

IJSaP Style Guide for Authors

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Overview

The *IJSaP* Style Guide for Authors is intended to guide authors in the preparation of a manuscript for submission to the *International Journal for Students as Partners*, and, if the manuscript is accepted, for copyediting.

This style guide lays out common APA standards for authors' convenience as well as the journal's own style guidelines where they deviate from APA style. *IJSaP* follows APA style in most matters with the exception of some formatting and choices regarding capitalization. **We strongly recommend that authors pay careful attention to the Sample Formatted Manuscript included at the end of this guide.**

For issues of style and formatting not covered in this guide, please consult the *Publication Manual of the American Psychological Association* (APA, 7th edition).

Submissions are to be in English (UK, Canadian, or USA English used consistently throughout). Authors should consult one of the following dictionaries for standard spelling and usage of terms:

- Merriam Webster for US English
- Canadian Oxford English Dictionary for Canadian English
- Oxford English Dictionary for British English

Manuscript Structure and Formatting

Please see the [Sample Formatted Manuscript](#) included at the end this guide to appropriately format and place each of the manuscript elements described below. The following sections explain which manuscript elements are required and which may be informed by author choice, and provide an overview of general formatting rules.

Structure

- **All manuscript types should include a title, article body, end notes (if needed), and references.** Please do not use footnotes.
- **Research studies and case studies must also include an abstract of up to 150 words and up to five keywords.** Please do not include abstracts with other forms of submission.
- **If your manuscript has been accepted for publication, it must also include the following elements before you submit it for copyediting:** author byline(s) (where you list author names and affiliations), a contact email address for the corresponding author, and a note on contributor(s).
- **We recommend using headings** to help readers navigate the text unless your manuscript is fewer than two pages long.
- **Introductions to papers do not have a heading;** leave this first section blank. According to the APA publication manual, the title of the manuscript is assumed to be the heading. Any headings that appear within this first section of a manuscript should therefore start with heading level 2.
- **Please indicate if ethics approval was given for research involving human participants.**
- **Acknowledgements are optional.**

General formatting

- **All margins must be 1 inch or 2.54 centimeters.**
- **Use 12-point Calibri font for all text, except the manuscript title** (which should be 16-point Calibri, bold).
- **Use left-aligned and single-spaced format** without extra spacing between paragraphs.
- **Indent (0.5 in.) the first line of each new paragraph.**

Figures and tables

- **Figures and tables should be placed where they should appear in the final publication** rather than at the end of the manuscript or as a separate submission.
- **Each must be discussed or mentioned in the text and numbered in order of mention.**
- **Each must have a brief descriptive title.**

- **To meet accessibility standards, each figure must include alternative text.** Alternative text, or “alt text” for short, helps people who can’t see a figure understand its significance. A screen reader, a type of assistive device, reads the content of the alt text to the user. Alt text should convey the content and purpose of the figure concisely.

Example: Figure demonstrating the stages of adaptive learning: encounter, inquiry, experimentation, and adoption.

Not appropriate: Figure of the adaptive learning model.

- **If the figure is too complex to capture in alt text, make sure that a longer explanation appears within the body of your manuscript where you reference the figure.** This can be indicated in the alt text (e.g., “Figure demonstrating the cyclical nature of the Kasparov model, which is discussed in detail in the text.”)
- **How to add alt text to images in Microsoft Word:** Right click on the image and select “Edit Alt Text.” Type 1-2 brief sentences.
- **Avoid the use of color in figures to communicate meaning.** The figure should be understandable when converted to greyscale.
- **Use logical row and column headers in your tables** (i.e., ensure the first row meaningfully identifies the type of information listed below it). Screen readers use headers to help users identify and understand the text in a table. Do not use tables for layout purposes, that is, to lay out text on the page for visual effect.

Accessible headings

- The copy editor must apply the appropriate heading styles (found on the Home tab of the Microsoft Word editing ribbon) to each heading level to ensure that users of screen readers can navigate the text. It is recommended that the layout editor also check to ensure that heading styles are still in place after the author has returned the manuscript for publication.

In-Text Citations

- **Format quotations of 40 words or more as block quotations.** Indent the entire quotation 0.5 in. from the left margin and insert a space before and after the quotation. Single space block quotations and do not use quotation marks. Closing punctuation should appear *before* the parenthetical citation.
- **No quotation should stand alone.** All quotations must be integrated into the text—they should be introduced by your own language. To learn more, see [Signal Phrases \(George Mason University\)](#) and [Using Quotations \(University of Toronto\)](#).
- **Periods and commas go inside of quotation marks unless the quotation is followed by a parenthetical citation.**

Example: One participant commented that “the assignment was too easy,” although another participant reported that it “was too challenging if you didn’t have previous experience.”

Example: Bains (2019) argues that “it’s imperative that learning be scaffolded” (p. 16).

