

# EDUCATIONAL RESEARCH & IMPLEMENTATION



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## Author Guidelines

V1.1

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## 1. General Information



### Aims & scope

Educational Research & Implementation (**EduRE**) is an international, peer-reviewed open access journal that publishes high quality paper in all field of education, serving the society as a broad-scope journal for academic trends and future developments in the field.

**EduRE** provides a platform for the publication of the most advanced scientific research concern with learning, instruction, teaching and development, teachers, teaching, teacher education situated in an international perspective and context.

**EduRE** particularly welcomes research, which provide critical high quality literature reviews (meta-analysis and meta-synthesis) of research on specific educational topics of international interest.



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### Subject areas

Education



### Impact

It will be announced in the coming days.



### Article publishing charge

There is no publication fee.



### Publishing timeline

Statistics will be announced in the coming days. However, we undertake to make a first decision within 30 days.



### Abstracting and indexing

It will be announced in the coming days.



### Publisher

Pegem Akademi Yayıncılık Eğitim Danışmanlık Hizmetleri Ticaret A.Ş.

Shira Ticaret Merkezi, Macun Mahallesi 204 Cad. No:141/33, Yenimahalle  
Ankara-Türkiye

## 2. Editorial Team

### Editor-in-Chief

Serkan Dinçer, PhD.                      Cukurova University, Turkey

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Cecilia Mercado, PhD.                      Saint Louis Univeristy, Philippines  
Renato P. dos Santos, PhD.                      Lutheran University of Brazil, Brazil  
Mustafa Sahin Bülbül, PhD.                      Kafkas University, Turkey

### Editorial Advisory Board

Gülşat Aygen, PhD.                      Northern Illinois University, USA  
Serap Keles, PhD.                      University of Stavanger, Norway

### 3. Contact

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#### 3.1. Principal Contact

Educational Research & Implementation

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**Phone**+90 312 4306750

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#### 3.2. Support Contact

Support Center

**Phone**+90 312 4306750

[support@edure.net](mailto:support@edure.net)

## 4. Plagiarism

Plagiarism is the act of using someone else's work, ideas, or intellectual property without giving proper credit or permission and presenting it as one's own. This can include copying and pasting text, paraphrasing without proper citation, using someone else's ideas without acknowledgment, and submitting someone else's work as if it were your own. Plagiarism is considered unethical and a violation of academic integrity. EduRE has strict policies and employs iThenticate to ensure the originality of submitted articles.

Plagiarism example:

*Original Source:*

"The importance of renewable energy sources in mitigating climate change has been widely acknowledged. Solar power, in particular, has gained significant attention due to its sustainability and low environmental impact."

*Plagiarized Version:*

"The significance of renewable energy sources in addressing climate change has been widely recognized. Solar power, especially, has garnered considerable attention because of its sustainability and minimal environmental footprint."

In this example, the second version is a form of plagiarism because it closely replicates the structure and wording of the original source without proper attribution or citation. To avoid plagiarism, it is essential to use one's own words and provide proper references when incorporating information from other sources.

To ensure the evaluation of your article, please refrain from plagiarism and meticulously attend to the bibliography by providing proper citations. For more information, read the COPE's guidelines.

## 5. Privacy Policy

This privacy policy applies to our various services, encompassing websites, apps, and other offerings such as programs and events, all connected to or linked to this particular privacy policy. It is important to note that this policy can be complemented by additional privacy statements, terms, or notices that may be presented to you separately or within the service itself. The primary entity responsible for controlling and managing users' personal information, submitted to, or gathered by, the service is the Pegem Akademi A.Ş. specified in the service details.

### 5.1. Information Collection

We gather information from you through two primary channels: directly from users' input and third-party sources.

#### 5.1.1. Information provided by the user

The specific personal details we collect directly from you vary based on users' interaction with the Service. This may encompass:

*Contact details:* Name, email address, postal address, phone number, and social media handle.

*Account login credentials:* Usernames, passwords, password hints, and similar security information.

*Account registration and profile information:* Educational, professional, and background details, including field of study, current position, practice area, areas of interest, gender, ORCID ID, and photo.

*Content you upload and share or store in users' account:* Annotations, comments, contributions, and replies.

*Information communicated to us:* Questions or information sent to support desk.

*Data provided during service interaction:* Favorites, search queries, and communication preferences such as language and preferred alert frequency, type, and format.

#### 5.1.2. Data from third-party sources

In addition to the information directly provided by you and data from users' institution, we may also acquire contact details and other relevant information from third-party sources. This may include:

*Social networks:* Information obtained with users' permission from social networks where you authorize the Service to access users' data on one or more networks.

*Service providers:* Data obtained from service providers assisting us in determining users' location to customize specific products based on users' geographical location.

*Publicly available sources and data suppliers:* Information from publicly accessible sources and data suppliers, utilized to validate, enhance, or supplement the data we already possess, or to support the overall functionality of the Service.

## 5.2. Usage Data

The Service automatically gathers information about users' interactions with the platform and users' device. This includes:

*Computer, device, and connection information:* Details such as IP address, browser type and version, operating system, installed software, unique device identifier, and other technical identifiers, as well as error reports and performance data.

*Usage data:* Information about the features you utilized, settings you selected, URL click stream data (including date and time stamps), and details about referring and exit pages, along with the pages you visited on the Service.

This data is collected through our servers and the use of technologies like cookies. You can manage cookies through users' browser settings and other tools. However, it's important to note that blocking certain cookies may impact users' ability to register, log in, access specific parts, or fully utilize the features of the Service.

### 5.3. How We Utilize Users' Information

Our commitment is to provide you with a relevant and beneficial experience. Based on users' interaction with us and the Service, we use users' personal information to:

*Provide, activate, and manage access:* Ensure the provision, activation, and management of users' access to and use of the Service.

*Process transactions:* Handle and fulfill requests, downloads, subscriptions, or any other transactions.

*Enhance and improve the service:* Continuously improve the Service by adding new content and features.

*Communication:* Notify you about changes, updates, and other announcements related to the Service.

*Support:* Provide technical, product, and other support to maintain the functionality, safety, and security of the Service.

Additionally, we may use users' personal information to:

*Respond to inquiries:* Address users' requests, inquiries, comments, or concerns.

*Publishing participation:* Invite you to submit or review manuscripts and engage in our publishing programs.

*Financial transactions:* Process payments and issue statements, including royalties and editorial fees.

*User engagement:* Conduct user testing, surveys, sweepstakes, competitions, and similar promotions.

*Product and service development:* Improve our products, events, and services, as well as develop new offerings.

*Legal compliance:* Fulfill legal obligations, resolve disputes, and enforce agreement

### 5.4. Sharing of Users' Information

We disclose users' personal information in the following ways and contexts:

*Users' Institution:*

We may share non-personally identifiable information, such as anonymous usage data reports and aggregated information, with users' institution or other third parties, contingent upon any applicable legal or contractual obligations.

*Our Group Companies and Service Providers:*

Depending on the provided Service, we share users' personal information with:

We collaborate with various suppliers and service providers to enhance the functionality and user experience of our service. This includes, but is not limited to:

Editors,

Reviewers,

Customer support,

Email service providers,



Access and authentication service providers,  
Event venues and service providers,  
IT service providers.

