International Journal of Disability and Social Justice

Guidelines for Authors

The table below summarizes the *most essential* IJDSJ Guidelines for Authors. A more detailed description follows:

Basic information for manuscript submission	
GENERAL GUIDELINES	Manuscripts in MS WORD (.docx) and PDF/A , COMPLETE, CONCISE and CLEARLY WRITTEN in ENGLISH and ANONYMISED
SUBMIT MANUSCRIPT AS ONE DOCUMENT INCLUDING:	
Entire article, including all text (abstract, title page, keywords, acknowledgements, notes, references and any appendices) plus any maps, images, tables or figures	Follow the below word limits: Journal Articles: 7,000 – 10,000 words Human Rights Bulletins: 2,000 – 3,000 words Current Issues Bulletins: 1,000 – 3,000 words Book Reviews: 500 – 1,000 words
Abstract	≤ 150 words
Keywords	6-10 key words
Title	Avoid lengthy titles. Prioritise informative and searchable titles.
Author(s) names	Full names to be given. The lead author should be listed *first*. The subsequent order of names should be determined and agreed by authors.
Affiliation information required	School/Department, University, Town/City, Country (or similar for other types of organisation). Independent Scholars should identify themselves as such and provide their preferred contact information.
Corresponding author contact details	Should be the lead author. They should provide their address, e-mail and telephone number, to include international dialling code (number will not be made public).
Persistent identifiers of author(s), etc.	ORCID ID(s), where available.
STRUCTURE OF BODY TEXT, END MATTER, REFERENCES	
Typical headings Original articles Book reviews	Should include an introduction and conclusion and, where appropriate, a methodology discussion. No sub-headings to be used.
Subheadings allowed and numbered?	Numbered. Use carefully and moderately. Avoid going deeper than third-level.
Ethics Clearance	For empirical studies, authors should, where such are available, refer to their adherence to a relevant set of

	ethical guidelines in their discipline/field and, where this was necessary, state that they had ethical clearance from an Ethics Review Board for their research. Where available authors should provide Ethics Clearance Reference Number, *once the article has been accepted.*
Language of disability	Consistent use of person-first (e.g. person with disabilities) or social-model of disability (e.g. disabled people) terms. Provide a brief statement - as a note - explaining your decision.
Measurements	Should be given to a maximum of TWO decimal place unless there is a very strong scientific rationale for doing otherwise.
Acknowledgements	Any funding source supporting the work reported in the article should be acknowledged. Other brief acknowledgements (e.g. of research participants, or of colleagues) are welcomed. *Both pieces of information should only be added to articles post-review.*
Disclaimer	Any conflict of interest which could potentially bias author's opinions - for example funding-source or employment – should be declared in the submission email.
Referencing style	Harvard or Oscola, used consistently and accurately.
Appendices	Please discuss the addition of appendices files with the Editorial Executive (IJDSJContact@gmail.com)
FORMATTING	
Spelling	American or UK English, consistent usage.
General style	Consistent use of first OR third person style. Scholarly style.
SUBMISSION NOTES	
Cover letter	No submission letter required. Issues that the author(s) wish to bring to the attention of the Editorial Executive may be included in their email at the point of submission.
Submission system	Submit manuscripts online via ScienceOpen (more information below table): https://www.scienceopen.com/collection/ff03d91c-c7ed-4105-b504-f1a13596b9bc
Proposal of reviewers	Authors may not propose reviewers at the point of submission (but the Editorial Executive reserve right to ask authors for suggestions). Authors may indicate if they would prefer that certain reviewers were not approached. These requests will be carefully and sensitively considered by the Editorial Executive.
Tables	Black and white/greyscale only. Must be formatted in an accessible manner:

