

# Guidelines for Preparing Research Summaries

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## 1. Nature of Submissions

*Excellent Educator* does not publish original empirical research. It publishes editorial summaries of peer-reviewed journal articles, prepared to support professional reflection, discussion, and informed practice.

Submitted summaries should be interpretive and explanatory in nature, while remaining faithful to the original research.

## 2. Article Selection Criteria

The selected journal article must:

- Be peer-reviewed and published in a reputable academic journal
- Be relevant to contemporary educational practice
- Offer clear insights into teaching, learning, assessment, policy, or related educational contexts
- Align with the theme of the issue, where applicable

Before selecting an article, contributors are encouraged to consider:

- Is the article peer-reviewed and credible?
- Is it reasonably recent (generally within the last five years)?
- Is it directly relevant to educators or educational researchers?
- Does it offer insights that can be communicated clearly and responsibly?
- Does it add conceptual or contextual diversity to the issue?

## 3. Summary Structure and Format

### Summary Format (At a Glance)

*(Effective from Issue 3-1)*

Each submission to *Excellent Educator* should follow the standardised editorial summary format outlined below. This format is designed to translate peer-reviewed research into clear, classroom-relevant insights for educators.

### **Title**

A clear, descriptive title reflecting the core focus of the research.

### **Academic Insights**

4–6 bullet points/a short para summarising the study’s key findings, patterns, or conclusions, presented accurately and without exaggeration.

### **Apply This Now**

2–3 bullet points/a short para explaining how the findings may inform instructional decisions, classroom design, or assessment practices.

### **Add This in Your Lesson**

One concise, actionable classroom suggestion derived directly from the research.

### **Avoid This Mistake**

A brief caution highlighting a common misinterpretation, oversimplification, or risk identified by the study.

### **Keywords**

4–6 relevant keywords to aid indexing and discoverability.

### **Reference**

Full APA-style reference of the original peer-reviewed research article.

### **Suggested Citation**

Provided in the format prescribed by *Excellent Educator*, in line with the Editorial & Authorship Policy.

*Note:* Summaries should priorities clarity, interpretation, and educational relevance. Tables, charts, and extensive methodological detail are not required unless explicitly requested by the editorial team.

## **4. Formatting Requirements**

- **File format:** Word (.doc / .docx) or compatible format
- **Font:** Standard, readable font (e.g., Times New Roman, 12 pt.)
- **Line spacing:** 1.5
- **Length:** Approximately 150 to 200 words

## 5. Use of AI Tools

**AI tools may be used as assistive aids during drafting or structuring. However:**

- Editorial responsibility remains with the contributor and the Editorial Team
- All submissions must be manually reviewed and edited
- AI-generated content must not replace authorial judgement or interpretation

## 6. Originality and Attribution

Submitted summaries must be original editorial work, written in the contributor's own words. Proper attribution to the original research article and its authors is mandatory. Plagiarism or misrepresentation of findings will not be accepted.

## 7. Review Process

All submissions undergo editorial review for:

- Clarity and coherence
- Faithful representation of the original research
- Relevance to the journal's scope
- Adherence to the prescribed format

Contributors may be requested to revise submissions based on editorial feedback.

## 8. Review Timeline

Authors will be informed of acceptance, revision requests, or editorial decisions within 7–10 days of submission.

## 9. Submission Timeline

*Excellent Educator* follows a fortnightly publication cycle. To allow adequate editorial review and scheduling, submissions should be made at least 30 days prior to the intended issue release.

Indicative deadlines:

- **January 1 issue:** Submission by December 1
- **January 16 issue:** Submission by December 16
- **February 1 issue:** Submission by January 1
- and so on.

## **10. Copyright and Licensing**

By submitting a summary, contributors grant *Excellent Educator* (Academy for Academic Excellence and Research) non-exclusive rights to publish the work. Contributors retain the right to reuse the summary elsewhere, provided appropriate attribution to *Excellent Educator* is included.

## **11. Contact Information**

For submission-related queries, please contact the Editorial Team at:  
**[contact@excellenteducator.org](mailto:contact@excellenteducator.org)**