These entities play crucial roles in processing information necessary to provide the service, complete transactions, fulfill requests, and manage various aspects of our operations. They operate based on our instructions, adhering to this privacy policy and implementing appropriate confidentiality and security measures.

This sharing is done to process the information necessary for providing the Service, completing transactions, fulfilling users' requests, or handling tasks on our behalf. It is conducted based on our instructions and in compliance with this privacy policy, along with any other relevant confidentiality and security measures.

## 5.5. Legal Reasons

We may also disclose users' personal information if we have a good faith belief that such disclosure is necessary to:

- Meet any applicable law, regulation, legal process, or other legal obligation.
- Detect, investigate, and help prevent security, fraud, or technical issues.
- Protect the rights, property, or safety of PEGEM, our users, employees, or others.

Additionally, users' information may be disclosed as part of a corporate transaction, such as the transfer of a journal or other assets to, or an acquisition by, or merger with another company.

## 5.6. Managing Users' Communications Preferences

You have the ability to customize and control users' communications preferences and other settings through various means:

*Registration and account features:* Customize users' preferences during the registration process or by updating users' account features and settings.

*Opt-in/out Mechanisms:* Use the provided "opt-in/out" or subscribe/unsubscribe mechanisms within the communications you receive from us.

*Direct contact:* Contact us directly to communicate users' preferences.

It's important to note that we reserve the right to inform you about changes or updates to the Service when deemed necessary.

### 5.6.1. Accessing and updating users' information

The Service provides registered users with the capability to directly access their account information and make corrections or updates at any time.

It is the user's sole responsibility to ensure the accuracy and currency of their information. Registered users also have the option to close their accounts directly through the Service or by reaching out to the Service's customer support.

By applicable privacy and data protection laws, you have the right to request, free of charge:

- Access to, correction, and deletion of users' personal information.
- Restriction of our processing of users' personal information or objection to our processing.
- Portability of users' personal information.

To exercise any of these rights, please contact us through the support desk. We will respond to users' request by applicable laws. For privacy and security reasons, we may request identity verification. You also have the option to designate an authorized agent to make requests on users' behalf, contingent upon proof of identity and authorization.

### 5.7. Data Retention

We retain users' personal information for the duration required to provide the Service and fulfill requested transactions. This includes essential purposes such as complying with legal obligations, maintaining business and financial records, resolving disputes, ensuring security, detecting and preventing fraud and abuse, and enforcing our agreements.

### 5.8. Data Security

To protect users' personal information against loss, theft, misuse, and unauthorized access, disclosure, alteration, and destruction, we implement appropriate technical and organizational measures. We take precautionary steps to ensure the security of users' data through comprehensive security protocols.

### 5.9. Changes

This privacy policy is subject to periodic updates. Any modifications will be posted on this page along with an updated revision date. In the case of significant changes, we will provide notice through the Service or other appropriate means.

If we rely on users' consent for the processing of personal information, you have the right to withdraw users' consent at any time. In situations where we depend on legitimate interests, you may also have the right to object to our processing.

### 5.10. Locations of Processing

Users' personal information may be stored and processed in users' region or in another country. We undertake measures, which may include contractual arrangements, to ensure that users' information remains protected regardless of its location. This is done in accordance with the standards of protection mandated by applicable law.

## 6. Article Policy

EduRe acknowledges the significance of maintaining the integrity and completeness of the scholarly record for the scientific community and places utmost importance on preserving trust in the authority of its published articles. Published articles are expected to remain extant, exact, and unaltered to the greatest extent possible. However, situations may arise where corrections, retractions, or removals become necessary.

A fundamental principle of scholarly communication is that the editor of EduRe holds sole and independent responsibility for determining which submitted articles shall be published. In making this decision, the editor adheres to the policies of EduRE's editorial board and is bound by legal requirements such as those pertaining to libel, copyright infringement, and privacy issues. As a result, the scholarly record serves as a permanent and historical account of scholarly transactions. Therefore, when corrections to the scientific record are warranted, they are implemented through a notice permanently linked to the article, ensuring transparency within the scientific community.

This policy outlines EduRe's approach to rectifying the scientific record and undergoes regular review and updating in line with evolving standards and best practices.

### 6.1. An Error in The Published Article

Authors who detect an error in their published article are urged to promptly notify EduRE using the contact information provided on Edure's webpage.

Typically, the corresponding author assumes responsibility for communicating the error's details to EduRE. Upon receipt of the notification, EduRE Editor or a designated representative, such as a member of the editorial team with relevant subject matter expertise, will assess the proposed correction along with any accompanying data or information. Depending on the nature of the error, the proposed correction may undergo further peer review. Subsequently, EduRE Editor will determine the appropriate method for rectifying the article.

### 6.2. Article Correction

In cases where it's necessary to rectify an error or omission that does not impact the integrity or findings of the article, a Corrigendum will be published. Authors are responsible for drafting the Corrigendum, and all authors must agree to its publication. The Corrigendum will be linked to the article it corrects.

In rare instances where the Pegem Akademi identifies an error made during the publication process of an article, EduRe will issue an Erratum to address the error. The Erratum will also be linked to the article it corrects.

### 6.3. Expressions of Concern

EduRE editors or members of a EduRE's Ethics Committee, may consider issuing an Expression of Concern under the following circumstances:

- They receive inconclusive evidence of research or publication misconduct, which remains unresolved by an investigation and warrants notification to readers.
- They have reason to believe that an investigation into alleged misconduct related to the publication either has not been, or would not be, fair, impartial, or conclusive.
- An investigation is ongoing, but a judgment will not be available for a significant period.

This Expression of Concern may be temporary or permanent. If a temporary Expression of Concern is issued, it will typically be replaced by a subsequent notice. This notice may include a permanent Expression of Concern, a retraction or removal, or an exoneration in the form of an Editor's Note. The subsequent notice will outline the investigation's outcome and the editor's or designated representative's conclusions.

## 6.4. Article Withdrawal

Articles-in-Press, which are early versions of articles accepted for publication but not yet finalized, may be withdrawn under certain circumstances:

- If they contain errors.
- If they are accidental duplicates of other published articles.
- If they breach EduRE's publishing policies, such as multiple submissions, fraudulent authorship claims, plagiarism, or fraudulent use of data.
- If they represent an early version of an article published due to editorial or production errors.

When Articles-in-Press are withdrawn, their content (both HTML and PDF versions) will be removed and replaced with a page stating that the article has been withdrawn in accordance with Elsevier's Policy on Article in Press Withdrawal, along with a link to this policy.

## 6.5. Article Retraction

Articles may be retracted to rectify errors significantly impacting reported findings or due to violations of EduRE's policies, such as plagiarism, multiple submissions, fraudulent authorship claims, or data fabrication.

EduRE editors or designated representatives will consider retracting an article under various circumstances, including:

- Clear evidence of unreliable findings due to major errors, fabrication, or falsification.
- Plagiarism.
- Previous publication elsewhere without proper attribution or disclosure.
- Unauthorized publication of material or data.
- Copyright infringement or serious legal issues.
- Reporting unethical research or breaches of publishing ethics policies.
- Compromised peer-review or editorial process manipulation.
- Concerns of authorship being sold, citation manipulation, or undisclosed conflicts of interest.
- Any other breach of EduRE's publishing policies, leading to loss of confidence in the article's validity or integrity.

