



# INTEGRATING WORK AND LEARNING

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## Community Knowledge Exchanges: Author Guidelines

### Purpose

Community Knowledge Exchanges (CKEs) are concise articles authored by ASET Community members to:

- Share an area of specialised knowledge or innovative practice
- Disseminate findings from a research or practice development project or initiative
- Showcase examples of effective practice with a case study
- Communicate an evidence-led opinion or perspective on a specific topic relevant for the ASET Community

CKEs are a benefit for members, providing an opportunity to publish as individuals but also to learn from others about issues pertinent to placements. CKEs will be referenced to support citation using the following convention:

Author surname, initial (year) *Title of CKE*, part of the Community Knowledge Exchange series published by ASET, the Work Based and Placement Learning Association, available online to ASET members

CKEs will be published on the ASET Community pages of the ASET website, accessible using member login details.

### Writing a CKE to share with the ASET Community

Do you have something that you would like to share? Then we invite you to submit your work for publication as a CKE. CKEs can be originated by any member of the ASET Community ([Current Members](#)). Working with the ASET Office and a nominated member of the ASET Research Working Group the content communicated will be agreed prior to publication.

### Practicalities

Please read some CKEs to familiarise yourself with the format and style before you commence your writing. Please ensure you include the following:

- Descriptive single sentence heading / title (maximum 20 words)

- List the given and family name(s), title(s), and employer(s)/affiliations for all authors
- Provide a contact email address for the communicating author
- Content structured via paragraphs with sub-headings
- Links to sources of evidence and/or further information embedded within the text

#### **Word count**

- Around 600 words of content– if you want to include a relevant image (please provide image(s) and confirm you have permission to use)
- Around 700 words of content if no additional/ large images (Note: the CKE template includes an image)
- Can flex to 850 words if some information in tables and/or in smaller fonts (Note: there should be a specific reason for use of a table/smaller fonts)

#### **Writing guidance – tone and terminology**

The audience is the ASET Community, so you can use expressions like your institution / our students. There are some 'house style' consistencies for terminology used within ASET publications like work based and placement learning (where work based is not hyphenated) and Higher Education usually capitalised, with initialisations used for both after the initial mention, WBPL and HE. When talking about Universities, we use the expression Higher Education Providers, as it is more inclusive of universities, colleges and private providers and is in alignment with other sector bodies like the Office for Students, and the Quality Assurance Agency.

**ASET reserves the right to editing privileges and to develop CKE content into further training and development opportunities for the benefit of the ASET Community.**