

SEDA Papers and Specials: Guidelines for Authors

Proposals for SEDA Papers and Specials

SEDA publishes for staff and educational developers. It also publishes for a range of colleagues who have staff and educational development responsibilities in their work. It is particularly interested in publishing material which supports improvement in the quality of student learning.

SEDA Papers can be no more than 50,000 words (120 pages). They are usually by multiple authors. In recent years they have been published very rarely.

SEDA Specials can be no more than 20,000 words (48 pages). They will address themes of particular contemporary interest, and can be published relatively quickly. They can be single-authored or edited collections.

Potential titles and themes of Papers and Specials can be suggested to a member of the [SEDA Papers Committee](#), or via the SEDA Office. Members of the Papers Committee will be happy to discuss potential proposals by email or over the phone. When you are ready to submit your ideas formally, the information must be supplied in the initial [proposalsproforma](#) .

Refereeing of SEDA Papers and Specials

All Papers and Specials are subject to a rigorous, staged refereeing process undertaken by a committee of academics/scholars in the field of educational development. The process is as follows:

Formal Proposal Stage

The committee referees proposals and feedback is given and amendments may be required. This process is aimed at ensuring that publications are aimed at the target audience and likely to result in a high quality book. The proposal at this stage may be refereed by members of the SEDA Executive Committee. An Advisory Editor from the referees is assigned at this stage.

Writing/Advisory Editing Stage

The Advisory Editor will take the proposal forward and work with the author to get to the final copy/formatting stage. This process provides continued refereeing with support from additional Advisory Editors from the committee as appropriate. The final version may undergo scrutiny by committee members or external referees before going to publication. Brief biographical information on each contributor should be included in the publication. At this stage the author / editor will be asked to provide a brief flyer (half A4) for marketing purposes.

Guidance on the manuscript

The final draft must be in Microsoft Word, presented as a separate file for each chapter. Diagrams, tables and images must be presented as separate files, with captions, clearly marking their position in the text. The paper will now be formatted and sent to the proofreader. Any corrections or missing references will be returned to the author / editor. Delays in the publication process are most frequently caused by missing or incorrect references.

Please use no more than four levels of headings and follow this format:

Use This Format For Chapter Headings Only

Use this format in sections within the chapter

This style is for sub-sections

And this is for the unlikely event of you needing to use sub-sub-sections.

Use this format for headings for figures and tables too.

Papers and Specials will be published in A4 format. They are not usually heavily referenced, but those references used should be collated into a bibliography at the end of the publication. It is therefore vital that all references stick to the same convention. At the moment, for decisions about Harvard Referencing, we are using the guide prepared by the University of Bradford at <https://www.bradford.ac.uk/library/find-out-about/referencing>. The Brief Guide is usually sufficient. We do not use footnotes.

Minutiae: Please leave only one space after full stops; please don't use the space bar to indent or align text (use the tabs or format commands); try not to use **bold** unless it is absolutely necessary; use *italics* in preference to underlining; and keep the use of capital letters to the minimum.

Complimentary Copies and Institutional Repositories

SEDA does not pay your expenses or any royalties - any profits subsidise this and other SEDA activities. The lead authors or co-editors will each receive a complimentary copy. It is beyond SEDA's resources to be able to supply free copies to all the contributing authors. However, they can purchase personal copies at half price.

On request, the lead editor or author will provide the pre-publication copy of your chapter for submission to your institutional repository. This will be the edited version which has been submitted to the proof-reader, so there may be changes between it and the published version. Please ensure that SEDA is fully credited as the source.

After Publication

Here are some suggestions for ensuring your publication gets the attention it deserves.

Use the marketing flyer yourself at conferences, seminars etc

Purchase a substantial number of copies at a discount yourself, for distribution in your discipline/organisational network.

Recommend journals that might review it to the SEDA Office - preferably give the name and address of the Reviews Editor.

Post the Contents page and/or other information about it on your personal and/or departmental website. Don't forget to add a hot link to the SEDA Publications website (www.seda.ac.uk/pubs).

Recommend it to your institution's bookshop. Some institutions have sections in the bookshop for publications by members of the institution.

Recommend it to appropriate libraries.

You will know of specific Mailbase and listserv discussion lists for the communities interested in the subject of your work. It is perfectly legitimate to inform **appropriate** colleagues worldwide of a publication that may be of use to them. Give the SEDA e-mail address for purchases, and your website address for those wanting extended information about it,

Find appropriate grounds to cite a reference to your publication in any journal articles you write. Don't be shy - everyone does it!

Seek out any free advertising routes through newsletters of relevant professional organisations - Recent Publications columns for example. Just notify the Editor (enclose a flyer).

Use it in staff development events you run. Perhaps build a short course or assignment around all or part of it. But remember you cannot freely photocopy any SEDA Publication for use in teaching or learning. You can make multiple copies subject to the terms of the CLA license (assuming your institution has one). Otherwise you will need to purchase multiple copies.