EduRE adheres to best practices for article retractions, including:

- Publishing a retraction notice titled "Retraction: [article title]" in a subsequent issue, signed by the editor and authors if appropriate.
- Establishing a link between the retraction notice and the original article in the electronic version.
- Displaying a screen preceding the online article with the retraction note, with a link redirecting to the article.
- Retaining the original article unchanged but adding a watermark indicating its retracted status in the PDF version.
- Removing the HTML version of the article.

## 6.6. Article Removal: Legal Limitations

In extremely rare cases, it may be necessary to remove an article from the online archive of EduRE where it was originally published. This decision is made with great care, considering the importance of maintaining the scholarly record as an unaltered account of academic transactions. Article removal will only occur under the following circumstances:

- The article is defamatory or infringes upon the legal rights of others, and retraction is deemed insufficient as a remedy.
- The article is, or EduRE anticipates it will be, subject to a court order.
- The article, if acted upon, poses a serious health risk.

In such cases, while the metadata (title and authors) will be retained, the article's text will be replaced with a screen indicating its removal for legal reasons.

## 6.7. Article Replacement

In situations where the article, if acted upon, could pose a significant health risk, the authors may opt to retract the original article and replace it with a corrected version. In such cases, the standard procedures for retraction will be followed, but with the addition that the retraction notice in the database will include a link to the corrected, republished article, along with a documented history of the document.

## 7. Privacy Statement

This privacy policy applies to our various services, encompassing websites, apps, and other offerings such as programs and events, all connected to or linked to this particular privacy policy. It is important to note that this policy can be complemented by additional privacy statements, terms, or notices that may be presented to you separately or within the service itself. The primary entity responsible for controlling and managing users' personal information, submitted to, or gathered by, the service is the Pegem specified in the service details.

All publishing activities at EduRE strictly adhere to international copyright legislation, ensuring the protection of both authors and EduRE. EduRE publishes articles under open access, utilizing the CC BY-NC-ND license. Upon acceptance of an article, authors are obligated to complete a "License Agreement."

For the purpose of manuscript evaluation for potential publication, the author(s) or rightsholder(s) (referred to as the 'Rightsholder') grants the Licensee the rights to utilize all manuscript versions for analysis, testing, and the development of publishing and research-related workflows, systems, products, projects, and services. Additionally, the Rightsholder allows the Licensee to confidentially share the manuscript with specific third parties for similar purposes. The Licensee is also granted the right to retain and store the manuscript, along with any associated correspondence, files, and forms, to maintain a historical record and facilitate research integrity investigations. This grant of rights remains in effect on a non-exclusive basis even if the manuscript is withdrawn, not accepted for publication, or is otherwise not published.

Use of article versions:

- a) For primary research manuscripts, the Rightsholder has the discretion to make the initially submitted version of the manuscript (referred to as the "Submitted Manuscript") available at any time and under any terms, including but not limited to, a CC BY-NC-ND license. After the article is published, the Rightsholder will acknowledge this and provide a link to the officially published version on the Licensee's website, stating: "This preprint has not undergone peer review (when applicable) or any post-submission improvements or corrections. The version of record of this article is published in EDURE and is available online at <https://doi.org/DOI number>."
- b) For articles published on an open-access basis, EduRE encourages sharing of the published Version of Record under the terms of the relevant Creative Commons license.

Under no circumstances is it permissible to share or distribute an Accepted Manuscript under a Creative Commons license or any other form of open access license.

These terms, along with the terms of any publishing agreement established between the Rightsholder and the Licensee upon acceptance for publication, take precedence over any other terms that the Rightsholder or any third party may claim to apply to any version of the article.

## 8. Ethics in Publishing

EduRE is committed to maintaining a high level of integrity in the content it publishes. The platform follows a Conflict of Interest policy and abides by the guidelines set forth by [the Committee on Publication Ethics \(COPE\)](#) to address any instances of misconduct.

### 8.1. Ethics for Author

To ensure the quality and originality of the content, all submissions undergo a thorough Double Blind peer-review process. Additionally, plagiarism screening software is used to detect any potential instances of plagiarism. If plagiarism is identified, EduRE will strictly adhere to [COPE's guidelines for addressing plagiarism](#).

Authors who publish with EduRE have the responsibility to maintain high ethical standards and uphold the integrity of the scientific record. This includes following [the guidelines established by COPE](#) to address any potential acts of misconduct.

To maintain trust in EduRE and the scientific community as a whole, authors must avoid misrepresenting research results. It is important to maintain the integrity of the research and its presentation by adhering to the principles of good scientific practice. These principles include:

The responsibilities of authors when publishing with EduRE include:

- Manuscripts should only be submitted to one journal at a time and should not be simultaneously submitted to multiple journals.
- The submitted work must be original and should not have been previously published in any form or language, unless it involves expanding upon prior work. Authors are encouraged to transparently disclose any reused material to avoid concerns about text recycling.
- To prevent inflating submission quantities, a single study should not be divided into multiple parts and submitted to different journals or to the same journal multiple times.
- Concurrent or secondary publication may be acceptable under specific conditions, such as translations or manuscripts intended for different reader groups.
- Authors must present their results clearly, honestly, and without fabrication, falsification, or inappropriate manipulation of data, including image-based manipulation. It is crucial to adhere to discipline-specific rules for acquiring, selecting, and processing data.

Plagiarism, which involves presenting others' data, text, or theories as one's own, is strictly prohibited. Authors are required to provide proper acknowledgments for other works, including closely copied, summarized, or paraphrased material. Verbatim copying should be indicated using quotation marks, and permissions must be obtained for copyrighted material.

It is not permissible to use information acquired through confidential services, such as reviewing manuscripts or grant applications, without explicit written permission from the relevant author.

Authors are responsible for obtaining permissions for the use of software, questionnaires/surveys, and scales in their studies, if applicable.

Both research and non-research articles should appropriately cite relevant literature to support the claims made. Excessive and inappropriate self-citation, as well as coordinated efforts among authors to collectively self-cite, are strongly discouraged.

Authors should avoid making untrue statements about an entity or providing descriptions of their behavior or actions that could be interpreted as personal attacks or unfounded allegations.

If the research has the potential to be misapplied and pose a threat to public health or national security, it should be clearly identified in the manuscript (e.g., dual use of research).

Authors are strongly advised to ensure accuracy in the author group, the Corresponding Author, and the order of authors at the time of submission. Adding or deleting authors during the revision stages is generally not permitted, but exceptions may be considered with valid reasons. Any changes in authorship should be thoroughly explained. [Please note that alterations to authorship cannot be made after manuscript acceptance.](#)

Authors should only use generative AI and AI-assisted technologies in the writing process to improve the readability and language of their work. It is important to have human oversight and control when using such technology. Authors should carefully review and edit the output, as AI may generate content that sounds authoritative but can be incorrect, incomplete, or biased. Ultimately, authors are responsible for the content of their work.

Authors are required to disclose the use of AI and AI-assisted technologies in their manuscript, and a statement acknowledging their use will be included in the published work. Transparently declaring the use of these technologies builds trust among authors, readers, reviewers, editors, and contributors, and ensures compliance with the terms of use for the relevant tools or technologies.

Authors should be prepared to provide relevant documentation or data upon request to support the validity of the presented results. This may include raw data, samples, records, etc. However, confidential or proprietary data that is sensitive in nature is exempt from this requirement.

