

# Information for authors

## Basic information about the JEP

*Journal of Exceptional People (JEP)* should be based on 2 times a year publishing period in both electronic and traditional - printed form. To guarantee professional standards of the Journal we have applied to the front of special needs teachers, psychologists, therapists and other professionals in the U.S., Finland, Spain, Slovakia, Hungary, China, Russia, Poland and other countries. Above mentioned scientific journal aspires to be registered into the international database of impacted periodicals (Journal Citation Reports).

*Journal of Exceptional People (JEP)* will provide research studies and articles on special education of exceptional people. This area covers individuals with disabilities and, on the other hand, gifted persons. The *Journal* will focus on publishing studies and articles in the field of education, social science (sociology) and psychology, special thematic issues and critical commentaries. The publishing language of the *Journal of Exceptional People* is to be English exclusively.

The periodical is going to be published since the year 2012 by the **Institute of Special – pedagogical Studies at Palacky University in Olomouc.**

## Instructions for authors

Scope of the article is strictly given - mustn't be more than 20 **pages** formatted according template (including list of references, images, tables and appendices). The body of the text shall be written in letters of Times New Roman size 11 b. Different styles are undesirable, use the normal template and also please avoid numbering of pages. The final version of the articles ought to be formatted to the paragraphs. The Editorial Board reserves the right to refuse contributions.

The file should be saved under the same name with the surname of first author and sent in a format with the extension .doc or .docx (MS Word 2007 and upper versions). Before sending a file with the paper it is required to scan for possible infections or viruses. Authors are responsible for content and linguistic aspects of the contributions. Please, do not number pages. Images, graphs and tables should be numbered according to the example (**Figure 1: Preparatory exercise** [Times New Roman 11 b, italics]).

It is highly recommended to spend the necessary time correcting the paper - every mistake will be multiplied. Posted papers unsuitable for printing will not be published! Ensure appropriate division and balance between the various parts of the contribution and aesthetic placement of pictures and diagrams as well as their quality. Terminological correctness and formality are required.

Please note that publication of papers in the Journal will be free of charge.

Section headings should be numbered and written, as described in following manual: standard signs, symbols and abbreviations are to be used only. Monosyllabic preposition are ought not to figure at the end of the line, but at the beginning of the next line – they can be shifted using the "hard returns" CTRL + SHIFT + SPACE.

The list of literature and references to resources ought to follow these norms and directives: ČSN ISO 690 and ČSN ISO 690-2 or Publication Manual of the American Psychological Association APA.

Completed contribution shall be sent in electronic form to the mail address: **dan.bibaged@centrum.cz**. In the subject line of the email note: JEP - contribution

## **Compliance with publication ethics**

JEP editorial board ensures compliance with publication ethics and does this in a following way:

Editors board guarantees:

- That in the review process the author does not know the identity of the reviewer, and vice versa
- The reviewer and contributor does not come from the same organization or institution
- That if it is proven that there were some editorial or author's errors in the published article, this fact will be published in the next issue

Authors agree to the following:

- That their presented texts are original works
- That they state the references in accordance to standard specifications for citing sources (standards ISO 690, ISO 690-2 or the Publication Manual of the American Psychological Association APA).

## **The criterion relating to the quality of articles**

Content criteria:

- Does the authors state the current state of knowledge?
- Is the chosen topic a new one?
- Is the article comprehensive enough?
- Did the author use appropriate terminology?
- Are the sample and the methods used in scientific papers adequately described?
- Are the quantitative or qualitative methodology and interpretation of results reliable?
- Does the text have clear conclusions?

Formal criteria:

- Did the author comply with the standard division of the article (abstracts, keywords, literature, ...)
- Is the text clearly divided into chapters?
- Are the tables and graphs clear and understandable?
- Is the text not too long or too short?
- Is the list of used citation sources (literature) not disproportionately large?

## **Recommendations – Editors conclusions**

- Text will be published
- Text will be published after minor modifications
- Text will be published after reworking
- Text will be reviewed again
- Text will not be published

*Last revision: 08/2014*