

THE INDEPENDENT JOURNAL OF TEACHING AND LEARNING POLICY AND  
PROCEDURES

<b>POLICY NUMBER</b>	<b>IIE007</b>	
<b>POLICY NAME</b>	<b>Sub-section of Research and Postgraduate Studies Policy</b>	
<b>LEGEND</b>	The Research Policy (IIE007) and Postgraduate Studies Policy (IIE025) were merged to form the Research and Postgraduate Studies Polies (IIE007). The IIE025 Policy has therefore been revoked with effect from 04 November 2014.	
<b>POLICY APPROVAL</b>	<b>Date of Approval</b>	<b>Date of Implementation</b>
	<b>28 March 2006</b>	<b>March 2006</b>
<b>DATES AMENDED</b>	<b>05 April 2011 (w)<sup>1</sup></b> <b>07 November 2013<sup>2</sup></b> <b>19 May 2015</b> <b>25 July 2016</b> <b>25 August 2016 (w)<sup>3</sup></b> <b>30 November 2016<sup>4</sup></b> <b>24 August 2017</b>	<b>January 2012</b> <b>January 2014</b> <b>January 2016</b>  <b>25 August 2016</b> <b>14 December 2016</b> <b>January 2018</b>
<b>DATE FOR NEXT REVIEW</b>	<b>2019</b>	

This policy enjoys copyright under the Copyright Act, 1978 (Act No. 98 of 1978. No part of this policy may be reproduced or transmitted in any form or by any means, electronic or mechanical, including photocopying, recording or by any other information storage and retrieval system without permission in writing from the proprietor.

<sup>1</sup> S26: 2011-04-05 Item 9.7 (whole policy review)

<sup>2</sup> S34: 2013-11-04 amendments to section 1, 3-5 approved by S34 members via e-mail on 2013-12-04: editorial and changes related The Independent Journal of Teaching and Learning

<sup>3</sup> S42:2016-08-25 Item 7.2.4

<sup>4</sup> Renumbering and editorial changes

## Table of Contents

<b>1. Research Ethics</b> .....	<b>3</b>
1.1 The Context.....	3
1.2. Research Code of Ethics .....	4
<b>2. Editorial Policy and Procedure – The Independent Journal of Teaching and Learning (The IJTL)</b> .....	<b>5</b>
2.1. Overview .....	5
2.2. Procedure.....	6
2.3. Copyright, Reprinting, Digital Archiving and Self-Archiving .....	8

# 1. Research Ethics

## 1.1 The Context

- (1) There are three fundamental principles that guide ethical research. These are:
  - (a) Respect for persons;
  - (b) Beneficence; and
  - (c) Justice.
- (2) If these are protected in, the manner in which research is carried out; all the other more technical approaches to ethics will be addressed.
- (3) **Respect for persons**, for instance, will mean that where necessary (and necessity is determined by the rights of participants), informed consent (and in the case of minors, consent from a parent or guardian) will be obtained and participants will have their dignity respected during the process of gathering and sharing information. For example, students should be informed if a lecturer is using any part of the teaching and learning process for research.
- (4) However, if statistical data (such as success rates) is being used in groups or aggregated ways, then there is no need to directly inform each individual student as no student could possibly be harmed or identified through the process.
- (5) **Respect for persons** would include respect for intellectual property. Respect for intellectual property as a matter of course implies a complete prohibition on plagiarism, as provided for in The IIE's Intellectual Integrity Policy (IIE023).
- (6) **Beneficence** is a more complex concept. In our context, it means that the aim of the research needs to be for the benefit of those being researched and if not for them directly then for those who will follow. It requires then that, that which is learnt from research needs to be used to improve the lives or experiences of those researched, and where this is not a direct benefit (such as to the subjects of the research) it should be possible for the research to be used to benefit others in the future. Research rarely directly benefits participants, but it also cannot harm them and should contribute to the ability to improve practise at least – such as improving the quality of teaching or to contribute to the existing body of knowledge.
- (7) **Justice** in the research context requires research to be fair, valid, and reliable – to be characterised by reasonableness, truthfulness, and integrity. For research to be just, it needs to promote the pursuit of knowledge that is in line with human rights and democratic principles. It should not be manipulated to provide answers that serve specific agendas characterised by preconception and/or prejudice.