In the event of suspected misconduct or alleged fraud, EduRE will follow the [guidelines set by COPE](#) and initiate an investigation. If valid concerns are found, the author(s) involved will be contacted via their provided email address and given an opportunity to address the issue. Depending on the situation, EduRE may take the following actions:

- If the manuscript is still under consideration, it may be rejected and returned to the author.
- If the article has already been published online, the response will depend on the nature and severity of the violation:
  - An erratum/correction may be issued alongside the article.
  - An expression of concern may be added to the article.
  - In serious cases, the article may be retracted.

The rationale for any corrective action, such as an erratum/correction, expression of concern, or retraction, will be clearly explained in the published note. In the case of retraction, the article will remain on the platform but will be marked with a visible watermark indicating "retracted." A detailed explanation for the retraction will be provided in a note that is linked to the watermarked article. Additionally:

- The author's institution may be informed about the situation.
- A notice regarding the suspected violation of ethical standards in the peer review system may be included in the author's and article's bibliographic record. This measure aims to ensure transparency and accountability in the scholarly publishing process.

### 8.1.1. Fundamental errors

In the case of fundamental errors, it is the responsibility of authors to rectify significant mistakes or inaccuracies found in their published articles. Authors are encouraged to promptly contact the journal, providing detailed information on how the identified error is affecting the article. Based on the nature of the mistake, the decision on how to address it in the literature will be made, which may involve either a correction or retraction.

If a retraction is deemed necessary, the retraction note will be prepared with transparency in mind. It will clearly specify which parts of the article are affected by the identified error. This commitment to transparency ensures that readers and the scholarly community are well-informed about the nature and extent of the correction or retraction.



### 8.1.2. Suggesting / excluding reviewers

Authors are encouraged to suggest suitable reviewers and express preferences for excluding certain individuals when submitting their manuscripts. However, it is imperative that when suggesting reviewers, authors ensure the complete independence of the suggested individuals from the work in question. It is strongly recommended to propose a diverse panel of reviewers, encompassing individuals from different countries and institutions.

When suggesting reviewers, the Corresponding Author should provide an institutional email address for each recommended reviewer. If this is not feasible, alternative means of verifying identity, such as a link to a personal homepage, a publication record link, or a researcher/author ID, should be included in the submission letter. It's important to note that the journal may not always utilize the suggestions provided, but the input is valued and can potentially facilitate the peer review process.

## 8.2. Ethics for Reviewer

Reviewers should adhere to proper reviewing etiquette and treat writers and their work with the same respect and fairness that they would like for themselves. It is crucial to notify the editor as soon as possible and reject to participate in the review process if a referee is chosen and feels unfit to examine the research provided in a submission or if they anticipate being unable to complete the review in a timely manner.

Reviewers should also be on the lookout for any ethical issues that might be present in the work. Reviewers should notify the editor if they see any significant overlap or similarity between the manuscript under review and another published article that they are acquainted with. The appropriate citation must always be included when acknowledging that an observation, derivation, or argument has been previously published. The integrity and dependability of the peer review process are guaranteed by this dedication to ethical review procedures.

#### The following rules should be followed by reviewers:

- *Preserve confidentiality:* It is imperative that reviewers protect the privacy of the review procedure.
- *Avoid direct contact:* Unless specifically authorized by the journal, do not get in touch with authors personally.
- *Declare competing interests:* Immediately notify the journal editor of any real or possible conflicts of interest that might affect the review's objectivity. If there is a conflict of interest, reviewers ought to reject to review.
- *Conduct fair and impartial reviews:* It is the responsibility of reviewers to conduct their assessments in a fair and impartial manner. Reviewers are encouraged to aim for fairness while acknowledging that academics may have strong ties to certain topics or specific affiliations. Reviewers should seek advice from the journal editor in a transparent manner if they are unsure whether a conflict exists.

EduRE is dedicated to maintaining the integrity of the content that it releases. It is recommended that authors, editors, and reviewers refer to the [COPE's Guidelines for Peer Reviewers](#).

#### Your duties as a reviewer consist of the following:

- *Conflict of interest consideration:* Before accepting the review, carefully consider if you have any potential conflicts of interest pertaining to the work. This includes refraining from reviewing manuscripts written by people you have previously worked, taught, or collaborated with. If you anticipate a conflict of interest, please notify the EduRE's editors of it discreetly and as soon as possible.
- *Confidentiality of ethical concerns:* Maintain the confidentiality of any information pertaining to any ethical issues with a manuscript. Any issues should be brought up with the editors so they can properly handle them as they know more about the publication.
- *Peer review confidentiality:* The process of peer review is private. Avoid using unpublished material for personal gain or giving out the contents of manuscripts to third parties without first obtaining EduRE's consent.

- *Avoid direct contact with authors:* Unless authorized by EduRE, do not get in touch with the authors directly.
- *Impartiality in judgment:* Take care to refrain from evaluating the work based on factors other than the caliber of the study and its written presentation, such as financial, intellectual, or personal biases.
- *Double-anonymized peer review:* Notify the editors right away if you unintentionally learn the identity of the author from any source, including reading a preprint or going to a conference.
- *Involvement of junior researchers or colleagues:* Get editors' permission in advance if you would want to include junior researchers or if a senior colleague asks you to contribute to a review. The reviewer's consent must be recorded in the 'Confidential Comments to the Editor' section upon submission of the review, and the supervisor must consent to offer assistance throughout the review process.
- *Refraining from self-promotion:* Reviewers should follow [COPE standards](#) and not advise writers to cite their work in order to increase their citation count or increase their visibility. Any recommendations should have sound scientific or technological justifications.
- *Neutrality toward non-positive outcomes:* You shouldn't let a study's non-positive results disproportionately affect how good you think it is. Regardless of the nature of the results, reviewers are expected to assess the research objectively.
- *Updating affiliation information:* Make sure your reviewer account's affiliation information is accurate. This guarantees that before asking you to review an article, editors may quickly ascertain whether the authors have any possible conflicts of interest. Maintaining the accuracy of this data helps to preserve the integrity of the manuscript review procedure.

**The following are typical ethical concerns to be mindful of when reviewing for EduRE:**

- *Publication or submission to another publication:* It is advised that you get in touch with the editors as once to address any suspicions that the manuscript has been concurrently published or submitted to another publication. In order to ensure proper credit to earlier distribution or publication, authors are obliged to notify to the editor any prior distribution or publishing of content.
- *Plagiarism:* It is imperative that you alert the editors if you believe that the manuscript plagiarizes from other people's writing. Plagiarism, copyright infringement, and other violations of ethical publication practices are taken very severely by EduRE. To preserve the integrity of the journals and defend the rights of authors, investigations are carried out.
- *Ethical issues in research:* It is important to inform the editors if you have any reservations regarding the ethics of the research done for the manuscript. It is the authors' duty to disclose any potential conflicts of interest and the funding sources for the study. Authors also need to make sure they have the right authorization before using any data or findings that they have got from other people.

In order to preserve the caliber and integrity of the published research in EduRE, it is imperative that these ethical concerns be addressed:

- Reviews need to be done objectively, and reviewers need to be aware of any personal prejudices they may have and take those into account when assessing a work. It is not appropriate to criticize the author personally. Referees must clearly state their opinions and offer evidence to back up their decisions.
- Reviewers who have potential conflicts of interest due to competitive, collaborative, or other relationships or connections with any of the authors, companies, or institutions affiliated with the manuscript must first consult with the editors before agreeing to review a manuscript.
- If a reviewer requests that an author include citations to their own (or their collaborators') work, the request should be made for legitimate scientific grounds rather than to increase the reviewer's or their associates' prominence or to artificially inflate their citation count.

