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# Guidelines for Authors

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## I. GENERAL INFORMATION

### *Aims and scope*

Journal of Adult Learning, Knowledge and Innovation is a free Open Access journal. For Hungarian authors free Open Access publication is sponsored by ELTE and EISZ. The journal strives to be inclusive in scope by understanding and interpreting adult learning and knowledge construction at

the intersection of theory and practice, including formal, non-formal and informal learning contexts. It publishes empirical and theoretical papers that promote a problem-oriented, and/or a critical approach to research and scholarship, going beyond description of practice.

### **Contact**

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### *Submission of manuscripts and copyright issues*

Authors should submit their manuscripts using the online manuscript submission and peer review system, Open Journal System (OJS). Please, consult the following link when submitting a manuscript: <http://submit.akademiai.com/jalki>. Submission of a paper to *Journal of Adult Learning, Knowledge and Innovation* will be taken to imply that it represents original work not previously published (exceptions are conference abstracts and theses/dissertations) and it is not being considered elsewhere for publication. *Journal of Adult Learning, Knowledge and Innovation* is fully compliant with Creative Common Attribution licence. The copyright of the published materials is retained by the authors. All papers and published materials are freely accessible without subscription and can be uploaded into repositories. All published material can be freely reused if the original reference of the paper is properly cited. A copy of the License Agreement will be sent to the authors of the papers accepted for publication. Manuscripts will be processed only after receiving the signed copy of the statement.

Open Access policy of the journal includes the free and unrestricted self-archiving of the final published version of papers on the Author's webpage or on the Author's institutional repository with open or restricted access. When self-archiving or communicating a paper via e-mail, the Author should quote the correct citation and enclose a link to the published article ([http://dx.doi.org/\[DOI of the Article without brackets\]](http://dx.doi.org/[DOI of the Article without brackets])).

### *Review of the manuscripts*

Each paper will be read by at least two referees. Authors may request blind review. Authors requesting blind review should include a cover sheet, which shows the title of the manuscript, the authors' names and institutional affiliations. It is the authors' responsibility to see that the manuscript itself contains no clues to the authors' identity.

**Proofs:** Authors will receive proofs by e-mail for correction, which *must* be returned within 72 hours of receipt.

## II. PREPARATION OF THE MANUSCRIPTS

### *Types of manuscripts*

(1) *Full-length Reports* reporting original results of research within the field of adult learning and education.

A Full-length Report typically should not exceed 30–40.000 characters for the main body of the paper (i.e., excluding abstract, references, acknowledgments, tables and figures).

(2) *Review Articles* of specialized topics within the scope of the journal. Typically, these are systematic reviews or critical analyses of a field of research. A Review Article typically should not exceed 40,000 characters (i.e., excluding abstract, references, acknowledgments, tables and figures).

(3) *Book Reviews*. Books for review should be sent to the Editorial Office of the *Journal of Behavioral Addictions*. Books are received with the understanding that reviewers selected by the Editor-in-Chief write their independent critical appraisals of the book's content and presentation.

The journal does not publish Letters to the Editor.

#### *Manuscript submission requirements*

Manuscripts should be written in English and should be typed in double spacing with wide margins. Please upload one single main document edited and formatted according to the following instructions.

The **title page** should contain the title of the paper, a short running title, the name, the affiliation and the e-mail address of each author, and an indication of which author will be responsible for correspondence. All contact details (address with postal codes and countries, phone, FAX and E-mail) of the corresponding author are required. Abbreviations in the title should be avoided. Title page should also contain the date when the manuscript is submitted.

**Abstracts** should not exceed 250 words and should be presented on a separate sheet. Abstracts should be structured with specific sections describing the *background and aims, methods, results* and *conclusions*.

**Key words:** Abstracts should be accompanied by three to six key words or phrases that characterize the contents of the paper. These will be used for indexing and data retrieval purposes.

The **body of research reports** will generally include *introduction, methods, results* and *discussion* sections.

Further subheadings are acceptable. Review papers should also use section headings and subheadings. Sections should not be numbered. Please, avoid footnotes.

**Text headings:** All headings in the text should be set over to the left-hand margin, and the text should begin on the next line. Type first level (sectional) HEADINGS ALL IN CAPITALS. For second and third level headings, only the first letter of the first word should be a capital. Use **bold** letters for second level headings and *italic* for third level headings.

**References:** Style, statistical reporting, and reference citations should conform to the American Psychological Association's guidelines, from the *APA Publication Manual*, sixth edition. To conform with the *APA Publication Manual*, sixth edition, references should be alphabetized at the end of the manuscript text.

**Figures** should be numbered with consecutive Arabic numerals, have descriptive captions and be mentioned in the text. Figures should be kept at the end of the manuscript text (after references) and an approximate position for each should be indicated in the margin. It is the author's responsibility to obtain permission for any reproduction from other sources. Photographs should be submitted electronically in TIF or JPG format in separate files. Color figures submitted by the authors will appear in color on the web; however, the extra cost of color reproduction in the printed version must Guidelines for Authors be borne by the authors. Authors will receive information regarding the costs from the editor after acceptance of the article.

**Tables** should be clearly typed with double spacing. Number tables with consecutive Arabic numerals and give each a clear descriptive heading. Avoid the use of vertical rules in tables. Table notes should be typed below the table, designated by superior lower-case letters. Tables should be kept at the end of the manuscript text (after figures) and an approximate position for each table should be indicated in the text