

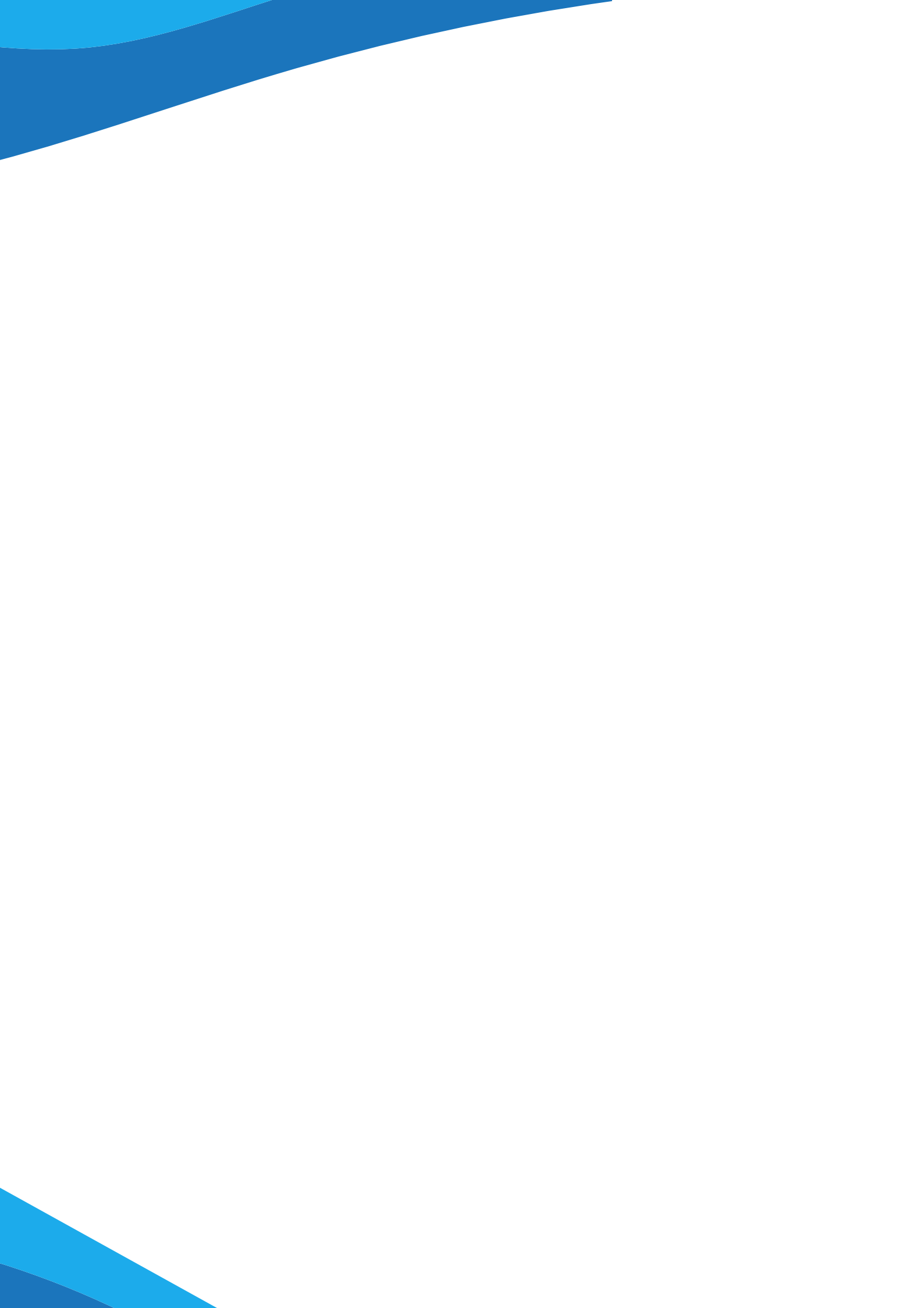


IST Author

Guidance Document

Publishing with *The Tech Magazine & The Journal*

Supporting Professionalism, Innovation, and Technical Excellence



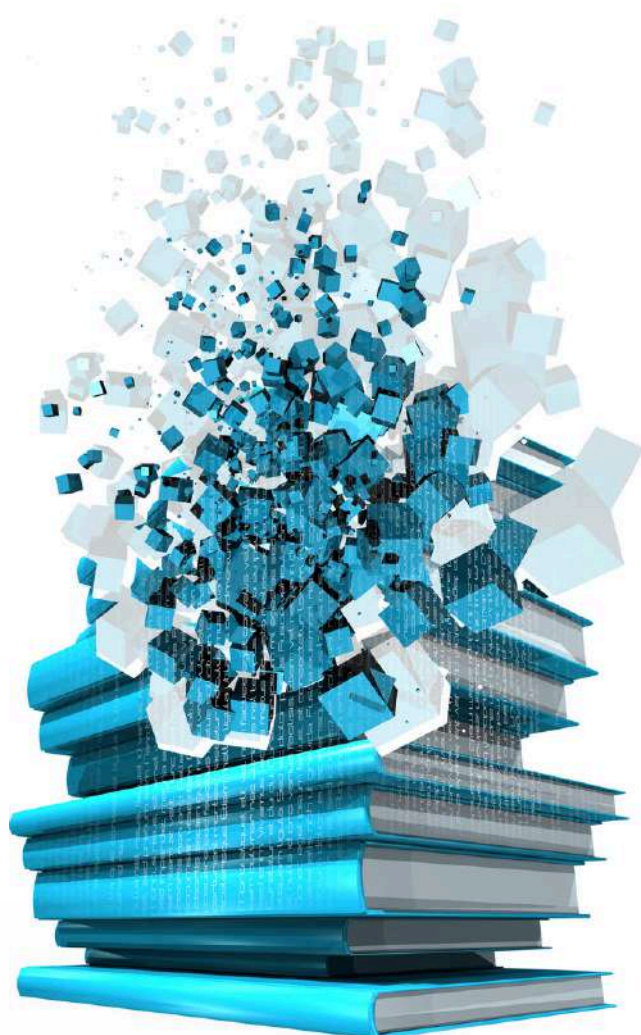
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The guidance, information, and recommendations provided within this publication are intended to support professional learning, knowledge sharing, and good practice across the technical community. While the Institute of Science & Technology (IST) endeavours to ensure the accuracy and relevance of all published content, the IST accepts no liability for errors, omissions, or actions taken based on the information provided. The views expressed by contributors are their own and do not necessarily represent the official position of the IST or its affiliated organisations.



Welcome to Publishing with IST



The Institute of Science & Technology is committed to amplifying innovative voices across Creative, STEMM¹, and Artificial Intelligence technologies and welcomes discussions in these areas alongside conversations on T-Levels and Apprenticeships, Sustainability and the Environment, EDI², as well as Outreach and Engagement.

Whether you are publishing for the first time or are an experienced author, this guide will help you:

- understand what we are looking for;
- structure and refine your article;