### 8.3. Ethics for Editor

When handling any case, the editors follow the rules established by [the COPE](#).

Selecting which of the manuscripts submitted to EduRE should be published is the exclusive and autonomous responsibility of the editor, who frequently collaborates with the pertinent society.

The editor is responsible for making sure the peer review procedure is impartial, timely, and fair. Normally, the manuscript need to be examined by at least two reviewers using a double blind process. If more opinions are needed, the editor should get them.

Taking into consideration the necessity for adequate, inclusive, and diverse representation, the editor will choose reviewers who possess the necessary experience in the pertinent subject. In order to prevent choosing dishonest peer reviewers, the editor will adhere to best practices. To ascertain whether there is a possibility of bias, the editor will go over all disclosures of potential conflicts of interest and proposals for self-citation made by reviewers.

Editors are supposed to evaluate manuscripts only on the basis of their intellectual merit, without taking into account the political philosophy, ethnicity, gender, sexual orientation, religion, or race of the authors. The editor should give the requirement for inclusive and varied representation top priority when proposing candidates for the editorial board.

The editorial guidelines of the publication are made to encourage openness and thorough, truthful reporting. It is the editor's responsibility to make sure that writers and peer reviewers are aware of the expectations that are put on them. For all correspondence pertaining to the journal, the editor should also use the regular electronic submission procedure.

It is the editor's responsibility to work with the publisher to establish an open appeals process for editorial decisions. The legitimacy and importance of the work to readers and scholars should serve as the foundation for decisions. The journal's editorial board regulations may serve as a guide for the editor, who also has to abide by any applicable legal obligations with regard to issues like plagiarism, libel, and copyright violations. The editor may choose to confer with other editors, reviewers, or society officers during the decision-making process.

Unless otherwise agreed upon with the relevant authors and reviewers, the editor is required to protect the privacy of all material submitted to the journal and any correspondence with reviewers. When it is thought important to look into possible ethical transgressions, the editor may, under unusual circumstances and after consulting with the publisher, provide restricted information to editors of other journals, institutes, or groups looking into incidents of research misconduct.

The editor is responsible for protecting reviewers' identities. Unpublished materials disclosed in a manuscript that is submitted should not be used by the editor for personal research without the author's express written agreement. Ideas or privileged information that are acquired through the peer-review process should not be used for selfish gain and should be handled with confidentiality.

It is forbidden for the editor to try to influence the publication's rating by inflating any journal metric. More specifically, unless there are legitimate scholarly justifications, the editor shouldn't require citations to journal papers. The editor's own articles or goods and services in which the editor has an interest cannot be mentioned in writing without the consent of the authors.

The editor shall give written notice to the publisher of any potential conflicts of interest before being appointed. Any new conflicts that occur should also be updated right away. In the interest of transparency, the publisher may publish declarations of possible conflicts of interest in the journal.

It is forbidden for the editor to take part in choices about papers that they have written, that have been written by their relatives or associates, or that are connected to goods or services in which the editor has a personal stake. Such submissions must follow the journal's regular procedures, and peer review must be carried out without consulting the relevant author(s) or editor(s) or their research groups. Any published work resulting from such submissions should contain a clear statement to that effect.

Maintaining the integrity of the published record is another duty of the editor. This entails actively investigating and evaluating research, publication, reviewer, and editorial misconduct that has been reported or is suspected of occurring.

In the event that misbehavior is reported or suspected, the editor will usually take action by contacting the manuscript or paper's author. The editor will carefully review the complaint or claims presented, and if necessary, may get in touch with the pertinent organizations and research groups. In addition, the editor is supposed to make use of the publisher's systems—such as plagiarism detection tools—that are intended to identify wrongdoing.

The editor should work with the publisher and/or society to expedite the publication of a correction, retraction, expression of concern, or any other corrective action deemed necessary to rectify the scholarly record in a timely and transparent manner in the event that they are presented with compelling evidence of misconduct.

## 9. Before Submission

Authors are strongly encouraged to verify the accuracy of the author group, the corresponding author, and the order of authors at the time of submission. Changes to the authorship list, such as additions, deletions, or rearrangements, are typically not allowed during the revision process. However, exceptions may be made for valid reasons. Any modifications to the authorship list should be fully explained and approved by the editor of EduRE before the manuscript is accepted.

**Please note that alterations to authorship cannot be made after manuscript acceptance.**

It is crucial to emphasize that preprints are permitted to be shared freely and without restrictions, following EduRE's sharing policy. The act of sharing preprints, whether on preprint servers or elsewhere, will not be regarded as prior publication. The articles published by EduRE are released under the [CC BY-NC-ND](#) license.



### 9.1. Declaration of Interest

To uphold transparency and integrity in scholarly contributions, all collaborators are mandated to disclose any financial or personal affiliations with individuals or organizations that could potentially introduce undue influence or bias to their work. Such associations may include but are not limited to employment, consultancies, stock ownership, honoraria, compensation for expert testimony, patent applications/registrations, and grants or other forms of funding. Authors are required to make these disclosures in two specific locations:

- A concise declaration of interest statement on the title page file. In instances where there are no interests to declare, it is imperative to explicitly state: 'Declarations of interest: none.'
- Comprehensive disclosures must be provided as part of a dedicated Declaration of Interest form, seamlessly integrated into the official records of the journal. It is essential for potential interests to be declared in locations, ensuring uniformity and accuracy of the disclosed information.

### 9.2. Article Submission Conditions

The submission of an article entails adherence to the following conditions:

- The work described has not been previously published, except in the form of an abstract, a published lecture, or an academic thesis.
- The manuscript is not presently under consideration for publication elsewhere.
- Approval for publication has been granted by all authors, and the responsible authorities at the institution where the work was conducted have provided tacit or explicit approval.
- In the event of acceptance, the article will not be replicated elsewhere in the same form, whether in English or any other language, including electronic publications, without the written consent of the copyright holder.

To ensure compliance with these conditions, submitted articles may undergo scrutiny using tools such as Crossref Similarity Check and other originality or plagiarism detection checking software (e.g., iThenticate).

### 9.3. Using Inclusive Language

Inclusive language is characterized by its recognition of diversity, demonstration of respect for all individuals, sensitivity to differences, and advocacy for equal opportunities. Content should abstain from making assumptions about the beliefs or commitments of any reader, steering clear of implying superiority based on factors such as age, gender, race, ethnicity, culture, sexual orientation, disability, or health condition. Instead, it should consistently incorporate inclusive language.

To achieve gender neutrality, it is advisable to default to the use of plural nouns ("students, teachers, etc.") wherever possible, thereby avoiding exclusive reliance on terms like "he," "she," or "he/she." Descriptors related to personal attributes, such as age, gender, race, ethnicity, culture, sexual orientation, disability, or health condition, should be employed thoughtfully, taking into account their relevance and validity in the given context.

When employing coding terminology, it is recommended to steer clear of offensive or exclusionary terms. Instead, opt for alternatives that are more suitable and self-explanatory.

