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ABOUT THE JOURNAL

The peer-reviewed scientific journal Institutio infantium seeks to address the issues of preschool pedagogy and pre-primary education. The mission of the journal is to contribute to the scientific and professional discussion on issues of preschool pedagogy and the practice of pre-primary education, which currently are not covered in any of the periodical publications in Slovakia. The goal of the journal is to expand current knowledge from the field of project investigations and research results, from the process of educational practice in institutions, schools, universities, and from systemic changes in the field of school policy and legislation in both Slovakia and the international discourse, with a focus on:

- ❖ preschool education (including special and inclusive),
- ❖ pre-primary education and legislation,
- ❖ preschool didactics,
- ❖ pedagogical diagnostics,
- ❖ child psychology (early and preschool age),
- ❖ alternative educational concepts,
- ❖ trends in educational sciences,
- ❖ comparative preschool pedagogy
- ❖ and related topics.

Structure of the journal:

1. research studies;
2. scholarly articles;
3. reviews and discussions.

Research studies are works of a more extensive nature, specific for their high-quality and comprehensive approach to the covered issue. They present the results of the authors' research or thorough theoretical analytical-synthetic work. A research study enriches the field with new knowledge or new untraditional contexts in the field. A research study encompasses an in-depth qualitative or quantitative methodology, contains detailed analysis and discussion. The maximum length of the article is 40,000 characters without spaces.

Scholarly articles present the results of the authors' scholarly and theoretical work. The articles require a high level of analytical processing of a scholarly topic with an emphasis on new, current theoretical frameworks of domestic and foreign professional discourse. The maximum length of the article is 25,000 characters without spaces.

Reviews of current (maximum 2 years old) pedagogical and psychological publications. Critical-analytical reviews are preferred. The maximum length is 10,000 characters without spaces.

Discussions stimulate professional discussion on pedagogical problems. Discussion papers are expected to be scientifically refined and supported by historical, empirical, or theoretical evidence. They can also contain information about currently ongoing research projects. The maximum length is 10,000 characters without spaces.

The publisher does not charge fees for manuscript processing or publication. The authors are fully responsible for the content and language editing of the text, the correct listing of bibliographic resources and the correct translation of the title and abstract into English.

CONTACT INFORMATION

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- ❖ The editorial and scientific board of the journal *Institutio infantium* are composed of experts in the field of preschool and elementary education, pedagogy and psychology from Slovakia and abroad.
- ❖ Members of the editorial and scientific board are scientific guarantors of the journal's quality, reviewers of manuscripts, and consultants to the editor-in-chief of the journal.
- ❖ In addition to evaluating manuscripts, the editorial board members nominate external reviewers to the editor-in-chief if necessary.
- ❖ The editor-in-chief and executive editor conceptually and organizationally ensure the procedure of editing the journal – accepting manuscripts, forwarding them for peer review, communicating with members of the editorial and scientific board, with external reviewers, with authors, and securing final editorial work.
- ❖ The executive editor accepts manuscripts and, after assessing the fulfillment of formal requirements, forwards them to the editor-in-chief, who appoints two reviewers for each accepted manuscript.
- ❖ Reviewers appointed from the editorial and scientific board will assess the manuscript within 60 working days from submission date for the issue according to the schedule. Within double-blind review, the mutual anonymity of the author and reviewer as well as mutual anonymity of both reviewers is accepted and ensured. Members of the editorial and scientific board and other experts are approached to review a manuscript based on the thematic focus of the manuscript, at the discretion of the editor-in-chief and the executive editor following the recommendation of the members of the editorial board.
- ❖ The review procedure follows the principle of professional ethics

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Thank you for choosing to publish in our JOURNAL. Please read all published information about the journal. The publisher does not charge fees for manuscript processing and publication. The authors are fully responsible for the content and language editing of the text, the correct listing of the bibliographic resources and the correct translation of the title and abstract into English. Manuscripts are accepted in MS WORD; Calibri; narrow margins; 1.5 line spacing; no page numbering in the document. Authors are asked not to use footnotes or endnotes.