- meet formatting and submission or requirements;
- navigate the review and publication process;
- produce a high-quality, impactful piece.

Our publications aim to help to bridge industry, academia, technical (both HE and FE³), research institutes and international contributors.

1. STEMM is for Science, Technology, Engineering, Mathematics, Medicine (where Medicine also includes healthcare)

2. EDI is for Equity, Diversity and Inclusion

3. HE is for Higher Education and FE is for Foundation Education

Encouraging First-Time Authors

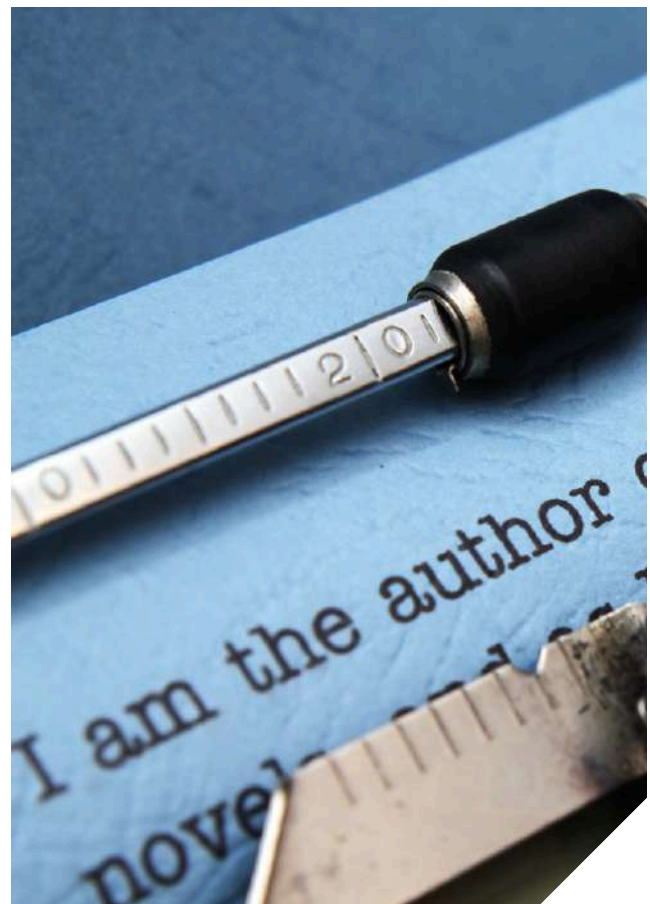
Publishing can feel intimidating, particularly for those submitting their work for the first time. Many prospective contributors worry that their work is not “academic enough,” not polished enough, or not significant enough to be published. At IST, we recognise these concerns and actively encourage participation from individuals at all stages of their professional journey.

We welcome submissions from:

- early-career technical staff seeking to establish their academic profile;
- industry professionals wishing to share practical insights;
- apprentice and T-Level students showcasing innovation and applied learning (*for The Tech Magazine*⁴);
- apprenticeship providers highlighting impactful delivery models;
- educators advancing pedagogy;
- international collaborators contributing global perspectives.