	https://www.w3.org/WAI/tutorials/tables/
Figures	High-quality scanned images (minimum 300dpi). Alternative text (≤ 50 words per image) must be included where appropriate Guidelines available at https://www.w3.org/WAI/tutorials/images/ or https://webaim.org/techniques/alttext/
Supplementary files (*only* for accepted articles/book reviews)	A plain English summary (500-1,000 words) must be provided together with the final version of all accepted articles. A plain English summary (≤250 words) must be provided together with the final version of all accepted book reviews.
Fees for publishing.	There are no submission or publication charges for authors publishing in this journal
JOURNAL POLICIES, ETC.	
Preprint policy	Original submitted version (pre-review) of the manuscript ('preprint') can be published on any preprint server (institutional or other).
Data sharing	IJDSJ encourages authors to deposit (subject to all necessary ethical and legal requirements) their research data in a suitable repository. Authors are advised to select a data repository that issues a persistent identifier, preferably a Digital Object Identifier (DOI), and has established a robust preservation plan to ensure the data is preserved in perpetuity.
Peer review	Articles will be first subject to a desk-review for journal suitability and clarity. A double-anonymous (what is commonly termed 'double-blind') review will be performed by at least two reviewers. Other than in exceptional circumstances, one reviewer will always be a member of the IJDSJ Editorial Board. We will strive for an average time for review of 12 weeks from point of submission. Publication decisions will be made by a sub-group of the Editorial Executive. Authors may appeal a decision of Reject, once. Any final decision will rest with the Co-Chairs.

1. Aims and scope of the journal

   IJDSJ is a publication of and for the interdisciplinary field of Disability Studies. It aims to provide a publishing outlet for scholars and academic-activists concerned with Disability and Social Justice. It seeks to publish articles based upon high-quality, ethically-conducted, original and thought-provoking research. Articles published in this journal will have been judged by reviewers and editors to: advance knowledge and understanding; be of potential interest and use to disabled people and

allies who are working to challenge injustices and build inclusive societies.

We understand Disability Studies to include Critical Disability Studies, Ability Studies and Studies in Ableism. We recognise the connections between Disability Studies and allied fields including (but not limited to) Deaf Studies, Mad Studies, Critical Autism Studies, Fat Studies and Ageing Studies. We warmly invite authors from all of these fields to submit to and engage with this journal.

The IJDSJ will be interdisciplinary but, given its focus on social justice, we envisage that many contributions will draw upon ideas developed in the broad fields of:

- Socio-Legal Studies and Human Rights
- Critical Sociologies
- Political Science and International Development
- Social and Public Policy
- Philosophy/Ethics/Theology and other Critical Humanities
- Radical/Critical Social Work, Health and Psy- Sciences
- Inclusive Education
- Critical Sports Studies
- Critical Management/Business Studies
- Inclusive Design

This list is indicative only.

Articles submitted to the journal should be minimum of 7,000 and maximum of 10,000 words in length. Please be guided by the saying: 'Brevity is a great charm of eloquence' ~ Cicero.

Authors will be asked to ensure that their articles are of interest to an international audience and advance knowledge and learning beyond national contexts.

Book reviews are also welcomed. These should be minimum of 1,000 and maximum of 2,000 words in length. Until further notice we invite authors to suggest books that they would like to review. They should contact the Editorial Executive to discuss: IJDSJContact@gmail.com

2. Types of Article: IJDSJ publishes Scholarly Articles.

   Authors are welcome to seek advice from the Editorial Executive on type of article prior to submission (IJDSJContact@gmail.com).

3. How to submit articles: authors should submit via ScienceOpen: https://www.scienceopen.com/collection/ff03d91c-c7ed-4105-b504-f1a13596b9bc

At the point of first submission authors should submit a Word and PDF anonymised manuscript of their article with any supplementary material (e.g. tables or images) and fill out in the ScienceOpen system additional information providing the article TITLE and AUTHORS, with affiliation.

4. How to submit book reviews: authors should submit via email to IJDSJContact@gmail.com. There is no need to anonymise book reviews.

5. Ethical Statement: authors are asked to read the IJDSJ's Ethical Statement (available on the journal's website). They should ensure that their article adheres to the principles and values set out in this Statement. The Editorial Executive reserve the right to reject any submission which they consider to be in conflict with these principles and values.

