EURASIAN HIGHER EDUCATION LEADERS' FORUM

Annual Proceedings of Eurasian Higher Education Leaders' Forum 2018

Innovating Higher Education in the Age of Disruption

General information about the Proceedings

Forum participants can submit their manuscripts for publication in the Conference Proceedings of Eurasian Higher Education Leaders' Forum. Being published on the annual basis since 2011, the Proceedings are indexed in authoritative databases of Thompson Reuters Conference Proceedings Citation Index, Education Resources Information Center (ERIC), an online library of education research and information, sponsored by the Institute of Education Sciences (IES) of the U.S. Department of Education, Google Scholar as well as the open-access repository of Nazarbayev University.

Author Guidelines and Style Conventions

Please read carefully the following recommendations for writing your manuscript before you submit it to the Proceedings of Eurasian Higher Education Leaders' Forum (EHELF).

1. All manuscripts must be submitted **in English only**, in MS Word format. Please use justified text and number pages in the centre of the footer.

2. APA referencing is requested. Please consult online resources for the latest APA conventions. Please submit in Word.doc format according to the style requirements listed below.

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3. Please submit the Title Page containing the Authors details and Blinded Manuscript with no author details as two separate files. Information to help prepare the Blinded Manuscript is given on page 7.

4. Manuscripts should be maximum 2 500 words in length, including tables, appendices, and references. All manuscripts will be blind-reviewed. Full name, address, contact telephone number and email address of author/s should be included in the body of the e-mail message and on the Title page.

5. Manuscripts considered for publication should reflect the theme of the 2018 Eurasian Higher Education Leaders' Forum: *"Innovating Higher Education in the Age of Disruption".*

6. Please begin your paper with an abstract (250-300 words) summarising the content of the manuscript and indicate the abstract with the heading Abstract. In case of empirical research-based manuscripts, please use essential headings that may include:

   ✓ Introduction
   ✓ Sample
   ✓ Data collection and analysis
   ✓ Results
   ✓ Discussion/Implications
   ✓ Conclusion

Please consider any other headings you find necessary within the paper to reflect the important subsections or divisions.

7. References

In professional writing, we invariably have to refer to the work of fellow professionals either to bring new ideas into our work, or to demonstrate that we know the source of an idea or to use another person's writing to support what we are saying. This also guards against accusations of plagiarism. You are recommended to use the APA style of referencing.

8. Please use Arial font 12 point for Body Text and 10 point Arial font for indented block quotes and footnotes. Do not follow the end of sentences with two spaces, only utilise a single space. Line spacing must be consistent in Body Text: 1.5 spacing. Indented block quotes and footnotes should use single line spacing.

9. Figures should be placed inside the manuscript at the relevant point of discussion. If previously published figures are used, written permission from the copyright holder(s) must be submitted along with the text. This information should also indicate the copyright holder's citation instructions.

10. All diagrams, photographs, illustrations and charts (not tables) are to be referred to in the text as Figures and should be numbered consecutively with Arabic numerals. These figures must be supplied as separate electronic files named in

the format in which they were created and must be in one of the jpeg format. The required resolution of these figures must be 350-750 dpi. The higher the resolution, the clearer the printed image.

11. Please keep vertical (portrait) tables a maximum of 5.5 inches/14 cm wide if possible. If width is a problem, use the landscape layout with section breaks on both sides if MS Word is being used.

12. Please use American spelling. Please do not combine American and British spelling in your paper.

13. Please consider for purposes of presentation that the word 'research' and 'evidence' are collective nouns, thus 'research/evidence shows/presents' or 'research/evidence has shown, is presented' (do not use researches; or evidences). Within this context, please keep in mind that the word 'data' is plural, i.e. data are…

14. A word count, including the title, abstract and references, would be appreciated at the end of the text.

15. Please submit your two files – 1) a title page and 2) a manuscript - to the Proceedings Editors, Aida Sagintayeva and Kairat Kurakbayev, gse.research@nu.edu.kz as an e-mail attachment.

16. Receipt of your manuscript will be confirmed via e-mail gse.research@nu.edu.kz
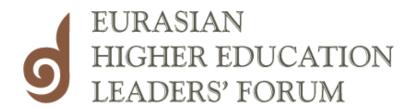
17. All Copyright remains *with the author/s.*

Proceedings timeline:

- **8 July, 2018** – Authors submit their full manuscripts with a working title to the editors of the Proceedings to gse.research@nu.edu.kz (Nazarbayev University Graduate School of Education) for the peer review.

- **9 July – 9 August, 2018** – Reviewers (double-blind peer review) provide the editors with comments and suggestions on the submitted manuscripts. The reviewers provide a recommendation (reject, revise and accept). Please read the peer review criteria on page 6 before submitting your manuscript.

- **20 September, 2018** – Authors receive the editor's decision about the manuscript ('reject' or 'revise and accept') and peer reviewers' comments.

- **4 October, 2018** – Authors submit their revised manuscripts to gse.research@nu.edu.kz

- **5 October – 30 October, 2018** – Final revision and editing of the Proceedings.

- **31 October – 10 November, 2018** – Projected publication time.

- **12 November, 2018** – Notification of the authors about the final publication of the Proceedings. The editor sends the e-version of the published proceedings to the authors. Hard copies will be available upon request.

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Peer Review Criteria

Significance/Relevance	Is the topic relevant to the theme of this year's Forum Proceedings? The Theme is "Innovating Higher Education in the Age of Disruption".
Introduction	Does the introduction provide sufficient contextual background? Are the research questions introduced? Is there a defined thesis or claim?
Content	Does the author demonstrate critical analysis and synthesis of the presented policy? Are the sources current and logical? Has the author provided a thorough overview of the current literature related to the discussed issue or policy?
Analysis	Does the author offer a systematic analysis of the issue under study? Are the arguments relevant and supported with appropriate evidence?
Conclusions	Do the conclusions draw connections between the point under study or the discussed policy and the wider issues it raises? Does the author clearly address the issue or policy's implications to the current field of educational research, policy and/or practice?
Style of writing	Does the author present complex ideas in a clear way? Does the writing show strong organization? Is the author consistent in his/her writing style?
Mechanics of writing	Is the writing clear and free of grammatical mistakes? Does the author follow APA formatting guidelines?

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Information to help prepare the Blinded Manuscript

Besides the obvious need to remove names and affiliations under the title within the manuscript, there are other steps that need to be taken to ensure the manuscript is correctly prepared for double-blind peer review. To assist with this process the key items that need to be observed are as follows:

- Use the third person to refer to work the Authors have previously undertaken, e.g. replace any phrases like "as we have shown before" with "… has been shown before [Anonymous, 2007]" .
- Make sure figures do not contain any affiliation related identifier
- Do not eliminate essential self-references or other references but limit self-references only to papers that are relevant for those reviewing the submitted paper.
- Cite papers published by the Author in the text as follows: '[Anonymous, 2007]'.
- For blinding in the reference list: '[Anonymous 2007] Details omitted for double-blind reviewing.'
- Remove references to funding sources
- Do not include acknowledgments
- Remove any identifying information, including author names, from file names and ensure document properties are also anonymized.

From: https://www.journals.elsevier.com/social-science-and-medicine/policies/double-blind-peer-review-guidelines/

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Please feel free to contact us in case you have questions or queries in regards of submitting your contribution to these Conference Proceedings.

Contact points:

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