Our publications are designed to reflect the full ecosystem of topics. This means valuing real-world application alongside technical excellence, and recognising that innovation occurs in classrooms, laboratories, workshops, workplaces, and communities alike.

To further support new contributors, mentorship from members of the Editorial Board may be available for first-time authors. This may include guidance on structure, clarity, positioning your work for publication, and responding to reviewer feedback. Our aim is not only to publish high-quality articles, but also to develop confident contributors who feel supported throughout the publishing process.



4. Apprentice and T-Level students have the exciting opportunity to contribute to *The Tech Magazine*, IST's open access publication. As part of their annual membership, they are entitled to membership support throughout the membership year and, as they progress from AssocScT to MIScT, they may also have the opportunity to contribute to *The Journal*, supporting the development of their professional, academic, and publishing experience.

What We Are Looking For

We welcome submissions in the following thematic areas:

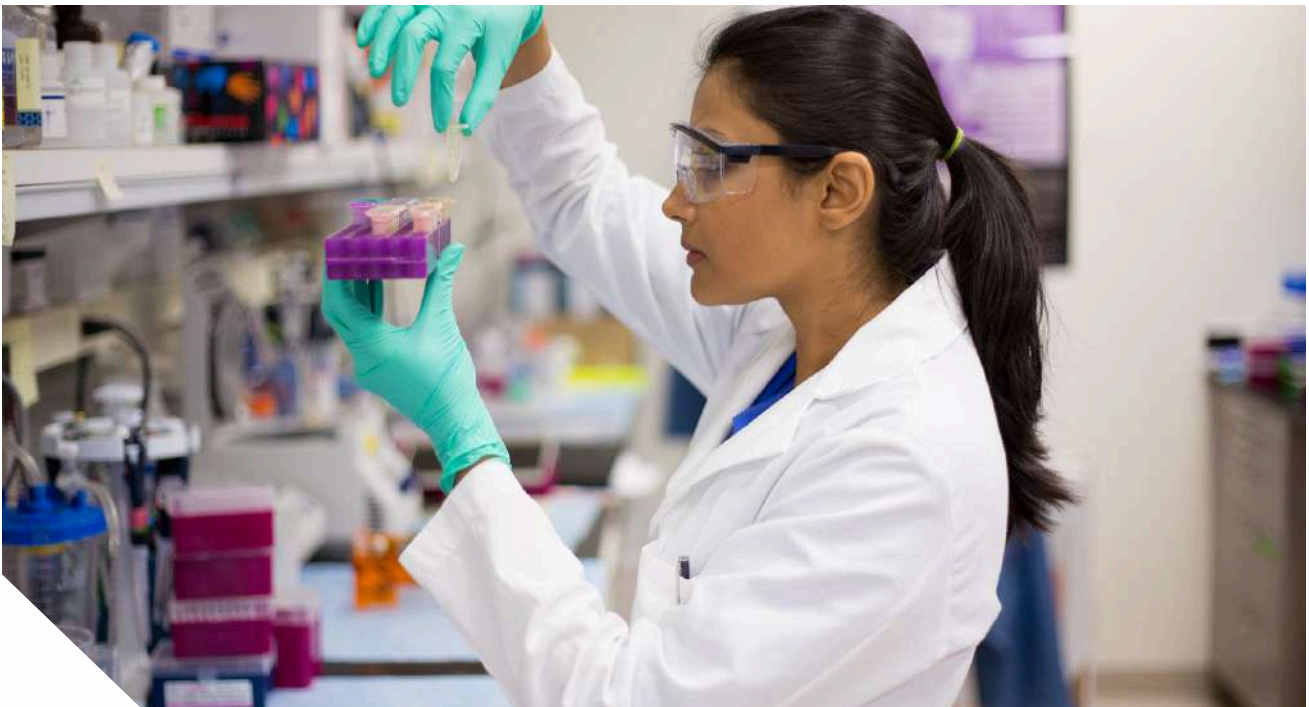
Core Themes

- Creative Innovation and the arts;
- STEMM (Science, Technology, Engineering, Mathematics and Medicine, including Healthcare) Sectors;
- Artificial Intelligence and Emerging Technologies;
- Apprenticeships and T-Levels;
- Sustainability and the Environment;
- Equity, Diversity and Inclusion (EDI);
- Outreach & Engagement.

Sector Focus

We encourage fresh perspectives and real-world applications. In addition to authors working across these sectors, many of our members are actively engaged within them. As such, we welcome submissions from:

- Industry, Business and Consultancy;
- Higher Education and Research Institutes;
- Foundation Education (Schools and University Technical Colleges⁵);
- Overseas contributors.



5. A University Technical College (UTC) is a specialist school or college for students aged 14 – 19 that combines academic education with technical and vocational learning, working closely with universities and employers to prepare learners for higher education, apprenticeships, and careers in industry.

