

## **Debates and Issues Submissions: Guidance**

The Debates and Issues (D&I) section is a unique feature of the *International Journal of Care and Caring* (IJCC): <http://policypress.co.uk/journals/international-journal-of-care-and-caring>.

This section is permanently free to access and open to contributions from a wide range of stakeholders. The section attracts contributions from practitioners, policy makers, carers and those working on, or interested in, care and carers' issues.

D&I articles should contribute to international sharing of ideas, expertise and experience between NGOs, policymakers, trade unions, employers, academics and others and will cover topics of interest to an international audience. Examples include articles that:

- highlight innovative policy or practice at the local, national or international level
- debate current, controversial issues or matters of concern
- focus on aspects of advocacy, identification, claims-making and contestation

### **Frequently asked Questions**

#### ***If I want to submit an article or group of articles what do I need to do?***

Before submitting a D&I contribution author(s) should send the D&I Editor a **100-word summary for a single article** or a **600-word proposal for a group of two or more articles**. Professor Alisoun Milne can be e-mailed on [a.j.milne@kent.ac.uk](mailto:a.j.milne@kent.ac.uk).

Alisoun is more than happy to discuss ideas about possible articles via e-mail before you write a summary.

#### ***Will the summary I sent to the D&I Editor be published in the journal?***

No, the summary is for you and the Editor to be clear about the focus of your articles(s). It is not published in the journal (usually).

#### ***Once the summary has been accepted what happens next?***

Authors should then prepare an article of between 1500 and 2500 words and submit it via Editorial Manager or send it to the D&I Editor Prof Alisoun Milne, [a.j.milne@kent.ac.uk](mailto:a.j.milne@kent.ac.uk).

A group of two to four articles should not add up to no more than 5000 words.

#### ***Are other types of articles published in the D&I section?***

Yes, we welcome rejoinders, or responses, to existing D&I articles. These should be of up to 1000 words in length and should be sent to the D&I Editor at [a.j.milne@kent.ac.uk](mailto:a.j.milne@kent.ac.uk). In some cases responders may be directed to the Social Media Editor.

#### ***Are keywords required?***

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

#### ***Is the article peer reviewed?***

No, the article is not peer reviewed; it is not an 'academic paper'. It will be reviewed by (usually) the D&I Editor, 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 is published four issues per year. Your article will be published in a timely manner. Due to a need for the Journal Editor to balance region, paper focus, range of authors and a

number of other considerations it is unlikely that the D&I Editor can commit to a specific timeline when your article is accepted. The exception to this is Special or Themed Issues.

### ***Will changes be made to my article?***

The Editor is likely to suggest some changes to your article 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 article will be required before it is accepted for publication. This is usual. This work is usually done via e-mail (until a final draft, see ***How do I submit my article?*** below).

### ***Do I need to use references?***

Most D&I articles include a few references: there is a maximum of 10. *For guidance on style and references:* <http://policypress.co.uk/journals/international-journal-of-care-and-caring#instructions-for-authors>

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

No. It is however important that the article is written in accessible clear and coherent English. It is not the role of the Editor to rewrite a submitted article. Where the article needs work to bring it up to acceptable standard the Editor will return it 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 article could be rejected?***

Yes, it is possible if the article is ill written, is not an acceptable standard of English, does not address the issues the summary claims it will or does not meet this guidance. 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 articles for journals.

### ***How much detail is needed about the national or regional context of my article?***

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 article. All references to money need to be made in relationship to US dollars i.e. please convert whatever currency you are referring into this currency.

### ***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.

### ***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 IJCC's website.

### ***What do I need to include in my article or group of articles?***

Contributions by a single author (or co-authors) should be structured to include: a short introduction setting the background and context for the points which follow; the information, perspective(s) or argument the author(s) wishes to cover, set out in clear, concise English in separate paragraphs; and a concluding discussion in which the author(s) summarises the main point they wish to make.

Debates between two or more authors may follow an alternating format, in which each responds, comments on, or adds to the previous author's arguments, observations or evidence. Two companion papers can work well e.g. a carer or care workers reflections on an experience accompanied by a professional's perspective on the issues raised.

Style and tone: It is important that articles are written in a style and tone that makes them accessible to a non-academic (policy makers, practitioners etc) audience whilst retaining academic coherence and credibility. As the journal's audience is international it is also pivotal that topics 'travel' and can be understood by readers from other countries and contexts.

We strongly encourage all authors to take advantage of our free Debates and Issues papers available online by browsing the issues of IJCC online at:

<https://www.ingentaconnect.com/content/tpp/ijcc> to get an idea of the tone, length, subject matter and range of papers that we publish.

***How do I submit my final article?***

Once the article(s) authors and the D&I Editor have agreed the article is final it will need to be submitted via Editorial Manager (EM) (the journal's on line editorial management system) when copyright will also be assigned. Guidance about how to use Editorial Manager will be provided if needed.

***Do I need to do anything else after that?***

Yes, once an article(s) have been submitted via EM it will be passed to Policy Press's copy editor for final corrections and subsequently returned to the author for proof-reading prior to publication. Authors must respond within the timescales indicated at this important stage.