- **Question marks go inside quotation marks when they are a part of the original quotation.**

- **Use an ellipsis to indicate that you have omitted words within a quotation** (e.g., to shorten a sentence or join two sentences together). No ellipses are needed at the beginning or end of a quotation. To shorten a sentence, type three periods separated by spaces and followed by any necessary punctuation (e.g., a comma) with a space before and after. To join two sentences together, end the first sentence with a period, insert a space, then type spaced periods.
Example: One participant responded: “I couldn’t believe . . . how helpful the process was.”
Example: Newman (2017) argues that “transparency, above all else . . . , is key.”
Example: Jarek wrote: “The partnership work was stressful. . . . I didn’t know if I’d be able to get it all done in time.”
- **Use square brackets to enclose materials such as an addition or explanation you have inserted into the quotation.**
- **When quoting research participants, use the same formatting and punctuation as for other quotations.** Do not use special formatting (e.g., italics). Do not include participants in your reference list. State in the text that the quotations are from participants.
Example: Jessica described her experience as a professor working in partnership as “surprisingly enriching” and indicated that she would “most certainly embark on future partnerships.”

Reference List

- Each entry must be formatted with a hanging indent of 0.5 in with a space between each.
- References should be arranged alphabetically by the author’s surname. Multiple works by the same author should be arranged by year of publication, the earliest first.
- For a work of up to 20 authors, include all of the names in the reference. When the work has 21 or more authors, include only the first 19 names, an ellipsis, and the final name.
- Publication location is no longer required by APA Style.
- Include DOIs whenever possible in the following format: <https://doi.org/xxxx>
- APA no longer requires that URLs be preceded by “Retrieved from.”
- Omit page numbers from journal articles if the journal is online and no page numbers are given.
- Spell out acronyms in the reference list followed by the acronym in parentheses (e.g., Higher Education Academy (HEA). (2016)...)

Reference examples

See the [APA Style 7th Edition Common Reference Example Guide](#) for examples of how to cite journal articles, multi-authored books, edited books, websites, blogs, reports, and more.

Journal article

Author, A. A., & Author B. B. (Year). Title of the article. *Name of the Periodical*, volume(issue), #-#. <https://doi.org/xxxx>

Book

Author, A. A., & Author B. B. (Year). *Title of the book* (7th ed.). Publisher. DOI or URL

Chapter in an edited book

Author, A. A., & Author B. B. (Year). Title of the book chapter. In A. A. Editor & B. B. Editor (Eds.), *Title of the book* (2nd ed., pp. #–#). Publisher. DOI or URL

Webpage

Author, A. A., & Author B. B. (Year, month day). *Title of the webpage*, title of the website. URL

Unpublished work and forthcoming manuscripts

Author, A. A., & Author, B. B. (Year the work was completed or of latest draft). Title of work [Unpublished manuscript/Manuscript in preparation/Manuscript submitted for publication]. Department Name, University Name. URL if available.

Author, A. A., Author, B. B. (in press). Title of work. *Name of the Periodical*.

Mechanics of Style

Capitalization

- **Capitalize the first word of the article title and subtitle and proper nouns only.**
- Because there is debate about the term “students as partners” to refer to the field or method that is the focus of this journal ([Cook-Sather, Matthews, Ntem, et al., 2018](#)), we invite authors to be true to their convictions in choosing uppercase or lowercase letters for this term. We welcome this diversity as part of our commitment to equitable and inclusive practices in publishing. If you are unsure, or are inconsistent in the use of the term, **our default practice is not to capitalize students as partners.**
Example: More and more faculty are working with students as partners.
Example: The students-as-partners literature base is growing.
Example: As a framework for theory and practice, Students as Partners is gaining traction.
- **Do not capitalize academic fields and disciplines, unless they are proper nouns.**
Example: The scholarship of teaching and learning (SoTL)
Example: Students studied sociology and English.
- **Do not capitalize course assignments, theories, concepts, hypotheses, models, and methodologies unless they include a proper noun (e.g., Likert-type).**
Example: They used an associative learning model in their analysis.
Example: Students must write a midterm, a final essay, and three reflective journal entries.
- **Capitalize official course titles. Use lower case if describing a general type of course.**
Example: Students registered in Research Methods had the option to participate.
Example: First-year communications courses are challenging to design.
- **Capitalize a job title or position when the title precedes a name.**
Example: Professor Nguyen
Example: Sandra Nguyen is professor of sociology at the University of British Columbia.
- **Use title case for capitalization.** This means that all words that are four letters long or more should be capitalized in an uppercase phrase (i.e., a book or article title, a job title, etc.). Do not capitalize “of” or “and.”

Example: Journal of Higher Education Theory and Practice

Abbreviations

- **Spell all abbreviations in full followed by the abbreviation in parenthesis the first time they appear in the manuscript.** Please use the following conventions for common abbreviations: SaP (Students as Partners), SoTL (scholarship of teaching and learning), MA, PhD, CD, HTML, APA, US, USA, UK

Punctuation

- **Use the serial comma (often referred to as the Oxford comma).** The serial comma is highlighted in the example below:

Example: Students attend lectures, tutorials, and a weekly lab.

(As opposed to: Students attend lectures, tutorials and a weekly lab.)