Article Types We Accept

For The Journal

(1) Full Papers:

- Original, unpublished primary technical research;
- May include extended versions of previously published short communications;
- Should demonstrate methodological rigour and clear contribution;
- Recommended length: **1,000 – 5,000 words.**

(2) Communications:

- Original, highly significant work;
- High novelty;
- Concise but impactful.

(3) Reviews:

- Authoritative overview of a field;
- Comprehensive literature review;
- Tutorial-style or reference material;
- Usually invited by the Editor.

Word counts are recommended guidelines and may be adjusted at the Editor's discretion as we appreciate some topics require deeper exploration, communications can benefit from brevity, and reviews may need expansion depending on their complexity.

(4) Other categories:

Sector Specific	500 – 1,000 words
Technical Spotlight	300 – 750 words
Highlight	250 – 700 words
Technology	750 – 2,500 words
Special Interest (EDI, Outreach, Sustainability)	500 – 2,500 words

For The Tech Magazine

Article Categories	Recommended Word Count
Sector Specific	300 – 400 words
Technical Spotlight	250 – 300 words
Highlight	400 – 750 words
Technology	400 – 750 words
Articles (Full Papers, Communications, Reviews)	1,000 – 2,500 words

What Makes a High-Quality Article?

For first-time authors, quality comes from clarity, structure, and purpose.

1. Start with Purpose

Ask:

- What problem am I addressing?
- Who is this for?
- Why does it matter now?
- What is new or different?

2. Structure Matters

For Technical / Research-Based Articles the recommended structure is:-

1. Title
2. Abstract (150 – 250 words)
3. Keywords (5 – 8)
4. Introduction
5. Methodology
6. Results
7. Discussion
8. Conclusion
9. References

For Industry / Magazine-Style Articles:-

1. Engaging headline
2. Strong opening paragraph (hook)
3. Context and challenge
4. Insight / case study / solution
5. Impact and future outlook
6. Practical takeaways

3. Writing Tips for First-Time Authors

Publishing is not just about having good ideas, it is about presenting them clearly, credibly, and with purpose. The following guidance will help you elevate your submission to a professional standard.

3.1. Clarity Over Complexity

- Avoid unnecessary jargon and overly complex sentences;
- Define technical terms when first introduced;
- Use concise paragraphs (4 – 6 lines maximum where possible);
- Use informative subheadings to guide the reader;
- Prefer active voice over passive voice.

For Example:

Instead of, **It has been observed that the implementation of AI technologies may potentially enhance educational frameworks.**

Write, **Implementing AI technologies can enhance educational delivery and learner engagement.**

Strong writing is not about sounding academic, it is about being understood.

3.2 Structure Creates Credibility

Even strong ideas can lose impact if poorly structured.

Before submitting, ensure your article:

- has a clear introduction outlining its purpose and the scope;
- develops a logical argument or narrative;
- uses evidence to support claims;
- ends with a clear conclusion or practical takeaway;
- avoids repetition.

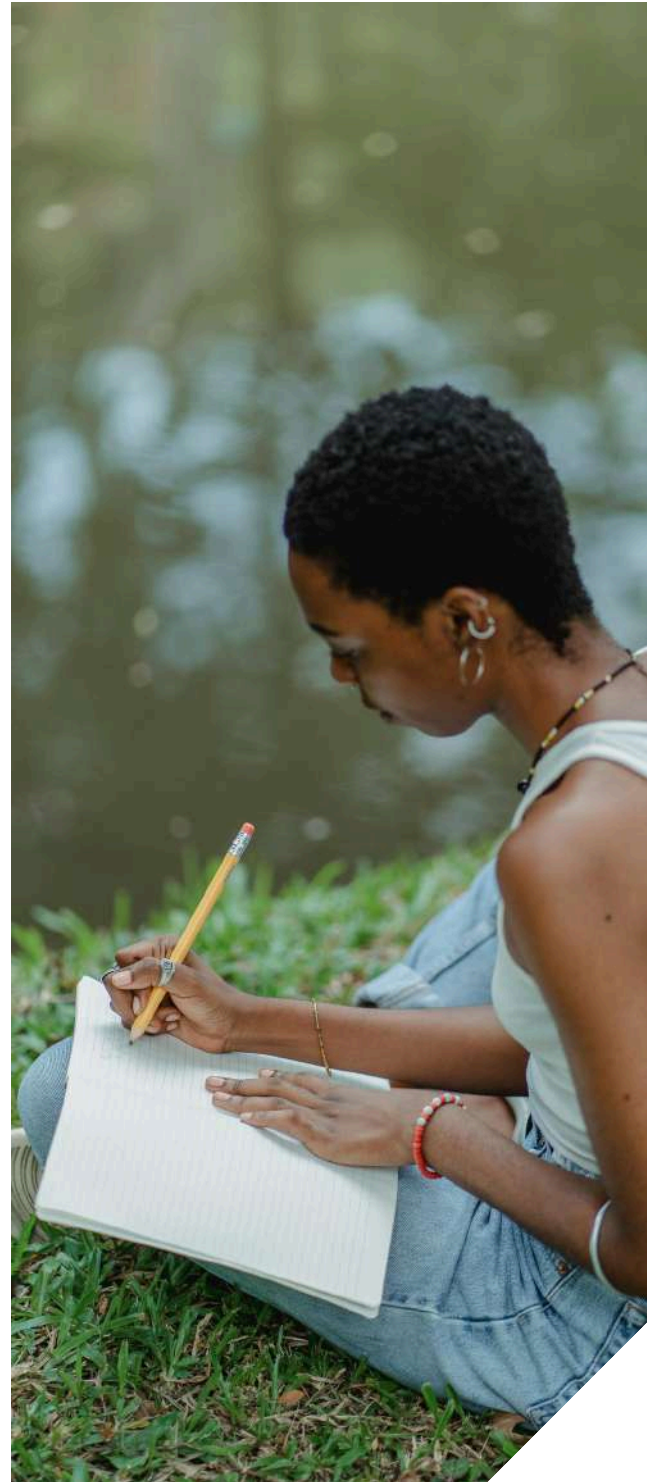
For technical and research articles, ensure clear alignment between the 'Research question', 'Methodology', 'Results' and the 'Conclusion'.

