Guidance for Debates and Issues Submissions – FAQs

How do I know if the focus of my paper is appropriate for the Debates and Issues section of the IJCC?

Please send a 100 word abstract outlining the content of your paper to the D&I Editor Prof Alisoun Milne (a.j.milne@kent.ac.uk). If helpful you can send an idea for a paper or a group of papers too (before sending an abstract) but an 'accepted abstract' is required before an author embarks on writing a paper.

Do I need to use references in my paper?

Most D&I papers include a few references but not all. It is expected that where the author uses data or refers to policy or factual evidence a reference will be included. It is not necessary for generally available public information but for national or local information (where possible) references are helpful. You do need to reference your paper as per the journal style https://policypress.co.uk/journals/international-journal-of-care-and-caring#references.

Will the abstract I sent to the D&I Editor be published in the journal?

No, the abstract is for you and the Editor to be clear about the focus of your paper.

Are keywords required for my paper?

Yes. We would ask that you use five keywords at the start of your paper that relate to the topic you have chosen to write about.

Is the paper peer reviewed?

No, the paper is not peer reviewed and is not, in effect, an 'academic paper'. It will be reviewed by (usually) the D&I Editor and one of the other key function editors or a member of the Editorial Advisory Board.

How long is the turnaround between submission and publication?

The IJCC aims to publish three issues in 2017 beginning in March, and four issues per year from 2018 onwards. If your paper is accepted for publication, it will typically appear in the next issue planned for publication, subject to editorial review. You can typically expect a preliminary response from our editorial team within four to six weeks of initial submission.

Will changes be made to my paper?

The Editor is likely to suggest some changes to your paper and will send these to you. It is your responsibility to respond to these in a timely fashion. It is likely that 2 or 3 revised drafts of the paper will be required before it is accepted for publication. This is usual for all types of papers.

If English is not my first language is that a problem?

No. It is however important that the paper is written in accessible clear and coherent English. It is not the role of the Editor to rewrite a submitted paper. Where the paper needs work to bring it up to acceptable standard the Editor will return the paper to the author for them to make the appropriate changes. We may suggest that if English is not your first language then

you consult with a translation service. The journal is for worldwide distribution in the English language.

Is it possible that my paper could be rejected?

Yes, it is possible if the paper is ill written, is not an acceptable standard of English, does not address the issues the abstract claims it will or does not meet the guidance outlined for a D&I paper. It is however the intention of this section of the journal to be inclusive wherever possible and to encourage submissions from a wide range of contributors who do not necessarily have a record of writing papers for journals.

How much detail is needed about the national or regional context of my paper?

This is an international journal and as such all papers do need to provide relevant background information, to some degree. This may mean, for example, letting the readership know how many family carers there are in the country/region/state, the policy context and/or pay rates for care workers depending on the focus of your paper.

What about using local/national or culturally specific terminology?

Where terms are used that will not necessarily be understood by an international audience these will need to be explained or defined when first used in the paper.

Can I include tables, charts and/or figures?

Yes, by all means do so but these will need to be submitted to the Editor in a separate file for editing and typesetting purposes. Tables and charts should be submitted using a MS Word file. Images should be jpeg and adhere to the guidelines found on our website.

How do I submit my paper?

1. To begin with you should submit an abstract to the Debates and Issues Editor, Alisoun Milne (a.j.milne@kent.ac.uk) as above.
2. Once your abstract has been accepted and you have consulted the appropriate guidance, you should write your paper. You can contact Alisoun should you have any substantive queries or concerns during this process (not covered in the guidance or these FAQ's). She is happy to advise.
3. Once your paper is ready to be submitted (please ensure that your keywords and references are also complete), you need to use our online system - Editorial Manager. You will be sent instructions on how to use this system when your abstract is accepted.
4. Your paper will then be reviewed by the Debates and Issues Editor who will contact you within six weeks of initial submission with editorial/content suggestions. Once we are happy with the paper it will then be formally accepted.

We strongly encourage all authors to take advantage of our free Debates and Issues papers available online (http://www.ingentaconnect.com/contentone/tpp/ijcc) to get an idea of the tone, length, subject matter and quality of papers that we publish.