

GJSD Author's Guide

Updated: 30 March 2022

Research articles, research reports, review articles and book reviews are currently accepted. Read this guide carefully and if you have any additional questions, email gjsd@gile-edu.org.

Journal Aims & Scope

The GiLE Journal of Skills Development (GJSD) has been established by the GiLE Foundation as an open-access publication to promote research and ongoing dialogue relating to soft skills training and lifelong learning. It thereby contributes to the mission of the GiLE Foundation to support young people specifically. The GJSD also offers a publication opportunity to those whose interests lie in this field.

'Soft' or 'transferable' skills are crucial to lifelong employability as the 4th Industrial Revolution gathers pace and automation spreads throughout business and society. An adaptable and resilient workforce and society will increasingly need these innately human skills. GJSD therefore also aims to be a valuable, open-access resource for all those who aim to equip rising talent for a future that is likely to involve ongoing skills development, upskilling and reskilling. All of our published content can be utilised by researchers, corporate learning and development practitioners, and those seeking to pursue their own personal and professional development. Read more about 21st Century skills [here](#).

GJSD welcomes research papers related to the three core focus areas of the GiLE Foundation: Career Planning, Character Building, and Communication Skills. It encourages submissions from everyone (e.g. students, researchers, educators, trainers, and policy makers) whose work relates to competence development. Contributions are welcomed from any relevant discipline (e.g. agriculture, business, education, healthcare, natural sciences, etc) if they are appropriately linked to the focus area of the journal. Qualitative, quantitative, and mixed methodology papers may all be accepted.

Although a scientific journal, GJSD also features 'Food for Thought' and 'Guest Column' sections where academics and those with a non-academic background may contribute to dialogue with our readership. Consequently, GJSD welcomes data-based essays and case studies from the worlds of both education and work that relate to leadership training for young people, support for new entrepreneurs, and training that upskills recent graduates, apprentices and other inexperienced hires.

Special focus: Early-career researchers

GJSD especially welcomes research articles from Masters and PhD students, postdoctoral researchers and young professionals. It aims to showcase the work of early-career researchers, as well as to offer them an efficient and free-of-charge route to publication. Authors who submit their paper specifically to this section, can expect a more constructive peer-review process, whereby reviewers will provide targeted evaluation with supportive feedback to motivate young people and that improves the quality.

The Submission Process

Use the [GJSD manuscript template](#) for final submission. Read through [the Submission Checklist](#) before you submit your manuscript. See below the steps to submit an article on the gjsd.gile-edu.org platform (or watch this [short video](#)).

First Log in/Register on the gjsd.gile-edu.org website. Click on the Submit tab and select Make a new submission. You will be taken to Step 1 of a 5-Step process to upload and describe your submission. **NB!** If you have trouble submitting a manuscript on the system, try using the Firefox or [Chrome Web browser](#) to visit gjsd.gile-edu.org to submit (a known OJS issue), if this does not resolve the issue email gjsd@gile-edu.org.

Step 1. Start

- Select a category from the drop-down list: research article, ‘food for thought’ section, **early career researchers**, reviews, etc. PhD students are recommended to select the **early career researchers**’ section to get additional supportive feedback from experts of the relevant field.
- Complete the form
- Comments for the Editor: to increase the impact of your research, provide a simple description (up to 150 words) of your research article. Please state any additional information you think the editor should know.

Step 2. Upload Submission

- Upload File, Article Component, select Article text. Select manuscript file (.odt, .doc, .docx, or RTF format) for Upload File.
- Review Details: rename file if necessary
- Confirm: upload additional files, such as high-resolution images.

Step 3. Enter Metadata

- Complete all the requested information in full
- Insert all co-author’s details under the “List of Contributors” tab, by clicking “Add Contributor”

Step 4. Confirmation

- Review and amend information by clicking on the tabs at the top
- Make sure you selected the right category: research article, **food for thought**’ section, **early career researchers**, **reviews**, **guest column**, etc.
- Click Finish Submission to submit

Step 5. Next Steps

Wait for a confirmation email and follow our [Facebook page](#) for any announcements.

Last Step. You will be notified about an editorial decision on your manuscript by email and on your profile’s dashboard on gjsd.gile-edu.org.

