# Author Guidlines ERAI

ERAI and it’s accompanied Journal EJHEIT seeks to be a premiere source for IT Practitioners of the European Higher Education sector. We wish to provide research and analysis that leaders of European Higher Education institutions can use to make informed decisions running their businesses. We encourage submissions and proposals from practitioneers and researchers involved in the use of IT in European Higher Education. We welcome contributions from both EUNIS

members and non-members.

Each edition of the journal is centred on a theme, containing articles which explore the theme from a variety of viewpoints and in different formats. The themes are chosen to reflect current topics of interest in the field of higher education IT in Europe. However there is also on-going publications on the ERAI website. If a submission does not fit a theme it could well be published on the website.

We're particularly interested in the following:

* Longer articles (about 5,000 words) about practical research or case studies with solid assessment results.
* Short articles (about 2,000 words) discussing a case study at an institution — be sure to include the pros *and* cons of the experience — or offering good advice and opinions to higher education IT professionals on a favorite topic.
* How-to articles or tutorials on specific tools or approaches to higher ed information technology in practice

Company representatives are welcome to submit work that meets the following criteria:

* No prior publication, such as a company white paper, case study, or blog entry, and no press releases
* Objective tone, with no promotional language for products or companies and a balanced discussion of the issues
* Expert views on a topic of interest to the community presented as good advice OR case studies authored by clients, with or without a company expert as a resource

## Formal requirements:

* The work must be submitted in a Word compatible document. The article must include a title, byline\* and bio for the author(s). The work is submitted by sending it to [erai@eunis.org](mailto:erai@eunis.org). Submission should comply with the Erai paper template
* The language of choice is English
* The article must include a title, byline\* and bio for the author. Since we wish to promote the authors therefore we would like you to provide a photo of yourself and fellow authors.
* Submissions are made on a voluntary basis. We do not pay authors for their articles.
* If accepted our editors will, if needed, change the layout of the submission to fit the house style. Only cosmetic changes will be done, not content.

Please remember that a submitted article does not guarantee publication.

## Peer Review

All submitted work gets reviewed by ERAI reviewers. At least two reviewers look at each article and provide feedback to the author(s) on how best to present their work. For research-based submissions, authors should include context (usually a literature search), methodology, analysis, and results. Non-research–based submissions should explain the practical benefits and risks of the experience and advice shared.

## Informal requirements

EUNIS and ERAI have a pan-european scope. Even if your work is country-specific it should still be appealing to a wider European audience. Try to add a European outlook.

**EJHEIT** is not intended as a scholarly journal, it is a journal which focuses practical content appealing to IT professionals of higher education. This means that the style of writing should be more journalistic than scholalry. Direct language and a clear, concise telling of the story will catch our attention and that of readers. If previous work is mentioned or referred to, references to that work should of course be included.

Use of media

We encourage the Use of Media, especially for the web publication. This is an efficient way to attract and engage readers. **Authors should consider creative and effective ways to use media in communicating ideas and experiences**

**AUTHOR AGREEMENTS**

Once an article has been selected to be published in EJHEIT and/or on [*www.eunis.org/erai/*](http://www.eunis.org/erai/), the author(s) are obliged to abide by the author agreement, stipulated in the template. This contract abides by the CC-BY International 4.0