6. Style and structure
   a. Structure of articles,
      i. Title: authors are asked to avoid lengthy titles and prioritise informative and searchable titles. The Editorial Executive reserves the right to ask authors to revise the title of their articles.
      ii. Author(s) order: the lead author should be listed *first*. The subsequent order of names should be determined and agreed by authors. The lead author should be the corresponding author.
      iii. Affiliation: should be in the format of School/Department, University, Town/City, Country (or similar for other types of organisation). Where available, each author should provide their ORCID number plus institutional/work email. Personal addresses and emails should only be used if an author is an Independent Scholar (and the Editorial Executive will discuss with Independent Scholars what contact information they wish to have published).
      iv. Key words: authors should identify 6-10 key words which best describe the subject-matter of their article.
      v. Abstract: should be 150 words maximum, avoid jargon and references.
      vi. Structure of article: authors are encouraged to use sub-headings carefully and moderately (avoid going deeper than level 3). The journal uses numbered sub-headings. It is expected that all articles will include an introduction and conclusion and, where appropriate, a methodology discussion.
      vii. Existing literature: authors are strongly advised to ensure that they have conducted a careful literature review and that this is evident within their manuscript.
      viii. Abbreviations/acronyms: should always be spelled out in full the first time, thereafter abbreviations can be used. The only exception is for well-known acronyms/abbreviations e.g. UN, EU, USA, BBC.

ix. Technical terms: should always be succinctly defined, to aid the non-specialist reader.

x. Ethics Clearance: for empirical studies, authors should refer to their adherence, where available, to a relevant set of ethical guidelines in their discipline/field and, where this was necessary, state that they had ethical clearance from an Ethics Review Board for their research.Where available authors should provide the Ethics Clearance Reference Number – a*dding this information only after review and acceptance of article.*

xi. Acknowledgements: *should only be added to articles post-review.* Authors should always include mention of any funding source supporting the work reported in an article. Further, brief acknowledgements e.g. of research participants, or of colleagues who provided helpful feedback on early drafts are welcomed.

xii. Appendices: will not generally be permitted. Please contact the Editorial Executive to discuss if you believe your case is exceptional: IJDSJContact@gmail.com

xiii. References: please see citation and references below.

b. Citations and references: authors may choose one of two referencing styles. They must use one of these styles consistently and accurately. The options are:
   i. Harvard
   ii. Oscola

c. Photos and Scanned Artwork: may be included where appropriate and subject to all necessary permissions. Only high-quality scanned images (minimum 300dpi) can be included. Please submit at end of manuscript document, clearly labelled. Image descriptions of no more than 50 words per image must be submitted with each. For guidelines on providing appropriate alternative text for images, please refer to: [https://webaim.org/techniques/alttext/.](https://webaim.org/techniques/alttext/)

d. Tables
   i. Please submit at end of manuscript, clearly labelled.
   ii. Style: black and white/greyscale only.
   iii. Must be formatted in an accessible manner: https://www.3.org/WAI/tutorials/tables/

e. Diagrams/Graphs and other complex images: must be accessibly presented https://www.w3.org/WAI/tutorials/images/complex/

f. Style
   i. Spellings: IJDSJ requires that authors select American OR UK English and use their chosen version consistently.
   ii. Language of disability: authors will be required to be consistent in their use of person first (e.g. persons with disabilities) or social-

model of disability (e.g. disabled people) terms and to provide a brief statement in a note, explaining their decision. IJDSJ will be vigilant in requesting the removal of any terms or phrases incompatible with its principles and values as set out in the journal's Ethics Statement. Further, authors are asked to be conscious of terms or literary devices that perpetuate ableism or sanism in more subtle ways (e.g. 'in making this argument they do not have a leg to stand on', 'this is an insane waste of resources', or 'disabled children have a different experience to that of normal children'). The latter point does not apply when quoting respondents or others who may use such terms/expressions, albeit the IJDSJ would expect authors to engage appropriately and critically with such quotations.

iii. Measurements (units): should be given to a maximum of TWO decimal place unless there is a very strong scientific rationale for doing otherwise.

iv. Style: IJDSJ has no preference for first or third person style. Please be consistent in your use of one of these. The journal expects a scholarly style.

v. Oscola provides opportunity for 'notes'. Authors using Harvard may include a small number of Endnotes.

vi. Please see Quick Guide and Submission Checklist at end of this document for further information.