Structure of a research study manuscript

TITLE IN ENGLISH 14p

Name and surname of the author(s) without titles (12p)

Abstract: (max. 200 words)

Keywords: (3 – 5 words)

Introduction

Theoretical frameworks (Literature review)

Methodology (Literature review and Methodology sections can be further subdivided as needed)

Discussion

Conclusion

The affiliation of the manuscript to the project – if any.

List of bibliographic references (APA 7th ed.) in alphabetical order.

Author's contact information

(name and surname with titles, name and address of workplace/representing institution, email contact).

About the author(s).

(approx. 5 sentences, education and field of interest, workplace, hypertext link to other significant work of the author/Research Gate, etc.).

Structure of a scholarly article, review, discussion

TITLE IN ENGLISH 14p

Name and surname of the author(s) without titles (12p)

Abstract: (max. 200 words)

Keywords: (3 – 5 words)

Text

The affiliation of the manuscript to the project – if any.

List of bibliographic references (APA 7th ed.) in alphabetical order.

Author's contact information

(name and surname with titles, name and address of workplace/representing institution, email contact).

About the author(s).

(approx. 5 sentences, education and field of interest, workplace, hypertext link to other significant work of the author/Research Gate, etc.).

APA Citation Standard 7th Edition

The entry of citations, references to citations, and the reference list follow the recommendations of the APA 7th edition (American Psychological Association, Seventh Edition) with minor modifications to meet the publisher's needs. The citation standard applies to both in-text references and the final reference list. In-text references and citations.

❖ If the author's name appears naturally in the text, it is followed by the year in round brackets: Miňová (2012) or with the location: Miňová (2012, p. 120), or M. Miňová (2012) or with the location: M. Miňová (2012, p. 120).

❖ In the case that several sources have the same author and year of publication, a small letter of the alphabet assigned to the year of publication is used to distinguish them: (Miňová, 2004a, p. 56). The letters are then also listed in the final reference list.

❖ The added suffix of the female authors' surnames is exclusively in the text; otherwise, the surnames stay in their original form (the references in brackets and in the reference list).

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In the case of a direct citation up to length of 3 lines, the quoted text is given in quotation marks (the quoted text cannot be in italics) and the page (or a range of pages separated by a dash: "–") on which the quoted text is found in the original source is included (note: this information is omitted if the cited source does not have pagination).

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The location of the pages from which it was quoted is separated by a comma from the year in round brackets (Miňová, 2012, p. 103).

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Source with three or more authors: Miňová et al. (2015, p. 22) or (Miňová et al., 2015, p. 22) / M. Miňová et al. (2015, p. 22).

The author chooses one of the styles: Miňová (2002) or M. Miňová (2022) and adheres to this style throughout the text.

REVIEW PROCEDURE

❖ For each manuscript, two experts from the editorial and scientific board are asked to provide a review. If necessary, external evaluators are contacted.

❖ The authors do not know the names of the reviewers, nor do the reviewers know the identities of the authors of the manuscript.

❖ Contributions will be reviewed within 60 working days from submission date for the issue.

❖ When evaluating the manuscript, the level of theoretical processing of the issue, scientific language, scientific quality of the methodology, originality, and quality of the discussion of the manuscript are assessed (according to the norm and tradition in educational sciences regarding the published criteria for the assessment of scientific studies and scholarly articles).

❖ The conclusion of the review may be a) the acceptance of publication; b) the recommendation to revise the manuscript by the author(s), or c) the rejection of publication.