- (8) These are simple principles, but they are sufficient for the basic decisions that need to be made to guide research. In considering research ideas (and even the outcomes of the colloquial sharing of reflective practices), members of The IIE (broadly defined) are required to be able to demonstrate that their actions show respect for persons, are beneficent and just. Should it not be possible to account for one of these principles, permission to continue with the research would be withheld. Clearly, all standard ADvTECH and The IIE policies apply.

## **1.2. Research Code of Ethics**

- (1) Researchers are required to:
- (a) familiarise themselves with ethics guidelines and observe such guidelines throughout their projects;
  - (b) accept that they are ethically accountable for honesty, objectivity/avoiding undue bias, and integrity of carrying out and reporting on their research;
  - (c) strive to conduct research of a high standard;
  - (d) always clearly indicate the limitations of their work: to provide perspective on the validity of their data and reports;
  - (e) ensure that data is not falsified, misinterpreted, fabricated, misrepresented, or changed;
  - (f) ensure that data is collected in a manner that will not affect its validity, and declare any aspects of the project that might have affected such validity of data;
  - (g) disclose research methodologies and processes in a transparent manner to uphold their integrity;
  - (h) ensure that primary data is kept safe and secure for a period of five years at the institution of registration in consideration of any agreement(s) with individuals who were part of the sample group; accept responsibility to ensure that data with personal particulars of individuals and sample groups must be secured, in particular, when it is in digital format;
  - (i) recognise sources of information by accurately and appropriately referencing such sources and respecting the copyrights of all reference work and sources;
  - (j) recognise fellow workers and co-workers who are part of the project;
  - (k) be considerate and professional in dealing with individuals and sample groups, respecting their right to refuse to participate, and the rights to their privacy;
  - (l) avoid placing the safety or security and integrity of participants at risk through any research that is conducted;
  - (m) demonstrate a commitment to sharing knowledge: disseminating the results of research work in an appropriate manner;
  - (n) adhere to the conventions associated with publication that includes only submitting to one publisher at a time and always citing where papers have been used before; and

- (o) uphold the integrity of academic research in all stages of the research process and the reporting thereof.

## **2. Editorial Policy and Procedure – The Independent Journal of Teaching and Learning (The IJTL)**

### **2.1. Overview**

- (1) The IJTL is an education-focused, peer-reviewed journal, published bi-annually, online and open access [ISSN 2519-5670 (Online)] by The Independent Institute of Education. The aim of the journal is to make a difference to educators at the primary, secondary and tertiary levels. Providing a scholarly forum for academics and education practitioners to share research on teaching and learning. The journal's focus is increasingly on applied teaching and learning in both the private and public sectors.

The Independent Journal of Teaching and Learning is accredited by the Department of Higher Education and Training (DHET) in South Africa and appears on the DHET List of Accredited Journals.

The Journal is indexed by:

- Sabinet;
- Sabinet ePublications in the Education, Social Sciences and Humanities Collections – Open access;
- The African Journal Archive;
- The Independent Institute of Education Institutional Repository.

- (2) The following types of articles are considered for publication:
- (a) Research-based, empirical, reflective, or synoptic articles that would be of interest to the educational practitioner.
  - (b) Review articles that critically examine research carried out in a specific field.
  - (c) Discussion or advocacy papers suitable for publication in the section entitled 'Practitioners' Corner'.
  - (d) Book reviews that comprise a clear and concise evaluation of recently published books.

The journal also publishes Doctoral abstracts in a section titled: Doctoral Corner. This is the publication of abstracts of recent doctoral graduates in education are presented in order to provide a forum for the showcasing of doctoral graduates' research. This, in turn, provides researchers and practitioners with the opportunity to access cutting-edge research in their disciplinary field, which may be of benefit in their area of work. Please Note: these are not classified as articles and do not appear in the article section.

- (3) In order to ensure that papers published in the Journal are relevant to educational practitioners and are of good quality, the papers undergo a double-blind peer review process, which is detailed below in the section entitled 'Procedure'. The below procedure has been written in line with the ASSAF *National Code of Best Practice in Editorial Discretion and Peer Review*. However, it should be read in conjunction with the Journal Operations and Guidelines Document, which has also been aligned with the aforementioned National Code of Best Practice.