## 10. Preparation Submission

### 10.1. Word Count Limit

Manuscripts submitted to EduRe should not exceed a length of 9,000 words, excluding references and any appendices. It is important to adhere to this specified word count limit during the preparation and submission of your manuscript. If you have any questions or need further clarification, refer to the journal's guidelines or contact the editorial team for assistance.

### 10.2. Permissions

Authors intending to incorporate figures, tables, or text passages previously published elsewhere must secure permission from the copyright owner(s) for both print and online formats. When submitting their papers, authors are expected to provide evidence confirming that such permission has been obtained. In the absence of such evidence, any material received will be presumed to originate from the authors.

To submit your manuscript, kindly click on "Make a Submission" and proceed to upload all your manuscript files following the instructions provided below.

### 10.3. Submission Files

It is essential to provide all relevant editable source files during each submission and revision. Failure to submit a complete set of editable source files will lead to your article not being considered for review. For the manuscript text, please consistently submit in common word processing formats such as .docx or .doc.

It is important to use the Edure template for your submission. Ensure that your manuscript is formatted in accordance with the guidelines provided in the Edure template. This will facilitate a smoother submission process and ensure that your manuscript adheres to the journal's formatting requirements. If there are specific instructions or details outlined in the Edure template, please closely follow them during the preparation and submission of your manuscript.

**::: [Click for Submission Files](#) :::**

**Ensure that you upload two files during the submission process (the title page and the manuscript file).**

Pay careful attention to the specific requirements and guidelines provided by the journal for each of these files. Following these instructions will help facilitate a smooth and successful submission of your manuscript. If you have any questions or encounter issues during the process, consider referring to the journal's guidelines or contacting the editorial team for assistance.

#### 10.3.1. Title Page

To ensure completeness and accuracy, please make sure your title page contains the following information:

- Title of the manuscript: Provide a concise and accurate title that reflects the content of your work.
- Author names: List the names of all authors along with their respective affiliations, e-mail and Orcid ID.
- Corresponding Author Information: Clearly indicate who the corresponding author is and provide their contact details, including email address.

- Acknowledgments (if applicable): Acknowledge any funding sources, individuals, or organizations that contributed to the research but do not meet the criteria for authorship.
- Keywords: Please provide three keywords which can be used for indexing purposes.
- Word count: Specify the total word count for the manuscript, including both the main text and any supplementary materials.
- Abstract: Include a structured or unstructured abstract summarizing the key aspects of your research (should not exceed a length of 150 words).
- Conflict of interest (if applicable): Please specify in detail. Authors must disclose both financial and non-financial interests that are directly or indirectly related to the work submitted for publication. Please consult the section titled "Competing Interests and Funding" for detailed instructions on how to complete this disclosure. Providing comprehensive information in this section is essential to ensure transparency and address any potential conflicts of interest associated with the submitted work.

Ensure that the title page is formatted according to the specific guidelines provided by the EduRe you are submitting to. Following these instructions will help ensure a complete and accurate submission.

**[::: Click for Title Page Template :::](#)**

### 10.3.2. Manuscript File

***::: Do not add any of your information :::***

Manuscripts submitted to EduRe should not exceed a length of 9,000 words, excluding references and any appendices.

It's important to adhere to the requirement of not including any information about the author in the file. Authors are often instructed to anonymize their manuscripts during the review process to ensure a blind peer-review. To ensure compliance with this instruction:

- Document properties: Check the document properties to ensure that no author-related information is embedded in the file metadata.
- Acknowledgment section: If acknowledgments contain author information, consider removing or generalizing this section.
- File naming: Avoid using file names that reveal author identities.
- Citations and references: Modify any in-text citations or references that may indirectly reveal authorship.

Remember to review the specific anonymization guidelines provided by the journal or conference to which you are submitting. Adhering to these guidelines is essential to ensure a fair and unbiased peer-review process.

It's highly advisable to use EduRe's template when formatting your manuscript. Using the provided template ensures that your document follows the specific formatting requirements and guidelines set by EduRe. This helps to maintain consistency and streamlines the submission process.

If you have any questions or need further assistance, consider referring to the template documentation or reaching out to the editorial team.

**[::: Click for Manuscript Template :::](#)**



### 10.3.2.1. Text format:

When preparing your manuscript, please adhere to the following text formatting instructions:

- Manuscripts should be submitted in Microsoft Word.
- Use a standard, plain font (e.g., 10-point Times New Roman) for the text.
- Use 1.5 line spacing.
- Utilize italics for emphasis where needed.
- Employ the automatic page numbering function to number the pages.
- Avoid using field functions in your document.
- Use tab stops or other appropriate commands for indents; refrain from using the space bar.
- Create tables using the table function within Word, not spreadsheets.
- For equations, use the equation editor or MathType.
- Save your file in either docx format (Word 2010 or higher) or doc format (older Word versions).

**Heads:** When structuring your manuscript, use headings with no more than three levels and avoid numbering them. Here are some general guidelines:

Main Head: Bold, centered, and all words' first letters capitalized. Like as below:

#### **Main Head Like As Introduction**

Write text...

Secondary Head: Bold, align left and all words' first letters capitalized. As below:

#### **Secondary Head Like as Participants or Data Tools**

Write text...

**Third Head:** Bold, align left, and only the first-word first letter capitalized. As below:

#### **Third head like as the main survey:** Write text...

By following these guidelines, you ensure that your manuscript is formatted correctly and aligns with EduRe's submission requirements. If you have any specific questions or encounter challenges during the submission process, refer to EduRe's guidelines or contact the editorial team for assistance.

### 10.3.2.2. Article structure

#### **Abstract**

Include a structured or unstructured abstract summarizing the key aspects of your research (should not exceed a length of 150 words).

## Introduction

When composing the introduction of your manuscript, adhere to the following guidelines:

- Objectives: Clearly state the objectives of your work. What do you aim to achieve or investigate?
- Background: Provide a sufficient background to contextualize your study. Offer the necessary information to help readers understand the significance of your work.
- Avoid detailed literature survey: While presenting the background, refrain from delving into a detailed literature survey. Focus on the essential context relevant to your study.
- Avoid result summaries: Similarly, avoid summarizing the results in the introduction. Save detailed discussions of results for the appropriate sections later in the manuscript.

To enhance clarity and provide a clear roadmap for your readers, consider including the problem statement, purpose, and research questions or hypotheses in the last paragraph of your introduction. This approach helps orient the reader and sets the stage for the rest of your manuscript. Here's a suggested structure:

Example:

"In summary, this study addresses the pressing issue of [Problem Statement]. The purpose of this research is to [Purpose], aiming to shed light on [specific aspect] and contribute valuable insights to [relevant field]. To guide our investigation, the following research questions/hypotheses will be explored: [List of Research Questions/Hypotheses]. By addressing these inquiries, we aim to [achieve specific objectives or outcomes], ultimately advancing our understanding of [research area]."

This approach ensures that the key components—problem statement, purpose, and research questions/hypotheses—are consolidated succinctly at the end of the introduction, providing a clear foundation for the rest of the manuscript. Adjust the language and structure as needed based on the specifics of your research and the guidelines of the journal you are submitting to.

