

## Systemist® submission guidelines

Manuscripts should normally:

1. be prepared in **Microsoft® Word**. Times New Roman, 12 pitch, is the preferred font. A .pdf copy will be needed for initial submission.
2. be written in **English**. If English is not the author(s) first language or standard English is otherwise an issue, please consult the Editor for advice before engaging with expensive proof-reading services. British or American English are equally acceptable but must be used consistently.
3. be written in objective **third-person** point of view throughout (Use "the authors" or "the researchers" NOT "I" or "we") unless the context of the material requires otherwise, e.g. quotation from a participant in a case study, or a report from reflective practice.
4. **Originality of manuscripts**. Only ORIGINAL submissions will be accepted for publication. Manuscripts may not have been previously published or be submitted for publication elsewhere.
5. **Simultaneous submissions**. No manuscript may be submitted to more than one publication at the same time.
6. **Revised manuscripts**. The Systemist® will not publish a manuscript that is a "revised" version of a manuscript published elsewhere. In order to be considered original, a manuscript must be at least 80% new material with no more than 200 consecutive words (properly cited) repeated verbatim from any previously published work. An exception would be a paper previously presented at the UKSS Conference, in which case at least 20% of the content should be new material and a footnote should be added to the first page of the final copy, explaining this.
7. **Teaching notes**. If you are writing a case study then please provide supplemental teaching notes as a separate document from your manuscript. These notes will be provided to readers interested in adopting your work as course material.
8. **Plagiarism**. In common with all academic publications, the Society takes concerns of plagiarism very seriously. All manuscripts are checked for plagiarized passages using appropriate software prior to being sent for review. Please ensure that all information taken from outside sources is properly cited and that all thoughts are composed in your own words. All instances of plagiarism will be returned to the authors for correction immediately, and may be cause for removal of the manuscript from the publication.
9. **Titles**. Titles may be no longer than 100 characters. Subtitles, if included, may be no longer than 50 characters.
  - a. Note that all titles must be entered in title case. To put a title in title case, the first letter of each word should be capitalized unless that word is a preposition (position words such as "over," "with," or "between"), conjunction (connecting words such as "and" or "but"), or article ("a," "an," or "the"). The only exceptions to this rule are that the first word of the title or subtitle is always capitalized, even if it is an article, preposition, or conjunction.

- b. Titles may not be written in all capital letters (e.g., "CHAPTER TITLE" is incorrect; "Chapter Title" is correct)
10. **Images.** A manuscript may include no more than 20 figures. Any figures or tables that do not meet these minimum specifications will be returned to the author(s) for correction. All figures must be submitted as separate source files in .tif format. Please also note that it is the author's responsibility to obtain permission to use any image (or other material) currently under copyright by a third party.
  11. **Self-citation.** Researchers may need to cite their previously published works in order to communicate an idea effectively in their present manuscript. It is important that self-cited works are not so predominant in the reference list of the manuscript that the anonymity of the author is breached. Self-citations may be removed during the review process for the purpose of anonymity.
  12. **Equations.** If a symbol or equation can be typed directly into Microsoft Word, please do so. If this is not possible, please contact the editor for advice.
  13. **APA house style.** APA Style, 7<sup>th</sup> Edition, is suggested as appropriate. See <https://apastyle.apa.org/instructional-aids/reference-guide.pdf>

Manuscripts must be **anonymised** for submission. Where the author's previous publications appear in the reference list, steps should be taken to remove possible identifiers.

Submissions must include:

### **Title Page**

Please make sure your title is concise and informative.

You should include

- The name(s) of the author(s)
- The affiliation(s) of the author(s), i.e. institution and address
- A clear indication and an active e-mail address of the corresponding author
- Acknowledgments of people, grants, funds, etc. should be placed in a separate section on the title page. The names of funding organizations should be written in full.

Please note Large Language Models (LLMs), such as ChatGPT, do not currently satisfy our authorship criteria. An attribution of authorship carries with it accountability for the work, which cannot be effectively applied to LLMs. Use of an LLM should be properly documented in the Methods section (and if a Methods section is not available, in a suitable alternative part) of the manuscript.

### **Abstract**

Please provide an abstract of 150 to 250 words. The abstract should not contain any undefined abbreviations or unspecified references.

### **Keywords**

Please provide 4 to 6 keywords which can be used for indexing purposes.