Paper Title:

	1	2	3	4	Comments
Is the topic of the paper relevant to the readership of the journal? Does the title reflect the key themes?					
Does the introduction set out a clear purpose, aims and structure?					
Does the paper contain reference to the relevant literature? Is there a clear discipline/ knowledge base which the author(s) draw upon?					.
Is the paper internally consistent in its research methods? (Philosophical research methods include acknowledging assumptions, critical thinking, logical argument, textual analysis etc.)					
Is the writing grammatically correct, stylistically appropriate, and inviting to the reader?					
Is there a conclusion that emphasizes the impact and significance of the work, as well as its implications for theory, practice, and future research?					
Does the paper meet the presentational standards of the journal in relation to format and referencing? (Please see attached Notes for Contributors)					

GENERAL FEEDBACK TO AUTHOR(S)

REFEREE'S RECOMMENDATIONS

	Accept with enthusiasm	Accept with minor amendments	Accept with major amendments	Reject
Please tick ONE of the options				

Guidelines for Contributors

Manuscript preparation

Manuscripts should be prepared using the house style described below. Manuscripts where the style has been insufficiently adhered to will be returned for amendment prior to review.

1. The manuscript should be prepared with Times New Roman 11 point, non-justified, font using Microsoft Word (or an application compatible with Word), accompanied by a statement that the text has not been published or submitted for publication elsewhere.

2. Articles should be between 4,000 and 8,000 words (max) including references (submissions exceeding this word limit will be returned for précis).

3. Articles should have an abstract not exceeding **100** words and five key words.

4. In addition, authors are invited to submit a short biography, not exceeding 50 words for a single author or 25 words each in the case of multiple authors.

5. An alphabetical list of references in APA7 format should appear at the end of the manuscript. All figures and tables should be original and be of a reproducible standard and included at an appropriate point in the text. Contributors are responsible for obtaining permission to reproduce copyright material, whether text or illustrations.

6. Manuscripts should be non-justified, single-spaced (including references) with 2.54 cm (1 inch) margins either side. Pages should be numbered consecutively in the bottom right of the document. Paragraphs should be indented by 5 spaces.

7. The first page of the manuscript should contain: (i) title of article; (ii) name(s) and institutional affiliation(s) of the author(s); and (iii) mailing address, e-mail address and telephone numbers of the author (or primary author, if more than one). At the foot of the page include your short biography.

8. A clear writing style should be used. Authors should avoid jargon and should define technical terms and acronyms when first used. Use non-discriminatory language and plurals rather than he/she.

Formatting Guidelines

The title of the paper should be in title case and **20pt. Times, bold** and centred (Heading 1)

- The names of the authors, their affiliations and addresses should be on a separate front sheet, together with a contact email for the main author.

- *Heading levels* within the text should be clearly indicated using type variation as follows. Numbers may also be used. Do not use more than three levels of heading.

    Heading 2 – 11 point Times, bold, one 11pt line space following, sentence case

    Heading 2 – 11 point Times, bold, italic, no space following, indented, sentence case

    Heading 3 – 11 point Times, italic, no space following, indented, sentence case

- *Standard academic paper format* should be followed, including the following sections:

    * *the title,* which should concisely and accurately reflect the subject matter;

    * *an abstract* (maximum 100 words) describing the importance of the research question, the methodology used and the contributions the article makes to theory and/or practice.

    * *an introduction* covering relevant background information;

    * *a methodology* section giving details of the way in which you conducted the research or carried out the investigation, in the case of a conceptual paper;

    * *the main body* of your paper (covering experimental work and results); and * *the discussions* and/or *conclusions*.

- **Quotations from the literature** should use double quotation marks, except for quotes within quotes, which should be single. Quotes of more than two lines should be displayed without quotation marks and indented by 5 spaces (i.e. to a narrower measure than the main text).

- **Respondent quotations** should be in italics and indented by 5 spaces if they are more than two lines in length. No quotation marks are necessary. But please use double quotation marks "" within the text for shorter quotes.

- **Titles for figures, tables and diagrams** should be included using ***Heading 2****,* as described above, and positioned underneath.