## Method

In the Methods section of your manuscript, it is crucial to provide sufficient details to enable the reproducibility of your work by an independent researcher. Here are some key considerations:

- Summarize published methods: If you are using methods that have already been published, provide a concise summary and reference the original source.
- Quoting directly: If you directly quote a method from a previously published source, use quotation marks and provide a citation to acknowledge the source.
- Modifications: Clearly describe any modifications or adaptations made to existing methods. Specify the rationale behind the changes and provide detailed information to ensure clarity.

Do not make long method definitions.

The method generally includes the following headings.

### Participants

### Data Collection Tools

### Data Analysis

## Results

When presenting results in your manuscript, adhere to the following guidelines to ensure clarity and conciseness:

- **Clarity and conciseness:** Present results in a clear and concise manner, focusing only on findings within the scope of your research.
- **Relevance:** Avoid including results that are not directly related to the objectives or research questions of your study.
- **Discussion and interpretation:** Each finding presented in the results section should be discussed and interpreted. Provide context, explain the significance of each result, and relate them to the broader research objectives.

When presenting the findings in your manuscript, align them with the corresponding research questions or hypotheses (be careful to present the findings during the research questions/hypotheses). Here's a suggested structure:

### **Research Question 1 (or Hypothesis 1)**

Present the findings related to the first research question or hypothesis. Clearly state the results and provide any relevant statistical or qualitative data.

### **Research Question 2 (or Hypothesis 2)**

Present the findings related to the first research question or hypothesis. Clearly state the results and provide any relevant statistical or qualitative data.

## Discussion, Conclusion & Suggestions

When presenting the discussion and conclusion in your manuscript, adhere to the following guidelines to ensure clarity and conciseness:

- **Explore significance:** In the combined Discussion and Conclusion section, focus on exploring the significance of the results rather than reiterating them. Offer insights into the broader implications of your findings and their contribution to the field.
- **Limited literature citations:** Minimize extensive citations and discussions of published literature. While providing context is important, the emphasis should be on interpreting your specific results.
- **Main conclusions section:** Present the main conclusions of the study in a short, standalone section. This section may follow the combined Discussion and Conclusion or be integrated within it.
- **Logical flow:** Ensure a logical flow from discussing the results to drawing conclusions. Clearly connect your interpretations to the research questions or hypotheses.

When presenting the discussion and conclusion in your manuscript, align them with the corresponding research questions or hypotheses (be careful to present the discussion and conclusion during the research questions/hypotheses).

### **Limitation**

### **Suggestion**

- 1.Suggestion
- 2.Suggestion etc.

### Acknowledgements

When expressing gratitude to supporting institutions and organizations in the acknowledgment section, follow these guidelines:

"This study was supported by XXXX under project number XXXXX. The authors would like to express their gratitude for the financial assistance provided, which played a crucial role in the successful completion of this research."

"The authors would like to thank the supporting institutions and organizations for their invaluable contributions to this work. We are grateful for the support provided by XXXX and XXXX. Their assistance and collaboration have significantly contributed to the success of this research."

By using "XXXX" instead of specific names, you adhere to the instruction not to include the names of people or institutions while still expressing appreciation for their support.

The names or institutions will be given at the printing stage.

### References

EduRE follows the APA (American Psychological Association) style for source citation, here's a reference template for different types of sources:

For a Book:

Author, A. A. (Year of Publication). *Title of work: Capital letter also for subtitle*. Publisher.

For a Journal Article:

Author, A. A. (Year of Publication). Title of article. *Title of Journal, volume number(issue number)*, page range. DOI or URL

For a Webpage:

Author, A. A. (Year, Month Day of Publication). Title of webpage. *Name of Website*. URL

For an Edited Book:

Editor, A. A. (Ed.). (Year of Publication). *Title of work: Capital letter also for subtitle*. Publisher.

For an Article in an Edited Book:

Author, A. A. (Year of Publication). Title of article. In Editor, A. A. (Ed.), *Title of book: Capital letter also for subtitle* (pp. page range). Publisher.

This is a general template, and you should adapt it based on the specific details of the source you are citing. Always refer to the APA Publication Manual or the guidelines of EduRE for any platform-specific variations.

**::: [Click for Reference Template of EduRE](#) :::**

## 11. Submissions

All submissions will be assessed by an editor to determine whether they meet the aims and scope of this journal. Those considered to be a good fit will be sent for peer review before determining whether they will be accepted or rejected.

Before making a submission, authors are responsible for obtaining permission to publish any material included with the submission, such as photos, documents, and datasets. All authors identified on the submission must consent to be identified as an author. Where appropriate, research should be approved by an appropriate ethics committee in accordance with the legal requirements of the study's country.

An editor may reject a submission if it does not meet minimum standards of quality. Before submitting, please ensure that the study design and research argument are structured and articulated properly.

Please follow the checklist below to prepare your submission.

- Remove all author(s) information on manuscript file.
- This submission meets the requirements outlined in the [Author Guidelines](#).
- This submission has not been previously published, nor is it before another journal for consideration.
- All references have been checked for accuracy and completeness.
- All tables and figures have been numbered and labeled.
- Permission has been obtained to publish all photos, datasets, and other material provided with this submission.

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These terms, along with the terms of any publishing agreement established between the Rightsholder and the Licensee upon acceptance for publication, take precedence over any other terms that the Rightsholder or any third party may claim to apply to any version of the article.

## 12. After Submission

All communication following the submission will occur through the online journal management system. After each transaction, an email will be automatically generated by the system. It is advisable to regularly check your email's junk/spam box for any system-generated communications.