Editors look for coherence and flow.

3.3 Evidence and Credibility

Credibility is essential, particularly for technical / research-based submissions.

- Cite reliable and current sources;
- Provide data where appropriate;
- Avoid sweeping or unverified claims;
- Clearly distinguish between opinion and evidence;
- Disclose funding or conflicts of interest.



3.4 Strong Titles Matter

Your article's title is the very first impression of your work.

For example:

Weak Title - **Artificial Intelligence in Education.**

Stronger Title - **Transforming T-Level Delivery Through Applied Artificial Intelligence.**

A strong title should:-

- Indicate the scope
- Reflect contribution
- Signal relevance
- Avoid being overly generic



3.5 Referencing and Professional Presentation

Attention to detail reflects professionalism.



- When referring to publications in-the-text, ensure publication titles are in *italics*;
- Use a consistent referencing style (Harvard - see *page 11*);
- Check all citations are complete and accurate;
- Ensure tables and figures are clearly labelled and referenced in the text;
- Proofread carefully: grammar and formatting errors weaken otherwise strong work.

Consider asking a colleague to review your draft before submission.

3.6 Keep the Reader in Mind

Write with purpose and audience awareness.

For *The Journal*:

- Technical and professional depth;
- Strong methodology and analysis;
- Critical engagement with literature;
- Detailed referencing.

For *The Tech Magazine*:

- Accessible and engaging;
- Practical insights;
- Industry relevance;
- Clear examples.

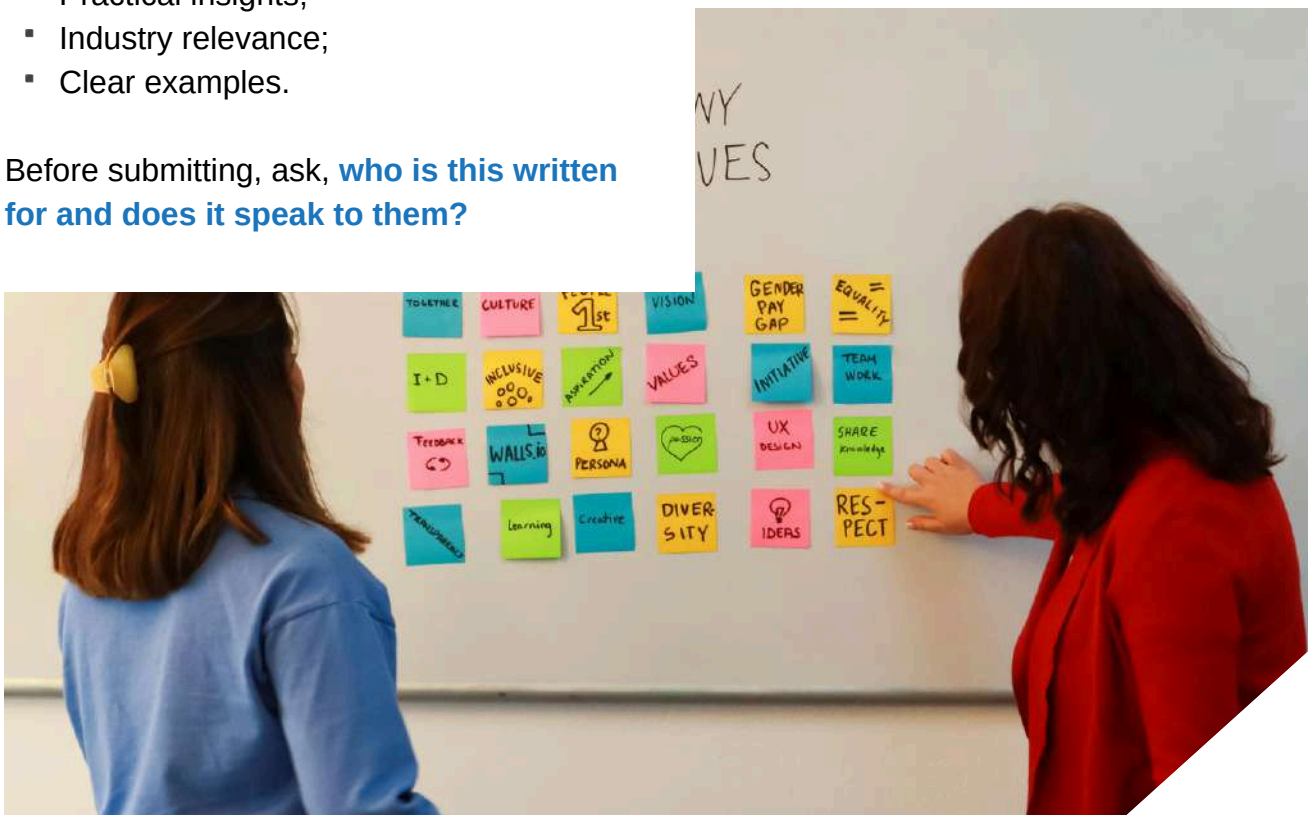
Before submitting, ask, **who is this written for and does it speak to them?**

