

Submission Guidelines for Authors

Journal of Leadership, Ethics, Governance, and Sustainable Innovation (JLEGS)

Prior Publication

JLEGS does not accept manuscripts that have been previously published or are being reviewed by another journal or platform, whether print or online. The corresponding author must confirm this upon submission to the Chief Editor.

Manuscript Preparation

File Format

Manuscripts must be submitted in Microsoft Word format only (DOC or DOCX).

Title and Subtitle

Provide a concise, descriptive title containing essential keywords relevant to your study.

Authors and Affiliations

List the full names and institutional affiliations of each author directly beneath the title. Including ORCID IDs is recommended to enhance the visibility of prior publications. One author must be clearly designated as the Corresponding Author for all communication following acceptance.

Abstract

Include a short abstract (150–200 words, 1.0 spacing) summarising the purpose, key findings, and conclusions of the study.

Keywords

Provide 5–7 specific keywords that accurately represent your manuscript to support its discoverability within the journal's indexing systems.

Main Text

Manuscripts should range between **5,000 and 6,000 words**, inclusive of references, tables, and figures. Use **Times New Roman, 12 pt, 1.5 line spacing**, and ensure all pages are numbered. Avoid footnotes and integrate details into the text or reference list. All submissions will be screened for originality using plagiarism detection software such as Turnitin. Authors are encouraged to review the journal's Plagiarism Policy beforehand.

Headings and Subheadings

Organise the manuscript using a clear hierarchy of headings and subheadings, with no more than four levels of structure.

Language

All articles must be written in British English, following Oxford spelling rules (e.g., “organisation” not “organization”). Ensure that your Word document language settings are set to UK English.

Abbreviations

Define each abbreviation upon first use and only employ abbreviations for terms appearing at least three times throughout the manuscript.

Illustrations

Figures and illustrations must be high-resolution and relevant to the discussion. They should be embedded within the manuscript at appropriate points and accompanied by clear captions.

Tables

Tables should be created using Word’s table function and not inserted as images.

- **Placement:** Insert each table close to where it is first referenced.
- **Title:** Provide a descriptive title above each table, aligned to the left.
- **Notes:** Add clarifying notes beneath the table for abbreviations or additional details.
- **Citations:** Refer to tables in text by number (e.g., “Table 1”).
- **Formatting:** Ensure table formatting is consistent, readable, and fits within page margins.

Figures

Insert figures where they are first discussed in the manuscript.

- **Caption:** Provide a brief, informative caption including a title and pertinent details.
- **Citation:** Refer to figures by number (e.g., “Figure 1”).
- **Quality:** Use high-quality, clear images—especially for complex visuals.
- **Numbering:** Figures must be numbered consecutively.

References

All references must follow **APA 7th edition** guidelines. List them alphabetically at the end of the document, double-spaced. JLECSI requires that the majority of cited sources be from the last **five years** to maintain relevance.

Ethical Considerations

Authors must demonstrate adherence to ethical research principles. This includes:

- Institutional ethics approval
- Informed consent from participants
- Assurance of confidentiality and data protection

For human-subject research, provide explicit details of ethical approval and explain how anonymity and sensitive data were safeguarded.

Conflict of Interest

Authors must declare any financial, personal, or professional relationships that may have influenced the study such as funding, consultancies, employment, or shareholding. If no conflicts exist, state this clearly to maintain transparency.

Acknowledgements

Acknowledge individuals or institutions that supported the research but do not qualify for authorship, such as research assistants, funding bodies, or those granting copyright permissions.

Use of Artificial Intelligence and Related Tools

If generative AI tools (e.g., ChatGPT, Jasper, DALL-E 2, Midjourney, Stable Diffusion) were used:

- AI cannot be listed as an author.
- All AI-generated text or visuals must be verified for accuracy and originality.
- AI use must be disclosed in the acknowledgements and, where appropriate, in the methods section, specifying the tool, version, model, and platform.
- Authors are encouraged to include prompts and outputs as supplementary material.

Final Checklist Before Submission

Confirm the following before submitting:

- All JLECSI requirements have been met.
- All authors have reviewed and approved the final manuscript.
- The title and abstract accurately represent the study.
- All references follow APA 7th edition.
- Permissions for copyrighted materials have been secured.

Submission Process

Submit the manuscript via JLECSI's online submission portal in Word format. Ensure that all components (figures, tables, supplementary files) are included. The corresponding author must ensure the submission is complete. Upon submission, authors will receive a confirmation email and may track manuscript progress through their JLECSI account.

Timeline

- **Initial Editorial Decision:** Approximately **4 weeks**
- **Peer Review Completion:** About **5 weeks**
- **Publication:** Typically within **6 months** of submission