## 2.2. Procedure

- (1) Papers are uploaded and submitted via our online submit button at <https://ijtl.iie.ac.za/>. The article is work flowed via the online journal management system to the Journal Management Team and uploaded on our online tracking system. Electronic workflow notifications come through to the Journal Management Team each time a submission is made. Authors are also required to sign an originality confirmation on submission stating that the article is not currently under review or published elsewhere as part of the online submission process. This is work flowed with the submission. The Editor-in-Chief and Managing Editor review the submissions to assess whether or not:
  - (a) the paper falls within the published scope of the Journal – if not, the article is not accepted for external review;
  - (b) it is sufficiently and rigorously conceptualised and robust in order to meet the conventional requirements of an academic publication within the demands of the discipline; e.g. philosophical, sociological, and so on – if not, the article is internally reviewed by an IIE academic and returned to the author with advice on what is needed to bring it to standard, where possible;
  - (c) the author has not published within the journal within a three-edition cycle. Those who sit on the editorial board or have an editing function are not permitted to submit papers.
- (2) If the article meets the above requirements, it goes through the double-blind peer review process, in which it is sent to two established researchers in that field either locally or abroad for review in order to ensure fair and critical review of each paper is selected and assess its suitability for publication in the Journal. Reviewers are given guidelines for review. In addition, in order to further reinforce the 'blind' nature of the review as well as avoid conflict of interest, reviewers are never from the same institution as authors and normally not working in the same province as the author. The managing editor/journal administrator is responsible for communication with authors and reviewers and ensuring that neither the author nor the reviewer are exposed to one another. The reviewers are asked if they in any way feel that they may know the author (s), have a vested interest in the paper or suspect any other conflict of interest they must immediately inform the managing

editor and a new reviewer is found. If there is a discrepancy between reviewers a third party is requested to review the article.

- (3) During this process, a decision is made as to whether or not:
  - (a) the article is rejected – guidelines are still provided to these authors on how to rework the article;
  - (b) the article is accepted subject to major revisions;
  - (c) the article is accepted subject to minor amendments;
  - (d) the article is accepted 'as is'; or
  - (e) the article is sent for further review if there is a discrepancy between reviewers.
- (4) At least half of the reviewers for each edition will not have reviewed articles for the prior edition. Reviewers are not remunerated.
- (5) The results of the peer review process are communicated electronically to the author. Authors are given one consolidated review report with all comments and feedback collated, as well as any mark ups on their text. This is supplied as an anonymous reviewer report.
- (6) In the case of the article being accepted, subject to amendments, the editor-in-chief reviews the re-submitted article to ensure that all the required revisions have been made. If the revisions are substantive then it is sent back to one of the reviewers of the manuscript as well.
- (7) An author(s) with an accepted article is required to put his/her article through Plagiarism Software and provide the journal management team with the report. In cases where an author(s) does not have access to this software, the IJTL team does this for them. Any author(s) that has a report with 10% or more similarity report, the author(s) is required to affect changes so as to ensure that there is no exact replication of existing information.
- (8) Post-acceptance, all papers go through an extensive copy-editing process where references and citations are checked for accuracy. The Editor-in-Chief is responsible for the final edit and approval of articles and will refer them back to authors for amendments or technical corrections as required.
- (9) The Doctoral Corner submissions all have to have URL's for accessibility to the full thesis and these links are checked on submission and in the finalisation process.
- (10) The editorial is written after the full journal has been compiled and proof-read.

- (11) The Final proofs are sent for typesetting. Final approval (after typesetting and proof-reading), involves the IIE and Group Academic Director, Editor-in-Chief and Managing Editor. Uploading onto the online platform in PDF and EPUB follows.
- (12) Should any errors be found within the publication, errata will be published with the next edition.

### **2.3. Copyright, Reprinting, Digital Archiving and Self-Archiving**

All details related to copyright and reprinting of articles as well as digital-archiving and self-archiving of The IJTL can be found on The IJTL website. These guidelines must be adhered to by all published authors.