3.7 Add Value

Editors ask one key question:
What does this contribute?

Your article should:

- offer new knowledge, insight, or a fresh perspective;
- demonstrate leading innovation or best practice techniques;
- solve a problem;
- provide practical takeaways;
- advance discussion in the field.





3.8 Common Mistakes to Avoid

- Submitting without proofreading;
- Overly promotional or marketing-style language;
- Lack of a clear argument;
- Insufficient evidence;
- Ignoring submission guidelines;
- Overly broad or vague conclusions.

3.9 Write With Impact and Forward Vision

Strong articles do more than describe, they look ahead.

Ask yourself:

- What are the wider implications?
- How does this shape future practice, policy, or technical research?
- What should readers do differently after reading this?

Editors value submissions that not only explain what was done, but also clarify why it matters and what comes next.

Even reflective or sector-based articles should conclude with a forward-looking insight or calls to action.

3.10 Confidence and Authenticity

Finally, remember: you do not need to sound like someone else to be publishable.

Strong articles are:-

- Clear
- Thoughtful
- Evidence-informed
- Relevant
- Structured
- Honest

Your voice and perspective matter.

Editor's Checklist Before Submission

Before submitting your article, review the following:

Content and Structure

- The article has a clear purpose and defined audience;
- The title accurately reflects the content;
- The introduction clearly outlines the scope and intent;
- The argument or narrative flows logically;
- The conclusion provides clear insight, impact, or recommendations.

Quality and Evidence

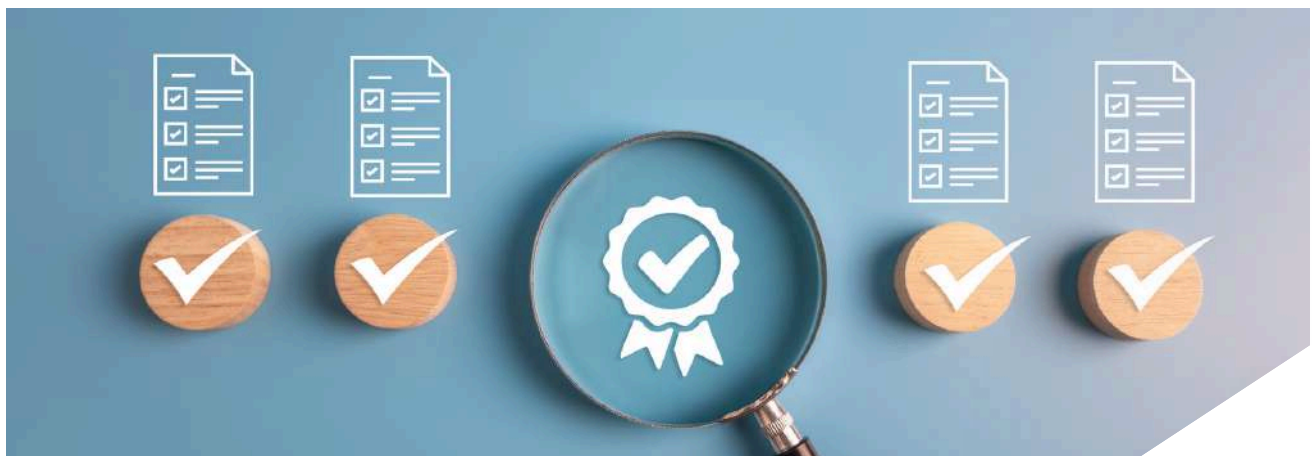
- Claims are supported by evidence or credible sources;
- Referencing style is consistent (Harvard);
- All sources cited in-text appear in the reference list;
- Publication titles are *italicised* when referenced.

Presentation and Formatting

- Word count aligns with recommended guidelines;
- Headings and subheadings are used effectively;
- Tables and figures are clearly labelled and referenced;
- Grammar, spelling, and formatting have been checked;
- Author biography and affiliation are included.

