

Submission Guidelines 2022

Christian Teachers Journal

Dear potential contributor,

The *Christian Teachers Journal (CTJ)* has been an important resource for many years encouraging Christian educators to teach Christianly. Subscribership is principally in Australia, though there are a growing number of international subscribers. It is a journal primarily for K-12 teachers, but with consideration of the wider scope school community members. Articles are mainly given consideration by the editorial committee when written by educators in Christian education settings, and reflect a wholistic view of life, shaped by the biblical narrative.



Journal aims and Scope

The *Christian Teachers Journal* strives to publish quality written pieces that focus on Christianity in the context of education theory and practice. With an emphasis on providing practical ideas and resources to Christian teachers and leaders, the journal will publish written materials from a range of educational contexts and disciplines, including theological and pedagogical discussions, and empirical research. Possible areas of contribution may include but is not limited to: exploring the relationship of Christianity to education leadership or policy, teaching and learning, worldview, curriculum, or professional development.

Published articles are not required to reflect the personal beliefs of the editors or reviewers, but they will be expected to make a positive contribution to the academic understanding of the relationship between Christianity and Education, and be considerate of the beliefs and values of the National Institute for Christian Education.

Article Types

While not a peer-reviewed publication, contributions to *CTJ* will be reviewed by experienced classroom practitioners and academic staff within the editorial committee. *CTJ* welcomes contributions from both accomplished and aspiring writers, experienced and new educators. All articles considered for publication will have an integrated biblical perspective and be relevant to Christian education. The editorial team calls submissions ranging from academic research papers and feature articles, through to opinion pieces, theoretical articles, presentation of developments in curriculum, policy or best practice, satirical comment, and book reviews.

Target audience

The journal is principally aimed at Christian educators, though is also relevant for parents and board members of Christian schools. It is also a valuable resource for students who are studying education preservice, and at post graduate level, particularly with the National Institute, and considering serving in a Christian school. The journal is also of value to tertiary educators working in pre and post teacher education.

Manuscript Submission guidelines

It is important that potential contributors look to previous editions to become familiar with the style and tone of the journal. Please note there are some formatting changes to submission guidelines in 2022 that will reflect differences from the 2021 editions. Submissions should be made electronically in Microsoft Word format. Submissions should be addressed to the editor and sent to: ctj@cen.edu.au

Preparing your manuscript for submission

Formatting

- Manuscripts should be double-spaced in Arial font size 12.
- Provide a proposed article title followed by your name.
- Following the title, manuscripts should be accompanied by an abstract of approximately 100-120 words. An abstract is a succinct overview of the key ideas found in your submission.
- Manuscripts should use clear and appropriate headings to demarcate major themes/ideas in your paper (e.g. Introduction, Literature review, or Discussion or Conclusion).
- Please use single spacing after full stops.
- Gender neutral language should be used where possible and appropriate.
- Endnotes are generally not encouraged. Information important to the text should be included in the body of the text. However, if using endnotes, please ensure they are numbered serially, typed double-spaced, and placed at the end of the report/article. Please use only where necessary to keep endnotes to a minimum.
- Figures or tables generated outside Word (e.g. such as Excel, PowerPoint, JPG, TIFF and EPS) should be included on a separate page, with a guideline inserted (e.g. 'insert Table 1 about here') at the appropriate place in the manuscript.

Reference Style

- In-text and reference citation should be in accordance with the National Institute for Christian Education *Style Guide* which is based on the American Psychological Association (APA) style, 7th edition. Please refer to this guide when preparing your work to ensure your manuscript conforms to this reference style, including with regards to the treatment of biblical texts.

Supplementary material

- Please provide a separate autobiographical note of no more than 50 words (including qualifications, work experience and current educational setting) with your submission and ensure that a full mailing address and email is included. Please also provide a quality digital photo of yourself, preferably a clear 'headshot'.
- Document file names should be in the form: 'AUTHOR Title.doc' (e.g. 'BLOGGS Cultural Mandate for Christian Education.doc').
- CTJ welcomes Illustrations, images, and graphs, which should be supplied in the highest quality and in an electronic format that helps us to publish your article in the best way possible. Please follow the guidelines below to enable us to prepare your artwork for the printed issue:
 - *Format:* TIFF, JPEG: Common format for pictures (containing no text or graphs).
 - EPS: Preferred format for graphs and line art (retains quality when enlarging/zooming in).
 - *Placement:* Figures/charts and tables created in MS Word should be included in the main text rather than at the end of the document. Figures and other files created outside Word (i.e. Excel,

PowerPoint, JPG, TIFF and EPS) should be submitted separately. Please add a placeholder note in the running text (i.e. "[insert Figure 1 here.]").