Format & Style Summary

- Abstract: 300 – 400 words, more details in the [manuscript submission Template](#).
- Minimum 3000 words and maximum 7000 words (all inclusive), including figures. Addendums can be included in the online submission by attaching it as a separate file.
- See article format examples below.
- **No personal information of any author should be included in the text of the uploaded manuscript.** All author/s names, affiliations and emails should not be included on the uploaded manuscript, but rather input during the online platform submission process.
- Check that **all personal information has been removed from your uploaded manuscript.** See [this video](#) on how to remove personal data from MS Office files.
- Document format has to be OpenOffice (.odt), Microsoft Office Word (.doc, .docx), or RTF (rich text format).
- Use single-spaced text; Times New Roman font, 12-point, and use [Continuous Line Numbers](#).
- Employ italics, rather than underlining (except with URL addresses).
- All illustrations, figures and tables are placed within the text at the appropriate points, rather than at the end. It is absolutely essential that authors **obtain written permission to reproduce any published material** (figures, schemes, tables or any extract of a text) which does not fall into the public domain, or for which they do not hold the copyright. Permission should be requested by the authors from the copyright holder. In order to avoid unnecessary delays in the publication process, you should start obtaining permissions as early as possible.
- High-resolution figures (images, diagrams or graphs) can be uploaded as separate files during the submission process.
- Tables should be inserted in-text at an appropriate position in the content, as editable text and not as images.
- Figures can be in colour as articles will be published in an online PDF format on the GJSD website.
- All submissions should be in English, UK English is strongly preferred. Articles with poor language quality will be rejected during the first editorial screening.
- The GJSD accepts a wide scope of themes and study fields, so we accept various formats as is necessitated for various fields. Generally, there should be an introduction, a section describing what was done (methods), and what were the results. For theoretical papers, authors should title sections accordingly. All manuscripts have to end with a Conclusion section.
- Heading numbering should only go up to 3 places (e.g. 1.1.1. or 5.3.2.).
- References and in-text citations have to conform to the [APA reference style](#).
 - **References:** Heckman, J. J., & Kautz, T. (2012). Hard evidence on soft skills. *Labour economics*, 19(4), 451-464. <https://doi.org/10.1016/j.labeco.2012.05.014>.
 - **In-text:** the author's last name and the year of publication, for example: (Heckman & Kautz, 2012);

- For direct quotations, include the page number as well, for example: (Heckman & Kautz, 2012, p. 2);
- For 3 or less authors use (Taylor, Johnson & Parker, 2019);
- For four or more authors use “et al.” (Taylor et al., 2019).
- References have to appear alphabetically and all in-text citations have to be referenced.
- Where available, **DOI hyper-links** (<https://www.doi.org/>) for the references **must be provided**.

Appendices and Supplementary Material

Authors who wish to publish electronic supplementary material to their article (e.g. Excel files, images, audio/video files) should upload these materials, with a description, during the online submission (“Add files” option).

Responding to the Review

Once the double-blind peer-review process has completed, you will be notified via email by the editor of their feedback and commentary. After receiving the email, log in to your dashboard.

Resubmitting for Review

If the editor’s decision is to resubmit for review, you will need to log in and select the article on your submissions page. The resubmission is done in the review stage of your ***original*** submission, **do not start a new submission**.

Consider the feedback from the reviewers and incorporate relevant changes to your manuscript which will increase the chances for it to be considered for publication. Once your revision is done you can upload it.

You will need to do 3 things to resubmit once you have revised your document:

1. Upload the new file in the **revisions section**. To upload a new file, click on ‘Upload file’. A new window will open allowing you to upload your file(s). Select the appropriate option from the dropdown menu to indicate that you are submitting a revision of an existing file.
2. Upload a “**Response to Reviewers**” letter ([example](#)). Please make sure you give a point-by-point response to the reviewers’ comments and concerns. Explain what changes you have made, providing the necessary explanation/clarification. Mention any other clarifications you would like to provide to the journal reviewer. Mention exactly where in the revised manuscript this change can be found – e.g. page number, paragraph, and line.
3. Add a discussion to notify the editor that you have re-submitted.

The peer-review process will be repeated as necessary, and you will likely receive feedback on the status of your manuscript within 2 weeks. Once these are completed and if it is accepted for publication, you will then be moved to the next stage.

Responding to a Proofreading Request

The next step in the workflow is to inspect your submission files that have been converted into galleys (e.g. PDF, HTML, etc.). You will receive an email indicating that the files are available. To see them, login to the journal and go to your dashboard. Click on the Production tab, and click on the article name under 'Production Ready Files' to download and view your manuscript proof. Start/add a Discussion with the editor if any edits or corrections should be made. Once you have confirmed that the files are correct, they will be queued for publication and you will be notified by email when the Journal Issue is published online.

You are free to upload a copy of your article to any open-access repository (i.e. ResearchGate, etc.) so long as the article's publication in GJSD is accurately acknowledged, particularly along with its uniquely assigned DOI as well.