- ❖ In case of the congruent conclusions from both reviewers, the editorial board will respect the conclusion and act accordingly. In case of the discordant conclusions from the reviewers, the editor-in-chief will appoint a third reviewer, whose opinion will be decisive regarding the publication or rejection of the manuscript.
- ❖ The third reviewer is expected to evaluate the manuscript within 10 working days.
- ❖ The author(s) will be informed about the conclusion of the review procedure by the executive editor, who will send the author(s) the anonymous reviews.
- ❖ In case of necessity to revise the manuscript, the author(s) have 10 calendar days after sending the reviews by the executive editor to return the revised manuscript in its final form. Changes are to be marked in red.
- ❖ Discussions and reviews are evaluated anonymously by a member of the editorial board and the manuscript is accepted or rejected for publication.

ASSESSMENT CRITERIA – *Institutio infantium* – research study

Research studies are works of a more extensive nature, specific for their high-quality and comprehensive approach to the covered issue. They present the results of the authors' research or thorough theoretical analytical-synthetic work. A research study enriches the field with new knowledge or new untraditional contexts in the field. A research study encompasses an in-depth qualitative or quantitative methodology, contains detailed analysis and discussion. The maximum length of the article is 40,000 characters without spaces.

1. Matching the study to the journal's scope

The mission of the journal is to contribute to the scientific discussion on issues of preschool education and the practice of pre-primary education, which currently are not covered in any of the periodical publications in Slovakia. The goal of the journal is to expand current knowledge from the field of project investigations and research results, from the process of educational practice in institutions, schools, universities, and from systemic changes in the field of school policy and legislation with a focus on: preschool education (including special and inclusive), pre-primary education and legislation, preschool didactics, pedagogical diagnostics, child psychology (early and preschool age), alternative educational concepts, trends in educational sciences, comparative preschool pedagogy, and related topics.

2. Contribution of the study to educational theory

The published theoretical frameworks and research findings should be applicable in educational practice or provide the space for didactic application or further investigation.

3. Congruence of content and title, title appropriateness, quality of abstract elaboration The title of the article should be brief and descriptive, it should correspond to established educational terminology. The title should describe the content and focus of the study. The purpose of the abstract is to inform the reader about the aim, methodology and brief results of the research.

4. Quality of theoretical frameworks elaboration

The elaboration of theoretical frameworks should respect modern pedagogical knowledge in Slovakia and abroad. The theoretical frameworks are the basis for the methodological part of the study, they clarify the information prior to the methodology. Theoretical part of the study should not show signs of compilation; to the contrary, it should compare, connect, and argue knowledge and information.

5. Quality of used and cited sources

Scientific journal articles and monographs should dominate among the sources used. A minimum of 30% representation of foreign sources is required. Authors should not use popularizing and Internet sources nor university textbooks.

6. Quality of used methodology

The use of a theoretical, qualitative, or quantitative research design with a clear reference to the authors of the methodological approach is required. The approach should be well-established in Slovakia or abroad or otherwise adequately explained and reasoned in the manuscript.

7. Quality of data analysis and interpretation

A high level of interpretation and thorough data analysis is required from the authors in order to open a wider scientific discussion and identify implications, conclusions, and possible recommendations for practice. The goal of theoretical and scientific research studies is to enrich pedagogical science or to encourage a scientific debate by presenting new data.

8. Research replicability

The methodology of theoretical or empirical research should be transparent and comprehensible so that the presented research can be replicated.

9. Compliance with language and citation standards

The author is responsible for the language level (grammar, stylistics) and correct adherence to quoting, paraphrasing, and sources citing. Terminological uniformity and the coherence of the text is required. The reviewer takes it into account in the manuscript review.

ASSESSMENT CRITERIA – *Institutio infantium* – scholarly article

Scholarly articles present the results of the authors' scholarly and theoretical work. The articles require a high level of analytical processing of a scholarly topic with an emphasis on new, current theoretical frameworks of domestic and foreign professional discourse. The maximum length of the article is 25,000 characters without spaces.

