

Hungarian Educational Research Journal

Guide for Authors

AIMS AND SCOPE

HERJ HUNGARIAN EDUCATIONAL RESEARCH JOURNAL is an academic journal focusing on contemporary ideas and themes in educational research. Its mission is to provide a forum for emerging researchers as well as established scholars to exchange their research results, views and opinions on education, educational policy and research. Working for this mission, HERJ advocates a world-wide comparative approach.

HERJ publishes thematic issues and book reviews four times a year (March, June, October, December). It welcomes proposals for new thematic issues as well as high quality theoretical and empirical studies.

EDITORIAL BOARD INFORMATION

HERJ was founded in 2011 by the *Hungarian Educational Research Association (Magyar Nevelés- és Oktatóskutatók Egyesülete)*. Before 2019 it had been published by [Debrecen University Press \(DUPress\)](#). Its current publisher is Akadémiai Kiadó, Budapest, Hungary.

EDITORIAL BOARD

HERJ is handled by an independent Editorial Board of autonomous scholars. Free from any external influence, they decide about the journal's policies in general, and – based on the outcome of a peer review – about the acceptance of papers in each concrete case. The names and affiliations of the Editorial Board members can be found on the [journal's web page](#).

CONTACT

In case of any query, please, feel free to contact: herj@ppk.elte.hu.

ADDRESS OF THE EDITORIAL OFFICE

[Dr. Anikó Fehérvári](#)

Institute of Education

ELTE Eötvös Loránd University

1075 Budapest Kazinczy u. 23-27.

HUNGARY

PUBLICATION SCHEDULE

One volume of four issues is published every year.

DIGITAL ARCHIVE

The entire journal content is archived in the [Portico](#) preservation archive.

SUBMISSION INFORMATION

Submission of a paper to HERJ will be taken to imply that it represents original work not previously published, it is not being considered elsewhere for publication, and if accepted for publication it will not be published

Hungarian Educational Research Journal

Guide for Authors

elsewhere in the same form, in any language, without the consent of editor and publisher. Acceptance depends on the opinion of one or more reviewers and the decision of the Editorial Board. Papers accepted for publication are subject to editorial revision. Every submission is scanned against plagiarism using the program iThenticate.

Members of the editing committee and the editorial board can also submit manuscripts. In such cases the editor assigned to coordinate the editing process must be other than the author.

SUBMISSION

Manuscripts should be submitted through *OJS (Open Journal System)*, an online manuscript submission and review system, which can be found at the following url:

<https://submit.akademiai.com/herj/index.php/herj>.

During the submission process, authors need to upload the following documents:

- **Title page:** name, affiliation, e-mail address and ORCID number of the author(s), article type, acknowledgments, short information about the author and ethical permission
- **Manuscript:** anonymous (blinded) paper without any data referring to the author(s) (such as author's name or references to own work)
- **Tables and figures:** separately, tables and diagrams in Excel, other figures in PDF

PEER REVIEW CHARGE

No *peer review charge* applies.

REVIEW PROCESS

PREFERRED CONDITIONS OF MANUSCRIPTS

HERJ strives to publish high quality papers. To ensure this goal, we apply some basic principles (as indicated in this GUIDE) when reviewing a manuscript. Not fulfilling these principles may lead to desk rejection of a submitted manuscript.

REVIEW OF THE MANUSCRIPTS

HERJ uses a double blind peer review process on manuscripts to ensure both rigor and expediency. In this type of review process, the identity of both the author and reviewer is kept hidden.

Unpublished results are treated strictly confidentially.

INITIAL REVIEW

The assigned editor at HERJ makes a decision about whether the manuscript fits within the scope and guidelines of HERJ, constitutes original research, and warrants a full peer review. If the decision is negative, the manuscript will be rejected and the author will be contacted by email of this decision. This usually takes at most two working days.

FULL REVIEW

If the initial review decision is positive, a double blind review will be conducted. The assigned editor will acquire at least two reviews. Authors may suggest reviewers (with contact information) during the submission process.

Hungarian Educational Research Journal

Guide for Authors

Reviewers normally have 14 days to complete their review. Based on the reviews, the assigned editor decides if a minor revision (*minor revisions required*) or a major revision (*resubmit for review*) is requested from the author, based on the reviewers' comments. In the latter case the review process will be repeated.

