

IJSaP Submission Steps for Authors

About the journal

The *International Journal for Students as Partners* is a multidisciplinary English-language journal that explores new perspectives, practices, and policies regarding how students and staff, including academic staff/faculty, professional staff, and other stakeholders, are working in partnership to enhance learning and teaching in higher education.

IJSaP is intended to appeal to a wide audience of readers and potential authors in the higher education community, and we welcome a wide range of disciplinary or interdisciplinary approaches to research.

The peer review process

IJSaP works with a team of staff and student reviewers, and all *IJSaP* submissions go through a rigorous double-anonymous review process involving both. The pool of reviewers for *IJSaP* is sourced from an International Reviewer Panel who are supported and mentored as reviewers. For more information about the review process, visit [About the Journal](#).

We work hard to respond to manuscript submissions within 2–3 months. To meet this turnaround time, we require that authors present manuscripts that meet the journal's formatting and style expectations, have complete and accurate references, and that authors follow the submission guidelines below.

How to submit a manuscript for review

1. *Ensure your manuscript meets the criteria*

IJSaP publishes the following types of manuscripts: research articles, case studies, opinion pieces, reflective essays, reviews. *IJSaP* is also open to other types of submissions.

For a detailed summary of review criteria for each, including word count and appropriate content, please visit the [Submissions](#) page on our website.

Please note that abstracts (required for research articles and case studies), biographies, and reference lists are excluded from word counts. Endnotes are included in word counts.

2. *Obtain copyright clearance and disclose ethics approval*

Authors must ensure they have appropriate copyright clearance for any material in a manuscript that is already © to a third party (e.g., images). Instructions for how to obtain permission can be obtained by visiting the website of the original journal the work was published in or by contacting the author.

Please indicate if ethics approval was given for research involving human participants. See the sample formatted manuscript included in the [IJSaP Style Guide](#) for where to include this information in your manuscript.

3. Fully anonymize your submission

Exclude author name(s) and institutional affiliation from your manuscript. Please do not include cover pages, biographies, acknowledgements, or any other identifying feature. Identifying information will be added if the manuscript is accepted for publication.

Authors citing their own work should be listed as “Author (2018)” for in-text citations and should replace any publications by the author(s) in the reference list with: “Author (2018). Details omitted for double-anonymous reviewing.” Phrases like “as we/I have shown in our/my previous study” with the third person, such as: “as shown before in Author (2018).”

Please remove any information that would identify you from the “properties” section of your Word file. To do this go to the document and click on “file,” scroll down to “properties” and delete any identifying information.

Author details should be added into the journal system (rather than the manuscript) and should include all authors’ names and affiliations, as well as the contact information for the corresponding author, including a phone number and email address. The author details will be used by journal administrators and will not be available to reviewers.

4. Follow the *IJSaP Style Guide*

Please refer to the [IJSaP Style Guide](#) to ensure that your manuscript meets the journal’s requirements for formatting, grammar, punctuation, and spelling.

The *IJSaP Style Guide* includes guidance on:

- Manuscript structure;
- Font, font size, margins, and spacing;
- Formatting of manuscript elements like the title, headings, abstract, notes, references, figures, and tables; and
- Capitalization, spelling, and punctuation.

Please note that if the submission contains tables, graphs, or figures, they should be included in the manuscript where they should appear in the final publication.

5. Cite your sources using APA style

References and in-text citations should follow APA style as established in the seventh edition of the *Publication Manual of the American Psychological Association*. We’ve included an overview of how to format your reference list and in-text citations according to APA style in the [IJSaP Style Guide for Authors](#).

6. Submit your manuscript

Manuscripts should be submitted as a single Word or OpenOffice file. (Please, no PDFs). To submit a manuscript, you must first create an account. Follow the Submission Instructions on our [Submissions](#) page to find out how to create an account and submit your document. If you wish to submit audio or visual files, please email the editorial team at ijsap@mcmaster.ca.

Next steps

After you submit your manuscript, you can expect to receive a response about the status of your submission from *IJSaP* editors through the journal system. If revisions are requested, instructions for submitting revisions will be provided through the journal system. You will receive an automatic e-mail notification when there are any updates to your submission.

Copyediting submission checklist

Once a manuscript has been accepted for publication, follow the steps below to prepare your manuscript for copyediting:

1. Indicate the manuscript version is for copyediting by typing FOR COPYEDIT at the top of the document.
2. De-anonymize the manuscript as needed.
3. Add author affiliations and a Note on Contributors section in accordance with the [IJSaP Style Guide](#).
4. Add acknowledgements and notes if you wish (these manuscript elements are optional) in accordance with the [IJSaP Style Guide](#).
5. Follow the instructions in the journal system for uploading the file for copyediting.

Responding to copyediting

IJSaP copyeditors make suggested revisions and corrections using track changes in Microsoft Word. Your copyeditor might also leave comments for you to consider or implement using the comments function in Word. Please accept or reject changes to the document before uploading a revised manuscript to the system. If you have any questions or queries, you can highlight them for the editorial manager by including them in the message to the editorial team when you upload the revised manuscript to the system.