1. Matching the article to the journal's scope

The mission of the journal is to contribute to the scientific discussion on issues of preschool education and the practice of pre-primary education, which currently are not covered in any of the periodical publications in Slovakia. The goal of the journal is to expand current knowledge from the field of project investigations and research results, from the process of educational practice in institutions, schools, universities, and from systemic changes in the field of school policy and legislation with a focus on: preschool education (including special and inclusive), pre-primary education and legislation, preschool didactics, pedagogical diagnostics, child psychology (early and preschool age), alternative educational concepts, trends in educational sciences, comparative preschool pedagogy, and related topics.

2. Contribution of the article to educational theory and practice

Article content should address current or emerging, cutting-edge topics within educational science or didactics of educational practice.

3. Congruence of content and title, title appropriateness, quality of abstract elaboration

The title of the article should be brief and descriptive, it should correspond to the established educational terminology. The abstract informs the reader about the focus, goal, and contribution of the article.

4. Quality of theoretical frameworks elaboration

The elaboration of theoretical frameworks should respect modern pedagogical knowledge in Slovakia and abroad. It should not show signs of compilation; to the contrary, it should compare, connect, and reason knowledge and information.

5. Quality of used and cited sources

Journal articles and monographs should dominate among the sources used. Authors should not use popularizing and Internet sources nor university textbooks.

6. Article structure logic

The structure of the article should be logical to provide the reader with a comprehensive professional view of the issue being addressed.

7. Level of analytical-synthetic processing of information

Scholarly article published in a scientific journal should show a high level of analysis and synthesis of available domestic and foreign knowledge and information about the issue being addressed. The text should not act as a compilation of lessons and should not be without argumentation of the presented ideas. Moreover, it should contain the author's own critical contribution and a new context or perspective.

8. Level of professional language

A professional communication style using established terminology is required. The introduction and definition of novel terms and concepts by the author is also welcome, but this should be well reasoned, justified, and explained.

9. Compliance with language and citation standards

The author is responsible for the language level (grammar, stylistics) and correct adherence to quoting, paraphrasing, and sources citing. The reviewer takes it into account in the manuscript review.

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The ethical statements of the peer-reviewed scientific journal *Institutio infantium* are based on the Best Practice Guidelines for Journal Editors developed by the Committee on Publication Ethics (COPE) and the Publication Ethics of the journal *Studies in Special Education*.

❖ All submitted manuscripts are reviewed by two reviewers who are members of the journal's editorial or scientific board. The review process is double blinded – the reviewers do not know the authors' names and the authors do not have access to the information of who is reviewing their manuscript. The reviewers will evaluate the nature of the manuscript with focus on topicality, the contribution of covered issue, the level of scientific and professional language (according to the published criteria for research studies and scholarly articles). In the review, the reviewers will clearly state whether they recommend the manuscript for publication (or after its revision) or do not recommend it for publication.

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- ❖ At the end of the manuscript, the acknowledgement can be given (to express gratitude or state the affiliation of the manuscript to the scientific research projects).
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- ❖ The reviewers have no conflict of interest with respect to the reviewed manuscripts.
- ❖ Reviewers treat reviewed manuscripts confidentially.

REVIEWER GUIDELINES

- ❖ Reviewers of manuscripts are the journal's editorial and scientific board members.
- ❖ In justified cases, the editorial board can propose external reviewers to the editor-in-chief.
- ❖ All reviewers of manuscripts for the journal *Institutio infantium* are guided by the scope, specifics, and standards of the journal, which are published on its website. The reviewers respect the publication ethics of the journal, the principles of the review procedure of research studies and scholarly articles, the standards applied in educational sciences, and the criteria for assessing research studies and scholarly articles given by the publisher.
- ❖ The review form prepared by the editorial board is used to elaborate the review report.
- ❖ As a result of the review, the manuscript may be a) accepted to publication, b) rejected, or c) the revision of the manuscript may be recommended.

The current call for submissions is available on our website.