- **Use a single space after punctuation (e.g., periods or question marks).** Do not use two spaces. If your manuscript contains two or more spaces after punctuation, we recommend using Word's Find & Replace function to replace all instances of multiple spaces with one space.
- **Avoid the use of italics for emphasis.**
- **Do not use quotation marks to highlight a key term.** Instead, if you wish, use italics for the first mention. Elsewhere, the term should be in standard (nonitalic) type.
- **Do not use quotation marks to hedge or downplay meaning.**
- **Use double quotation marks.** Only use single quotation marks for a quote within a quote.
Example: As reported in Kukoc (2020), "participants described the experience as 'a valuable learning experience' and 'an opportunity for growth'" (p. 31).
- **Dashes should not be preceded or followed by spaces.**
- **Use en dashes for numerical ranges.**
- **Hyphenate compound terms when they precede a term that the compound modifies.** Do not hyphenate compound terms when they act as nouns or when they follow a term that the compound modifies. See APA 6.2.

Example: Problem-solving skills are key to student development. *(As opposed to:* Problem solving is key for student development.

Example: She undertook a trial-by-trial analysis. *(As opposed to:* He conducted the analysis trial by trial.)

Example: The students-as-partners literature base is growing.

Style

- Contractions are acceptable in opinion pieces, reflective pieces, and book reviews.
- Use active rather than passive construction where possible.
Example: They conducted an action-research study. *(As opposed to:* an action-research study was conducted.)

Sample Formatted Manuscript

Note: Identifying information (i.e., author bylines, contact information, the note on contributors, and acknowledgements) should only be added when the manuscript has been accepted for publication.

MANUSCRIPT TYPE (RESEARCH ARTICLE/CASE STUDY/OPINION PIECE/REFLECTIVE PIECE)

Title in calibri: Font 16, bold.

Firstname Lastname A and Firstname Lastname B, Department AB, Institution AB, Country AB.
Please indicate primary author by adding an asterisk before the first name.

Firstname Lastname C, Department C, Institution C, Country C.

Contact (for primary author only): email@address

ABSTRACT

Abstracts of approximately 150 words should be indented 0.5” and single-spaced. The whole document should be left-aligned. Please use 12-point Calibri font.

KEYWORDS

five lowercase keywords, each separated by commas, keyword

FIRST-LEVEL HEADINGS IN ALL CAPITAL LETTERS, FLUSH LEFT

Ensure single line space between last paragraph and new title. Indent the first sentence of all new paragraphs. All notes—rather than using the word processor’s endnote function—should be manually copied and pasted into a Notes section (see below) with manually superscripted numbers.

All new paragraphs should be indented and immediately proceed the paragraph above.

FIRST-LEVEL HEADINGS IN ALL CAPITAL LETTERS, FLUSH LEFT

First-level subheadings bold, indented, with only the first letter capitalized

Ensure single line space between last paragraph and new heading. If there is a heading preceding a subheading, ensure a single line space between heading and subheading. Indent the first sentence of all new paragraphs.

Block quotes of more than 40 words should be indented ½-inch and single-spaced. Do

not surround them with quotation marks. (Name, year, page number)

Ensure a single line space for the following paragraph after a block quote.

Second-level subheadings italicized, indented, only the first letter capitalized
Indent the first sentence of all new paragraphs, like this.

Table 1. Descriptive table title

HEADING 1	HEADING 2	HEADING 3	HEADING 4
Item/Value	Item/Value	Item/Value	Item/Value
Item/Value	Item/Value	Item/Value	Item/Value

Figure 1. International Journal for Students as Partners logo



Insert caption underneath figure stating source and additional description. Caption should be Calibri font 10.

When the manuscript includes reporting on research that involved human participants, please include a statement that the research was successfully reviewed by your relevant institutional ethics committee. Italicize statement.

ACKNOWLEDGEMENTS

Acknowledgements are optional, but if you want to thank someone who inspired your project, colleagues who offered feedback on your manuscript, or the office that funded your project, please do so here. Ensure any funding received is also listed in manuscript metadata.

NOTES

1. This is the first note, beginning with the number 1 as superscript. Use normal paragraph spacing. Remember, notes are manually typed, NOT composed with the word processor's footnote/endnote function.
2. This is the second note.

NOTE ON CONTRIBUTORS

Firstname Lastname *is/specializes in/etc.... Insert a biography up to 50 words, in italics. Focus on current biographical information (i.e., position, teaching, and research interests).*

REFERENCES

Healey, M., Flint, A., & Harrington, K. (2014). *Students as partners in learning and teaching in higher education*. Higher Education Academy.

Mercer-Mapstone, L. D., Dvorakova, S. L., Matthews, K. E., Abbot, S., Cheng, B., Felten, P., Knorr, K., Marquis, E., Shammas, R., & Swaim, K. (2017). A systematic literature review of Students as Partners in higher education. *International Journal for Students as Partners*, 1(1), 1–23. <https://doi.org/10.15173/ijsap.v1i1.3119>

APPENDICES

Include appendices here, if relevant.