information is provided in the 'Bibliography' list.
   d) The 'Bibliography' lists all and only sources cited in the 'Notes' and provides complete reference information.
   e) Bibliography entries are arranged alphabetically by (first) author's last name.
   f) Microsoft Word (2010 and later) can be used with such software as "EndNote", "RefWorks", and "Reference Manager", to simplify the task of managing citations and references.

4. Please use the CMS "Footnotes" and not the CMS "Endnotes" style.

5. Authors are asked to provide not more than 10 keywords immediately following the Abstract.

6. Authors are reminded that it is their sole responsibility to ensure that the use of English in their manuscripts is 'British English' and that they can resort to professional editing services.

7. Please ensure all the characters and special characters in the text, tables, figure legends, footnotes and references are in a single typeface and point size — such as 12 pt Times New Roman. Once a manuscript is accepted, a copy editor will decide the typeface and size of the different elements of the article.

8. Please submit all figures or photographs as separate jpg or tif files with distinct characters and symbols at 500 dpi (dots per inch). Tables and equations should be in an editable rather than an image version. Tables must be edited either with Microsoft Word or Open Office. Equations must be edited with the appropriate Equation Editor. Tables, table captions, figures and figure captions should be appended after the 'Bibliography' section.

9. Type your manuscript single spaced. This will conserve paper and makes it easier for reviewers to handle.

10. Manuscripts should normally be between 5,000 and 12,000 words including notes, biography, references, captions and diagrams. Diagrams should be reckoned at the equivalent of 500 words if they occupy a full page and proportionately less if smaller. Longer articles require editorial approval.

11. Authors of manuscripts should each submit a biographical note of 150-200 words. The note must contain the following information:

    — Name
    — E-mail address
    — Affiliation
    — Current post
    — Relevant experience
    — Principle fields of research
    — Highest qualification

Online Submission

Manuscripts should be submitted online via the *Tuning Journal for Higher Education* online manuscript submission and review system at: http://www.tuningjournal.org/

Manuscripts will be processed using the Open Journal Systems software which allows authors to track the progress of their manuscript.

Authors are invited, in their covering email, to provide the names of three well-qualified reviewers. Current e-mail addresses must be provided for all suggested reviewers. They should also supply the email address of a single author who will act as corresponding author.

A copyright transfer agreement should be signed after acceptance but before publication.

Review Process

Manuscripts not conforming to journal guidelines will be returned to authors without evaluation. Manuscripts accepted for review will be handed to the Editor, or a member of the Editorial Advisory Panel, who will assign it to external reviewers. The Editor will prepare a decision letter based on the comments of the reviewers and the recommendation of the Advisory Editor, which will be sent to the corresponding author by email. It is our intention that all non-reviewed manuscripts will be sent back within 21 days and decision letters for manuscripts will be sent within 8 weeks of receipt.

Publication Cost

There is no publication cost.

More information and correspondence

More information is available at: http://www.tuningjournal.org/. Editorial correspondence should be sent to the Editor (Paul. D. Ryan, <paul.ryan@nuigalway.ie>) and or Managing Editor (Ladislas Bizimana, <ladislas.bizimana@deusto.es>). The mailing address is the following:

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