7. Ethics and responsibilities of the author: The journal adheres to the ethical standards endorsed by the Committee on Publication Ethics (https://publicationethics.org/). In particular:

i. We expect all authors to state if they have a conflict of interest which could potentially bias their opinions - for example their funding-source or employment. Please alert the Editorial Executive to this in your submission email.

ii. All named authors on the articles should be willing to confirm that they have jointly participated in the research and writing of the article and that no author has been omitted from the list of authors.

iii. We require authors to warrant that their articles are original, have not been previously published and do not plagiarise or otherwise copy someone else's work without attribution. Author(s) are responsible for securing all necessary copyright permissions for material included in their manuscripts. The IJDSJ reserves the right to put manuscripts through a computerized plagiarism detection software prior to publication and if plagiarism or any other form of malpractice (e.g. significant content recycling, which we deem to be over 5%) is identified, the article will not be published.

iv. We also require authors to warrant that their article does not defame, libel, or bring another person into disrepute, and neither does it contain anything illegal (e.g. copyright infringing).

v. Additionally, we request that authors do not submit their article or book review for consideration by other journals or publishers while they are being considered for publication by the IJDSJ.

8. Submission letter: a submission letter is not required. If there are issues that the author(s) wish to bring to the attention of the Editorial Executive they may mention them when submitting their article.

9. Peer review

i. The review process for all manuscripts will begin with a desk-review. A member of the Editorial Executive will determine whether the manuscript fits the aims/scope of the journal and if it is well-written and thus readable/comprehensible. Articles may occasionally be rejected at this point if they do not meet any of these criteria. Following successful desk-review, manuscripts will progress to full-review.

ii. Book reviews will be reviewed by two members of the Editorial Executive.

iii. All articles will be subject to an anonymous peer-review process. IJDSJ will adopt what is commonly (and unfortunately) known as 'double-blind' review, but which we prefer to term 'doubly-anonymous'. Reviewers will not be informed of the identities of authors. Authors are thus required to ensure that their manuscript is prepared in way that does not reveal their identity/ies. Authors will be sent anonymised feedback from reviewers.

iv. All articles will be considered by at least by two reviewers. Other than in exceptional circumstances, every article submitted to IJDSJ will be reviewed by at least one member of the Editorial Board (URL: https://ijdsj.online/editors).

v. The journal will provide clear guidance for reviewers to ensure collegiate and helpful feedback. The IJDSJ will not tolerate poor-quality, abusive or otherwise unhelpful feedback from reviewers. Reviewer feedback will be considered by a member of the Editorial Executive prior to sending to authors and where necessary revised and/or accompanied by further guidance.

vi. The journal will strive for an average time for review of 12 weeks from point of submission. Should this timescale prove to be impossible, the author will be informed in a timely manner.

vii. Authors may not suggest reviewers at the point of submission, but may indicate if they would prefer that certain reviewers were not approached. The Editorial Executive reserves the right to select reviewers (and to consult with authors). Author requests will be considered carefully and sensitively.

viii. Reviews of articles will be kept confidential, seen only by members of the Editorial Executive. They will be stored securely.

ix. The final decision on all articles will be made by a sub-group of the Editorial Executive to include the two Co-Chairs and 2-3 other members. Once authors have been informed, reviewers will also be told the outcome.

Decisions will be ONE of the following:

- Accept (may include minor typographical revisions)
- Accept with revisions (to be checked by Editorial Executive or nominated Editorial Board member)
- Revise and resubmit (second round of reviews)
- Reject

When an article is sent for a second round of reviews the Editorial Executive will make every effort (but cannot guarantee) to ensure that at least one of the original reviewers is involved.

x. Copyediting: IJDSJ may request that authors arrange, at their own expense, for their manuscript to be copyedited. The journal is not able to undertake extensive copyediting of manuscripts, but will seek to work with authors to find solutions so that language does not become a barrier to publishing in the IJDSJ.

xi. Proofs: Pluto Journals will arrange for professional typesetting of manuscripts. The corresponding author is asked to respond promptly to requests for checking of proofs and to follow instructions carefully for marking up errors and returning checked-proofs.

10. Plain English Summaries: Plain English Summaries must be provided for all accepted articles and book reviews. These will be published in the IJDSJ Digest.

For articles these should be 500-1,000 words.

For book reviews these should be no more than 250 words.