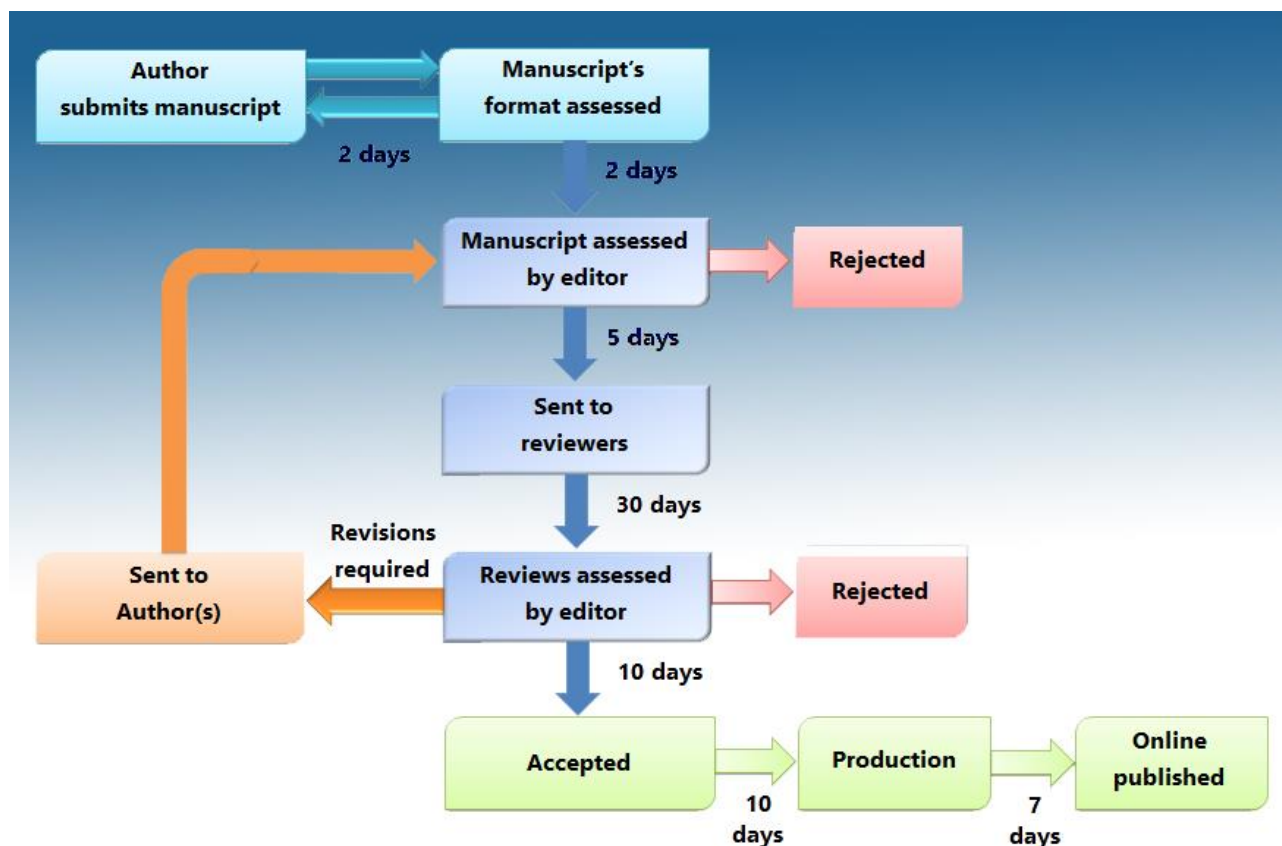
### 12.1. After Acceptance

To expedite the publication process of your article, we kindly request authors to submit their proof corrections within five days. Corresponding authors will receive an email detailing the proofing steps.

EduRe is committed to ensuring the prompt and accurate publication of your article. Please use this proof solely for reviewing the typesetting, editing, completeness, and correctness of the text, tables, and figures. Any significant changes to the article, as accepted for publication, will only be considered at this stage with approval from the editors. It is crucial to consolidate all corrections into one communication. Kindly review thoroughly before responding, as the inclusion of subsequent corrections cannot be guaranteed. Proofreading is the sole responsibility of the author(s).

Please note that no changes can be made to articles once they are published online.

## 13. Peer Review Process



### Step 1. Submission of manuscript

The corresponding author submits the manuscript to the journal; this is via an online system. The author must use the manuscript's template file.

### Step 2. Editorial office assessment

The editorial office checks that the manuscript adheres to the requirements described in the Author's Guidelines. The quality of the manuscript is not assessed at this point.

### Step 3. Editor-in-chief assessment

The Editor-in-chief checks and assesses the manuscript, considering its scope, originality, ethics, and publishability. The Editor-in-chief may decline the manuscript at this point. If the Editor-in-chief deems it appropriate, will assign the article to the Editor(s).

### Step 4. Invitation to reviewers for the first stage

The editor sends invitations to individuals they believe would be appropriate reviewers. As responses are received, further invitations are issued, if necessary, until the required number of reviewers is secured—commonly this is two blind reviewers, but there may be some variation between manuscripts.

**Step 5. Response to invitations for the first stage**

Invited reviewers consider the invitation against their expertise, conflicts of interest, and availability. They then accept or decline the invitation to review. Seven days are given to accept or reject the invitation decision. If possible, when declining, they might also suggest alternative reviewers. If the reviewer(s) rejects the invitation, a new reviewer is assigned by the editor. If reviewers accept the invitation, they are given 30 days for evaluation.

**Step 6. Under review for the first stage**

Reviewers are provided with a suitable environment to evaluate the article and are provided with materials that will enable them to evaluate the article upon request. Upon the reviewers' reasoned request, the reviewers may be given additional time for evaluation. At the end of the period, the reviewers prepare a reasoned report and notify the editor of their decision (acceptance, correction, rejection) via the system. If reviewers accept the invitation, they are given 30 days for evaluation.

**Step 7. Evaluate the reviews for the first stage**

The editor considers all the returned reviews before making a decision. Usually, evaluation decisions are coded as accept 3 points, revision 2 points, and reject 1 point. If the average score of the reviewers' decision is below 1.5, the manuscript is returned to the author. If the average score is between 1.5 and 2, a new reviewer is assigned. If it is above 2, it is sent to the author for revision. If it is 3, the manuscript is accepted and sent to the production.

**Step 8. Revision required for the first stage**

If a decision is "revision required", the decision is communicated to the author together with the reviewers' reports. The author(s) is expected to examine the reports in detail and make the necessary revisions. The author must indicate any revisions he has made in the revision report. If the author(s) does not make the revision requested by the reviewers, (s)he must explain in detail why (s)he did not correct. The author(s) is given 20 days to make the necessary revisions. The author(s) must upload two files to the system (a revision report and a revised manuscript containing the answer given to the reviewers).

**Step 9. Response to invitations for the second stage**

The revised manuscript is sent again to the same reviewers and the reviewers are given 30 days to evaluate the revision. If one or more of the reviewers states that they cannot evaluate, a new reviewer is assigned.

**Step 10. Under review for the second stage**

Upon the reviewers' reasoned request, the reviewers may be given additional time for evaluation. At the end of the period, the reviewers prepare a reasoned report and notify the editor of their decision (acceptance, correction, rejection) via the system. If reviewers accept the invitation, they are given 30 days for evaluation.

**Step 11. Evaluate the reviews for the second stage**

The editor considers all the returned reviews before deciding on the second stage. Usually, evaluation decisions are coded as accept 3 points, revision 2 points, and reject 1 point. If the average score of the reviewers' decision is below 1.5, the manuscript is returned to the author. If the average score is between 1.5 and 2, a new reviewer is assigned. If it is above 2, it is sent to the author for revision. If it is 3, the manuscript is accepted and sent to the production.



**Step 12. Revision required for the third stage**

If a decision is "revision required", the decision is communicated to the author together with the reviewers' reports. The author(s) is expected to examine the reports in detail and make the necessary revisions. The author must indicate any revisions he has made in the revision report. If the author(s) does not make the revision requested by the reviewers, (s)he must explain in detail why (s)he did not correct. The author(s) is given 20 days to make the necessary revisions. The author(s) must upload two files to the system (a revision report and a revised manuscript containing the answer given to the reviewers).

**Step 13. Response to invitations for the third stage**

The revised manuscript is sent again to the same reviewers and the reviewers are given 30 days to evaluate the revision. If one or more of the reviewers states that they cannot evaluate, a new reviewer is assigned.

**Step 14. Under review for the third stage**

Upon the reviewers' reasoned request, the reviewers may be given additional time for evaluation. At the end of the period, the reviewers prepare a reasoned report and notify the editor of their decision (acceptance, correction, rejection) via the system. If reviewers accept the invitation, they are given 30 days for evaluation.

**Step 15. Evaluate the reviews for the third stage and decision**

The editor considers all the returned reviews before deciding on the second stage. Usually, evaluation decisions are coded as accept 3 points, revision 2 points, and reject 1 point. If the average score of the reviewers' decision is below 2,5 the manuscript is returned to the author. If it is above 2,5, the manuscript is accepted and sent to production.

**Step 16. Production & Online published**

Layout editors format the accepted article. The formatted article is submitted for author approval. The article approved by the author is published online with a DOI number.