Furthermore, if the manuscript does not fully adhere to the formatting requirements detailed in this [GUIDE](#) and in the HERJ [Article Template](#) available at the [journals site](#) on the publisher's platform, the author will be requested to amend the formatting of her/his manuscript.

REVISE AND RESUBMIT

The author will receive the reviewer's comments. If changes are requested, the author is expected to revise and resubmit the manuscript within 21 working days in order to be considered for acceptance. Authors must prepare and upload in the OJS a point-by-point response to the reviewers' comments and a copy of the revised manuscript with the changes tracked or highlighted. The revised manuscript will be reviewed in a second round.

ACCEPTANCE

Once the assigned editor is satisfied with the changes, the manuscript will be accepted. Only very rarely will a manuscript be accepted without any revision.

Once a manuscript is accepted, the author will be requested to upload an unblinded manuscript within two working days.

REJECT

The manuscript may be rejected after the first or a later round of full review. While naturally a disappointment, HERJ hopes that the authors will appreciate the importance of a rigorous review process to ensure both scholarly rigor and practitioner relevance.

COPYRIGHT AND LICENCE POLICY

OPEN ACCESS

HERJ is a Gold Open Access journal with no author fee. Readers can read, download, copy, distribute, print, search or link to the full texts of articles, or use them for any other non-commercial lawful purpose. All articles are distributed under Creative Commons Attribution-NonCommercial 4.0 International Licenses.

The Open Access Licence Agreement form can be downloaded from [here](#) (and a slightly modified variant [here](#); for those authors who are eligible for Open Access publication through the EISZ consortial agreement, see below).

SELF-ARCHIVING

The Author is entitled to self-archive the preprint version of his/her manuscript. The preprint version is the Author's manuscript or the galley proof or the Author's manuscript along with the corrections made in the course of the peer review process. The Author's right to self-archive is irrespective of the format of the preprint (.doc, .txt, .pdf) version and self-archiving includes the free circulation of this file via email or publication of this preprint on the Author's webpage or on the Author's institutional repository with open or restricted access. When self-archiving a paper, the Author should clearly declare that the archived file is not the final published version of the

Hungarian Educational Research Journal

Guide for Authors

paper, he/she should quote the correct citation and enclose a link to the published paper ([http://dx.doi.org/\[DOI of the Article without brackets\]](http://dx.doi.org/[DOI of the Article without brackets])).

AUTHOR CHARGES

Authors need not pay any charge. For more information on Akadémiai Kiadó's Open Access policy visit our [website](#).

ETHICAL STATEMENT

HERJ and Akadémiai Kiadó are committed to the ethical practices in science publishing and therefore follow the COPE [Code of Conduct for Journal Editors](#) as well as the [Code of Conduct for Journal Publishers](#).

Submissions must be based on research that had been conducted in accordance with the [Declaration of Helsinki](#) and according to all applicable local and international standards. All authors are expected to be aware and follow the [Ethical Guide of Akadémiai Kiadó](#), conform to the highest standards of ethical conduct in the submission of accurate data, acknowledging the work of others, and divulging potential conflicts of interests.

Authors are requested to make an Ethics declaration when submitting their manuscript, and include a disclosure of any actual or potential conflict of interest or the lack thereof in the Title page submitted along with their manuscript.

PROOF

Online page proofs for checking are requested to be returned within 48 hours from receipt. Please note that authors are urged to check their proofs carefully before submitting corrections, since late corrections cannot be guaranteed for inclusion and post-publication corrections are only possible in an erratum. Corrections to the proofs must be restricted to existing errors. Rewriting the text or modifying authorship is not accepted in the proof stage.

FORMATTING GUIDELINES

Manuscripts must be in English and clearly and concisely written. The submission file must be in OpenOffice, Microsoft Word, or RTF document file format. Papers (including Research **Articles**, **Thematic articles** and **Book reviews** as well) should follow these formatting requirements:

- Font: Use Times New Roman font in size 12 with double-line spacing.
- Margins: Margins should be at least 2.5cm (1 inch).
- Title: Use bold for your article title, with an initial capital letter for any proper nouns
- References: APA 7th
- Tables and figures: APA 7th (please also add all tables and diagrams in an Excel file)

Concerning **book reviews**, please provide the exact details of the reviewed book in APA 7th format.

Please use British (-ise) spelling style consistently throughout your manuscript. Templates indicating provisions regarding formatting, structure and length are available at the [journals site](#) on the publisher's platform:

[Article Template](#)

[Book Review Template](#).