Authors are encouraged to write these in an engaging, more magazine-style, suitable for a lay audience. They are welcome to discuss with the Editorial Executive the style of this piece of writing (IJDSJContact@gmail.com). The journal will welcome these summaries to be in different formats e.g. policy-briefings, 'digestible' legal notes, easy-read and child-friendly formats, or zine-style contributions.

Where an article may be of particular interest to people with learning difficulties/disabilities (intellectual impairments) we encourage IJDSJ authors to become familiar with the concept of easy-read and to explore how even complex concepts can be conveyed in ways that allow more people to understand them. There are many organisations with expertise in this area. We provide these examples: https://www.odi.govt.nz/guidance-and-resources/a-guide-to-making-easy-read-information/ and https://www.inclusion-europe.eu/easy-to-read-term/

Where an article may be of particular interest to children, we encourage IJDSJ authors to become familiar with age-appropriate and child-friendly writing. UNICEF has produced an interesting guide to adapting the UN CRC with and for children and this includes much advice that is transferable to other types of writing for children: https://www.childrightsconnect.org/wp-content/uploads/2019/08/cf_crc_translation_guide_final.pdf

11. Preprints and E-Offprints: the IJDSJ will not consider manuscripts that have been published elsewhere in similar form. Authors are welcome to publish the pre-reviewed version of their manuscript (known as a 'pre-print') in e.g. their institutional or other suitable repository. The rights of authors to share their finally accepted manuscript ('postprint') and final published version ('e-offprint') are set forth in Pluto Journal's Permission Form, which is available on the IJDSJ website. Pluto Journals approach is to encourage and facilitate scholarly, *but not commercial*, knowledge-exchange.

12. Schedule: the IJDSJ will aim to publish accepted manuscripts within 9-12 months from point of acceptance of final version. The Editorial Executive will correspond with the author(s) and keep them informed of likely publication date.

13. Copyright Information: is contained within Pluto Journal's Permission Form, which is available on the IJDSJ website.

14. There are no charges to authors publishing in this journal.

15.   Errata and corrections: If there are errors in a published article, we will investigate and, if necessary, correct the article (with an erratum, or [if required] retracting the article). All authors will be informed and their consent (where possible) obtained before any changes are made. IJDSJ reserves the right to take appropriate measures, including possible retractions of published articles, when cases of scholarly misconduct are detected.

16.   Appeals: should an author wish to appeal a decision of Reject, they should write to the Editorial Executive (IJDSJContact@gmail.com). The Co-Chairs will appoint two members of the Editorial Board not involved in the original review process for the article to consider the article and reviews again and to submit their recommendations to the Co-Chairs. Any final decision will rest with the Co-Chairs. The IJDSJ will only be able to permit one round of appeal per manuscript.

Quick Guide & Submission Checklist

- Use American or UK English consistently.

- Use first person OR third person style, consistently.

- Use person-first OR social model of disability language, consistently.

- Use Harvard OR Oscola referencing style, consistently and accurately.

- Give numbers to no more than 2 decimal places.

- Numbered subheadings e.g.
1. Subheading level 1
1.1 Subheading level 2
1.1.1 Subheading level 3

- Use e.g. not eg and i.e. not ie

- Abbreviations: write in full once, thereafter use abbreviations. Full stops should not be used for Dr, Mr or well-known acronyms or abbreviations e.g. UN, EU, USA or BBC.

- Use subheadings moderately.

- Always use single quotation marks except for a quote within a quote: 'I heard her say that Parliament "must" debate this issue', he said.

- Always indent by 1cm left and right quotations of more than one sentence.

Title Page

Should be submitted together with the manuscript but as a separate and appropriately labelled document. This must include the title of the article, the author(s) name(s) and address(es), email(s), word length (to include abstract, text, all notes/bibliography) and date of submission. Where more than one author is involved, the lead author should be identified and be the corresponding author.

Tables and Images

Should be submitted together with the manuscript in one document.
Please note requirement for image descriptions.

Manuscript Formatting

- Please submit a Word document, not a pdf.
- Title only to appear, no reference to authors.
- Use any of the Sans Serif family of fonts, size 12.
- Use 1.5 line spacing.