- **Resolution:** Please prepare image files with a resolution of at least **300dpi**. Line art should be supplied with a minimum resolution of **800dpi**.
- **Colour:** Please note that images supplied in colour will be published in black and white in print (unless otherwise arranged). Therefore, it is important that you supply images that are comprehensible in black and white (i.e. by using colour with a distinctive pattern or dotted lines). The captions should reflect this by not using words indicating colour.
- **Referencing:** all non-original images must have reference details cited correctly

Specific contribution types and word length

Main articles

These will generally not exceed 2,500 words, but preferably will be between 1,500 and 2,000 words. Please be succinct.

Teacher resources

These submissions must be practical and could include: the sharing of teaching ideas, lesson plans, unit outlines, resources, innovations and insights from individuals and communities participating in Christian education.

Book reviews

Reviews may vary in length. 'Top Shelf' book review articles should include a short (100 words) introduction followed by five book reviews no more than 100 words per review. Longer, critical reviews should be between 800-1200 words. Reviews should contain the following:

Author Name, *Title: subtitle* (City: Publisher, Date) ISBN XXXXXXXXX, Paperback/hardback (as relevant), Number of pages.

Opinion pieces

Opinion articles should be between 700-1000 words. They may be serious, satirical/humorous. The editors are interested in provocative and insightful contributions. However, authors should take care to remain focussed on the issue being discussed and to critique ideas rather than personalities.

Letters and Feedback

Contributions, including letters and engagement with articles from previous issues are encouraged. These should generally not exceed 500 words. The writer's name and organisation are requested. Other items may include cartoons, poems, and other forms of art work.

Publishing Policies

Plagiarism

CJT takes issues of plagiarism and copyright infringement seriously. We will investigate any claims of plagiarism or misuse of published articles we become aware of. Submitted articles may also be checked with duplication-

testing software such as *Turnitin*. Where an article is found to have plagiarised other work or included third-party copyright material without permission or with insufficient acknowledgement, or where authorship of the article is contested, we reserve the right to take action including, but not limited to: publishing an erratum or corrigendum (correction); retracting the article (removing it from the journal); or taking up the matter with the head of department or dean of the author's institution and/or relevant educational bodies or societies.

Permissions

Authors are held responsible for obtaining permission from copyright holders for reproducing any illustrations, tables, figures of lengthy quotations previously published elsewhere.

Prior Publication

While CTJ encourages authors to submit original work, the journal may accept material if it has been previously published in another source. CTJ will do so only if provided appropriate permissions to reproduce material. Material of this nature must be clearly acknowledged by the author and original sources will be clearly and appropriately identified in the published CTJ article.

Acknowledgements and funding

CTJ encourages authors to acknowledge all non-authoring contributors to articles, including those who provide technical or general support. If relevant, please also acknowledge public, commercial or not-for profit funding sources for the material generated in your submission.

Contributor's publishing agreement

Before publication, *CTJ* will require the author, as the holder of the rights to the written material, to sign an author agreement, checking the file version of the article is ready for print. This agreement will mean that the author retains copyright of the work but grants *CTJ* the right to publish the piece in the agreed edition.

On acceptance and Publication

On submission of your manuscript, our *CTJ* production editor will keep you informed as to the progress of your article/submission throughout the production process. If the editorial committee agrees to publish your submission, you will be notified, and an allocated member of the editorial team will work closely with you to prepare your submission appropriately for publication as needed.

Once published, the editor will send you a complimentary copy of the journal edition (if you are not a regular individual subscriber) as well as a PDF version to your email address.

Thank you for taking the time to explore submitting your manuscript to our journal. We look forward to reading your submission.

Yours in commitment to Christian education,

Fiona Partridge

Editor, on behalf of the CTJ Editorial Committee

Dr Fiona Partridge Email: ctj@cen.edu.au