Ethics and Compliance

- The information is all original and unpublished;
- Any previous related publications are disclosed;
- Conflicts of interest are declared immediately;
- Ethical approval is stated where required.



Formatting Requirements

The following guidelines outline the required formatting standards and referencing to ensure consistency, clarity, and professionalism.

- Use clear headings and subheadings;
- Submit in Word (.doc/.docx) format;
- Use 11 – 12 pt standard font;
- 1.5 line spacing;
- Include page numbers, if possible;
- Include your author biography (100 – 150 words);
- Include professional affiliation;
- Provide high-resolution images separately (300 dpi minimum)⁶;
- All figures must include captions.

Harvard Referencing Style

1. In-the-text citations (in your writing)

Harvard uses this format, (Author, Year).

One author: The theory was first introduced in early research (Brown, 2026).

Two authors: Findings support this claim (Brown and Smith, 2025).

Three or more authors: Use *et al.* (Brown *et al.*, 2026)

2. Reference list (end of document)

This is a full list of all sources you cited, arranged alphabetically by the first authors surname.

General structure example:

Author(s). (Year) Title. Edition (if applicable). Place of publication: Publisher.

Example reference list:

1. Brown, J. (2020) Introduction to Marketing. 2nd edn. London: Pearson.
2. Smith, A. and Lee, K. (2019) 'Consumer behaviour in digital markets', *Journal of Marketing Studies*, 12(3), pp. 45–60.
3. World Health Organization (2021) Global health report. Available at: [xxx](#) (Accessed: 10 January 2025).

Key Rules of Harvard Style:

- Always use author + year
- Reference list is alphabetical
- Titles of books / journals are italicised
- Journal articles include page numbers
- Websites must include URL + access date
- Every in-the-text citation must match a reference list entry

6. Authors must submit images as separate files rather than embedding them within the main document, to ensure they can be correctly processed during publication layout. All images must be of high resolution, with a minimum quality of 300 dpi (dots per inch), to ensure clarity and suitability for professional print and digital publication.

Submission Guidelines

All submissions must include the following information:

- article title;
- author(s) full name;
- institutional / organisational affiliation;
- contact email.

Declaration of Originality and Conflicts of Interest

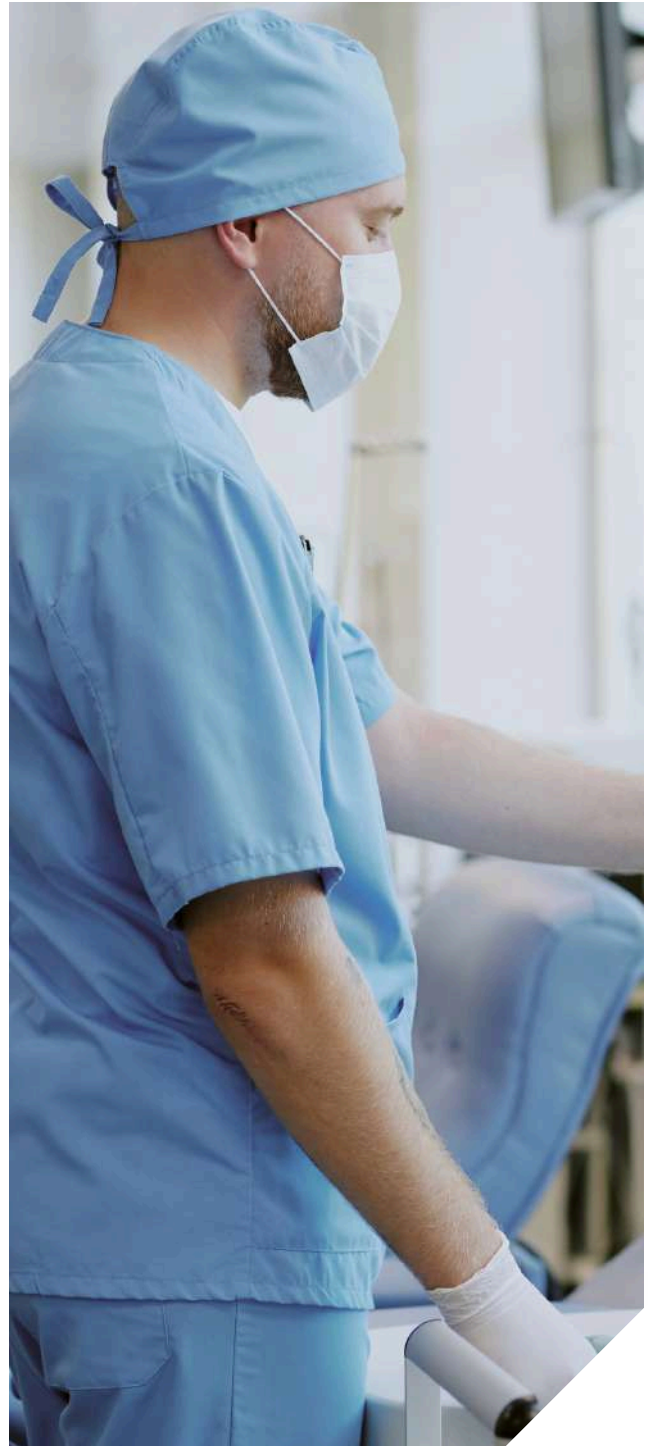
Authors are required to confirm that the submitted work is original and has not been published elsewhere. Authors must also disclose all sources of funding and any potential conflicts of interest.

