

EIU Journal of Action Research

Author Guidelines

These guidelines apply to all submission types.
Our goal is to support clarity, consistency, and accessibility while maintaining academic rigor.

General Requirements (All Submissions)

Language & Style

- Written in clear academic English
- Acronyms are defined on first use
- Tone is professional, respectful, and accessible
- Focus is on action, practice, or change, not theory alone

Formatting (Very Important – All Written Submissions)

- **Font:** Arial
- **Font size:** 12 pt (main text)
- **Line spacing:** 1.5
- **Margins:** 2.5 cm (1 inch) on all sides
- **Text alignment:** Left-aligned (not justified)
- **Page numbers included**

Consistent formatting helps reviewers focus on content, not layout.

Referencing & Ethics

- References are included and consistently formatted (APA 7th preferred)
- All sources are cited in-text
- Ethical approval or consent is stated where applicable

- Any conflicts of interest are disclosed

Plagiarism Threshold

- All submissions are subject to plagiarism screening
- A maximum similarity index of 25% is permitted
- References, quotations, and commonly used methodological phrases may be excluded from this calculation
- Submissions exceeding this threshold may be returned for revision or rejected

AI Use & AI Detection

- All submissions are subject to AI-detection screening
- A maximum AI-detection threshold of 25% applies, in line with EIU policy
- AI tools may be used supportively (e.g., language editing, clarity, structure)
- AI tools may not be used to generate original research content, data analysis, or scholarly argumentation without disclosure
- Any use of AI tools must be clearly and transparently acknowledged by the author(s)

Copyright & Author Declaration

- A Copyright and Author Declaration Form must be completed and signed by all authors
- The journal's copyright form template will be provided at the time of submission
- Submissions will not proceed to peer review until the signed form is received
- By signing the form, authors confirm that:
 - The work is original
 - The submission complies with plagiarism and AI-use thresholds
 - All authors approve the submission

- The work is not under consideration elsewhere

Action Research Focus (All Formats)

Your submission must clearly show:

- A real-world problem or practice-based issue
- The context (classroom, organization, healthcare, community, etc.)
- The action/intervention taken (or planned)
- Reflection on change, learning, or impact

1. Full Research Articles

Length & Structure

- 4,000 to 7,000 words (including references)
- Title (clear and practice-focused)
- Abstract (200 to 250 words)
- Keywords (3–5)
- Introduction/context
- Methodology/approach
- Action/intervention
- Findings or outcomes
- Reflection and implications for practice
- References

2. Research-in-Progress Reports

- 1,500 to 3,000 words
- Clear research question or problem
- Context and rationale
- Proposed or ongoing methodology
- Description of planned or early action
- Reflection on challenges and learning
- References included

Ideal for doctoral students and early-stage projects.

3. Practice Briefs & Implementation Notes

- 1,000 to 2,000 words
- Focus on *what was done* in practice
- Clear description of context
- What worked / what didn't
- Practical recommendations
- Minimal theory; strong reflection
- References where relevant

4. Peer-Reviewed Research Infographics

Design & Accessibility Checklist

- Clear research focus (question, method, or key finding)
- Text is readable at normal screen size
- Minimum text size: 16 to 18 pt (larger preferred)
- High contrast between text and background
- Avoid light text on light backgrounds
- Avoid overly dark backgrounds with black text
- Colorblind-friendly palette preferred
- Simple fonts (e.g. Arial, Calibri)

Accompanying Text

- 300 to 500 word explanatory text
- Explains context, method, and relevance
- References included

5. Digital Academic Posters

Poster Design Checklist

- Poster size clearly specified (e.g., A0 or A1)
- Title is clearly visible
- Text is readable without zooming excessively
- Minimum text size: 18 to 24 pt
- Clear section headings

- Logical flow (problem → action → outcome)
- High contrast colors
- No overcrowding with text

Poster Content

- Research problem and context
- Method or approach
- Action/intervention
- Key outcomes or reflections
- References (short list acceptable)

6. Visual & Plain-Language Research Summaries

- 300 to 600 words
- Written for non-experts
- No heavy jargon
- Focus on *why the research matters*
- Clear practical implications
- May include simple visuals or diagrams

7. Short Research Videos (Up to 3 Minutes)

Technical Requirements

- Maximum length: 3 minutes
- Clear audio (no background noise)



- Speaker clearly visible or slides clearly readable
- No background music
- Simple, professional visuals

Content Structure

- Research problem or question
- Context (where/why this matters)
- Action taken or proposed
- Key insight or impact on practice

Accompanying Materials

- Short written summary (150 to 300 words)
- References if applicable

Before You Submit – Final Checklist

- Format matches submission type
- Font and layout are consistent
- Visual materials are readable and accessible
- Focus is on action and practice
- File names are clear and professional