



WAVERLEY ABBEY COLLEGE

Journal

Article Submission Guidance for Authors

Introduction

Thank you for considering submitting an article to the Waverley Abbey College Journal. We hope the journal will become a useful resource and a place for creative, respectful discussion that furthers the work of God in people's lives. Whether you are new to publication or a seasoned author, we pray this will be a fruitful and rewarding experience.

Waverley Abbey College Journal invites the submission of scholarly work in the form of primary research, book reviews, theoretical, conceptual, critical literature reviews, systematic reviews, reflective and applied articles, that engage with or are based on a Christian perspective, relating to areas of practice such as; spiritual formation, counselling, psychotherapy, spiritual direction, pastoral care, and public leadership. Enquiries about the suitability of potential manuscripts can be made to the editor, Dr Janet Penny (editor@waverleyabbeycollege.ac.uk).

All manuscripts are blind peer reviewed by members of the editorial board. This means the editorial board members will consider manuscripts without knowing who the authors are. The journal is published biannually around March and September, and manuscripts can be submitted at any point in the year. Manuscripts will normally be published in the next available issue of the journal after peer review (unless there is a special edition issue dedicated to a particular theme).

Article Submission Process

Articles are submitted through the journal webpage on the [Waverley Abbey College \(WAC\) website](#).

The submission form asks for information like manuscript title, word length, key words. If you are submitting empirical research (whether qualitative, quantitative, or mixed methods), please include an abstract.

If the manuscript is the work of two or more authors, complete the details required for each author.

You can add up to eight keywords which will be used to help online search engines find your article. For example, in an article titled, 'An interpretative phenomenological analysis of clients' experiences of depression', the keywords could be; research, IPA, depression, counselling, interpretative, phenomenological, NHS (if the research took place in the NHS), etc.

Once you have submitted your article you will hear back from the editorial board within 4-6 weeks.

The manuscript will be distributed to the editorial board where it will be blind peer reviewed. The outcome of the editorial board will be one of three outcomes, which will be communicated to you via your email. The three possible outcomes are: acceptance of the manuscript, recommendations for amendments or decline.

If you receive recommendations for amendments, the editorial board will provide specific details on how the article can be amended for publication. In the unlikely event of your manuscript being declined, the editorial board will briefly indicate why.

Once you have made the suggested amendments, you can resubmit the manuscript through the website.

You will then be notified by the editorial board that your manuscript has been accepted for publication. Under normal circumstances, your manuscript will be included in the next available issue of the journal (unless the next issue is a special issue focusing on a single theme that your manuscript does not fit with).

Please feel free to contact the editorial board using the [journal email](#) if you are concerned your manuscript has been overlooked but do allow sufficient time for the panel to review your work.

Formatting

Word length: submissions should be at least 1,000 words and no more than 6,000 words long, excluding all references, tables, and other content, depending on the type of literature submitted. For example, book reviews may be shorter, e.g., between 1,000-2,000 words. Research, theoretical, conceptual, reflective, applied, and other articles are to be between 2,000-6,000 words in total.

In addition, the manuscript should include the article title, include an abstract if reporting original empirical research (qualitative, quantitative, or mixed methods), include the word length, have all pages numbered.

All tables, graphs and other visual content must be correctly titled, for example, with the table number and a brief descriptive title.

Include any references in the body of the script and have a list at the end. College Harvard referencing Guide should be used unless another discipline specific referencing system is adopted, but all referencing should be consistent throughout the article. If another referencing system has been used, please state this in your submission.

Further Guidance

Where possible, the submission should be free of any details that would identify you. It is recognised that this will not always be possible, for example, in the instance of autoethnographic work, organisational research or where identifying details are material to the written work.

Authors are responsible for ensuring that the direct quotes, ideas, research, and work of other authors are correctly and thoroughly referenced. Efforts must be made to ensure that there is no plagiarism, either directly by using others' writing without correct referencing, or indirectly by assuming the ideas of others as your own. Longer direct quotes or visual content that are not covered by copyright law can only be used with permission from the original author and this must be sought prior to submission. (For further information, see

<https://www.gov.uk/guidance/exceptions-to-copyright#non-commercial-research-and-private-study>).

Submissions that include empirical research must adhere to the WAC Research and Ethics Policy and Procedures or other relevant professional code of ethics. Particular attention is to be given to ensuring the anonymity of research participants.

If you have received funding to carry out research or funding to write the article, you must be transparent about that by including a brief note at the end of the manuscript stating who has funded the work.

Editorial Style Guidance

Currently, Waverley Abbey College Journal has no detailed in-house editorial style guide. However, it is recommended that authors adhere to the following:

It is normally expected that manuscripts will adhere to the WAC Harvard Referencing Guide, which prefers references included in the body of the script and minimal use of footnotes. However, if you are writing from a specific field of study that employs a different referencing tradition, you may opt to use that.

Do not use the definite article to precede 'Waverley Abbey College', i.e., write 'Waverley Abbey College' rather than 'the Waverley Abbey College'.

Avoid unnecessary capitalisation of words and ensure correct use of apostrophes.

All acronyms should be spelled out in full the first time they are used with the acronym in brackets. For example, 'The Cat and Dog Society (CDS) was established in 1954'.

Waverley Abbey College is creating an in-house style guide which will be made available on the website later in the 2021.

For further information concerning stylistic decisions, please consult guidance such as the British Psychological Society Style Guide for Authors and Editors, or the Oxford Guide to Plain English.

Hints and Tips

Think about your audience and make sure you are writing in a suitably academic style, avoiding slang, informality, sexist, racist or other exclusive language. Help the reader follow the flow of your line of thought or argument by using 'sign posting', that is, offer brief indications of what the article will cover or the next direction (e.g., the 'next section will critically discuss the findings of the research').

Write in prose, avoiding bullet points unless warranted. Also, avoid writing a series of brief paragraphs that read like a list but make a point and develop it with critical discussion etc.

Writing in the first person singular, 'I', is appropriate for some writing, e.g., in qualitative research, and the third person may be more appropriate for other types of submission. You are welcome to use either as appropriate.

It is often helpful to get someone to proof-read your work. Having written a piece, it can be hard to step back and spot the errors. Submissions that contain numerous typographical and grammatical errors will be returned for improvement before being fully reviewed and can be resubmitted with corrections. It is easy to miss errors so if there are *literally* one or two errors, these may simply be changed by the editorial board.

If you have any questions about submission, please make contact via the [journal email](#). We look forward to receiving your submission.

References

British Psychological Society (2018) *Style Guide for Authors and Editors*, [online]. Available at: <https://www.bps.org.uk/news-and-policy/bps-style-guide-authors-and-editors> (Accessed 13 January 2021).

Cutts, M. (2020) *Oxford Guide to Plain English*, Oxford: Oxford University Press.

Dr Janet E. Penny (Editor)
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