Submission confirmation will be provided within 14 working days.

Use of Artificial Intelligence

Artificial intelligence-assisted improvements may include wording and formatting changes to texts, but do not include generative editorial work and autonomous content creation.

In all cases, there must be human accountability for the final version of the text and agreement from the authors that the edits reflect their original work.



Review and Publication Process

Transparency is important, especially for first-time authors.

Stage 1: Editorial Screening

This involves checking that the scope aligns with the publication, checking the originality, and ensuring formatting and ethical compliance.

Stage 2: Peer Review

The Journal:

(1) Peer-reviewed by members of the Editorial Board **(2)** May undergo single-blind or double-blind review⁷ **(3)** Authors may receive: Accept, Minor revisions, Major revisions, Reject with feedback.

The Tech Magazine:

(1) Editorial review
(2) May include subject-matter (or subject-expert) reviewer
(3) Focus on clarity, relevance, and readership value.

Stage 3: Revision

Authors typically receive 2 – 4 weeks for revisions.
Clear response to reviewer comments required.

Stage 4: Final Acceptance

Copyediting (polishing a text for clarity, grammar, and consistency before publication). Proof approval by author. Publication scheduling.

7. In a single-blind review process, the reviewer knows the identity of the author, but the author does not know the identity of the reviewer. In a double-blind review process, both the author and the reviewer remain anonymous to each other in order to support fairness, impartiality, and unbiased evaluation.

Publication Ethics and Terms

IST operates under clear Publication Terms and Conditions, including:

- originality requirement;
- no plagiarism;
- proper citation;
- conflict of interest disclosure;
- ethical approval (where applicable);
- copyright agreement.

Authors retain moral rights but grant IST publication rights (both open access and part-subscription embargo).

The Publication Terms and Conditions can be found on the IST website.



Special Focus Areas



We particularly encourage submissions that engage with one or more of the following priority themes:

Equity, Diversity, and Inclusion:

Demonstrating inclusive practice in education, technical, or professional settings, including strategies that widen participation, reduce barriers, and support underrepresented groups.

Sustainable Innovation:

Promoting environmentally responsible, socially conscious, and economically viable approaches to innovation, policy, curriculum design, or practice.

Apprenticeship and T-Level Delivery:

Highlighting real-world examples of effective Apprenticeship or T-Level delivery, including curriculum design, employer engagement, assessment strategies, and learner outcomes.

Responsible Use of Artificial Intelligence:

Showcasing the ethical and effective integration of AI in teaching, learning, assessment, or professional practice, with attention to transparency, fairness, and academic integrity.

Cross-Sector Collaboration:

Presenting work that demonstrates meaningful collaboration between education, industry, government, or community organisations, and its impact on practice or outcomes.

Global Challenges and Impact:

Addressing pressing global issues such as climate change, skills development, social inequality, technological disruption, or public health through research, practice, or policy innovation.

We also warmly welcome international perspectives.

Additional Information

Access Policy:

IST Publications operate under a hybrid access model. The IST's magazine is published as fully open access, while the journal is initially restricted to members of the Institute. Journal content becomes open access after a 6 – 12 month embargo period.

ISSN Registration:

Each publication is assigned an International Standard Serial Number (ISSN) for identification and indexing purposes, they are as follows:

The Tech Magazine – **ISSN 2753-9024**
The Journal – **ISSN 2040-1868**

Author Visibility and Impact:

Authors are encouraged to promote their published work through professional networks such as LinkedIn and other social media platforms to enhance visibility and engagement.

Plagiarism Screening:

All submissions are subject to plagiarism detection software to ensure originality, academic and technical integrity.

Editorial Timelines:

Publication schedules and editorial timelines are published at the beginning of each year. These schedules remain flexible to accommodate both authors and the editorial team.

Commitment to Transparency:

Transparency in editorial processes and publishing practices is a core value of IST Publications, supporting trust and accountability across all stages of publication.



Final Advice to Authors

Before submission, ask:

- Is my article original?
- Is it clear and structured?
- Does it add value?
- Does it align with IST's themes?
- Have I followed formatting guidance?

Strong articles are:-

- Clear
- Evidence-based
- Forward-looking
- Relevant
- Ethical
- Well-structured



Conclusion

IST's publications aim to bridge technical innovation, research, education, and industry impact. We are committed to supporting authors at every stage of their publishing journey, especially those publishing for the first time.

We look forward to receiving work that inspires and informs the professional technical community. **Good Luck!**

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Supporting Professionalism, Innovation, and Technical Excellence