**Style Guide for Authors**

This document provides important information regarding the formatting and grammatical style of submissions to *International Journal for Students as Partners (IJaP)*. This includes information on:

- Formatting and layout
- Ensuring a blind review
- Punctuation
- Illustrations, figures, and tables
- Referencing and in-text citations
- Submission checklist

For information about appropriate content, submission types and length, and procedures for submissions of manuscripts and supplementary materials, visit our [Author Guidelines](#).

To achieve a 2-3 month turn-around time, it is necessary for authors to present manuscripts that meet the journal’s formatting expectations, that have complete and accurate references, and that include any tables or figures in a format acceptable to the journal.

The review process for research articles, case studies, and reflective essays will be anonymized so that the names of the reviewers and the authors are hidden. *IJaP* works with a team of staff and student reviewers. More information about the review process can be found at [Peer Review Process](#).

**Formatting and layout**

As *IJaP* is a multidisciplinary journal, we welcome a wide range of disciplinary or interdisciplinary approaches to research, including staff engaging students as co-researchers, and the use of participatory approaches.

The technical formatting and layout of all written submissions should follow the guidelines below:
• Manuscripts should be submitted as a single Word or OpenOffice file. (Please, no PDFs). Should authors wish to submit audio or video files please email the editorial team at ijsap@mcmaster.ca
• Submissions are to be in English (UK, Canadian, or USA English used consistently throughout). Authors should consult one of the following dictionaries for correct spelling and usage of terms: Merriam Webster (for US English), Canadian Oxford English Dictionary for Canadian English, and Oxford English Dictionary for British English.
• The text must be double-spaced, use 12-point Calibri font, and have 1-inch margins
• First level headings should be capitalized. First-level subheadings should be bold, indented, with only the first letter capitalized. Second-level subheading should be italicized, indented and only the first letter capitalized.
• The structure of the manuscript should include title, abstract (up to 150 words and only required for research articles and case studies), up to five keywords, article body, acknowledgements, notes, references.
• Author affiliations in the final manuscript should be listed in order of Department, University, City, Country for each author.
• Acknowledgements are optional and should appear at the end of the manuscript.
• References should be in the format of the American Psychological Association (APA), as found in the Publication Manual of the APA, 6th Edition.
• The font is to be 12 point Calibri, double spaced (without extra spacing between paragraphs) with left justification and no right justification.
• The margins—top and bottom, left and right – are to be 1 inch (2.5 cm).
• If a submission contains tables, graphs, or figures they should be included in the manuscript where they should appear in the published version.
• Authors must ensure they have appropriate copyright clearance for any material in a manuscript that is already © to a third party (e.g., images).
• All submissions that involve research with human participants must have been successfully reviewed according to their institution’s research ethics committee guidelines. A statement to that effect should be included in a note at the end of the text before the references.
• The final version of all accepted submissions should include a short biography (no more than 50 words) for each author, indicating who was a student at the time the work or initiative was undertaken. Biographies should not be submitted at the review stage.
• The abstract (for research articles and case studies), biography(ies) and reference lists are excluded from the word counts. Details on word count for all submission types can be found in our Author Guidelines.
Ensuring a Blind Review

- Author(s) name(s) and institutional affiliation should be excluded.
- When author(s) cite their own work, authors should exclude identifying information and citations should be listed as Author (date) and placed in the reference list in alphabetical order.
- Please do not include cover pages, biographies, acknowledgements or any other identifying feature in the manuscript submitted for review. Identifying information will be added if the manuscript is accepted for publication.

Punctuation

- Make sure all URLs are hyperlinked.
- Use the Oxford comma (the highlighted comma in the following sentence). I like bananas, apples, and oranges.
- Full stops and commas always go inside of quotation marks. For instance, “here is a quoted passage,” “‘here is a quote within a quoted passage,’” and “‘here’s the end of a quoted passage.’”
- Single space after full stops, commas, question marks, colons, and semi-colons. (Use Word’s Find & Replace function for convenience.)
- Titles of works mentioned in the article: capitalize all words that are four letters long or more: “Permanence and Change.” Exceptions apply to short words that are verbs, nouns, pronouns, adjectives, and adverbs: Writing New Media, “There Is Nothing Left to Lose.”
- Use hyphens and dashes correctly, and don’t surround them with spaces. Use a single dash—for hyphens, and an em dash—or two dashes with no spaces before the following word—as dashes.
- If the manuscript identifies the research question(s), put it in bold and italics. For instance, see below:

The overarching question this study attempts to address is **what are the key success factors for staff-student partnerships?** This question is answered....

- 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, HTML, APA, US, USA, UK

Illustrations, figures, and tables

- Include all relevant figures, tables, and illustrations with titles and captions within the text of the manuscript where they should appear in the final
publication, rather than at the very end or submitted separately as supplementary files.

• Each should be discussed or mentioned in the text and numbered (with Arabic numerals) in order of mention and be listed before the table.
• Only the first letter of the title of each table or figure should be capitalized and it should be left justified.
• Each should have a brief descriptive title, should be understandable even without reference to the text, and should not simply duplicate explanations in the text.

**Referencing and in-text citations**

References should be in the format of the American Psychological Association (APA), as found in the Publication Manual of the APA, 6th Edition. Useful guidance on using the APA format for referencing and in-text citation can be found [here](#). All references should be arranged alphabetically by author’s surname in the reference list. Examples are provided below.

**Books**: Author (surname first, followed by initials), Date of publication in brackets, Title of book in italics, Edition (if one is given), Place of publication and then Publisher.


**Chapters in edited books**: Author of the chapter, Date of publication, Title of the chapter in normal font, Editor(s) of the book, Title of the book in italics, Page numbers of the chapter, Place of publication and Publisher.


**Articles in journals**: Author of article, Date of publication, Title of the article in normal font, Title of the journal in italics, Volume in italics, Part number in brackets in normal font, and Page numbers.

Web documents: The format for citing is much the same as for printed sources but add the web address (URL). There is no need to include the place of publication and publisher.

**Submission checklist**

As part of the submission process, authors are required to check off their submission's compliance with all of the following items, and submissions may be returned to authors that do not adhere to these guidelines.

<table>
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<tr>
<th>The submission has not been previously published, nor is it before another journal for consideration (or an explanation has been provided in Comments to the Editor).</th>
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<td>The submission file is in Microsoft Word (.doc or .docx) document file format.</td>
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<td>Where available, URLs for the references have been provided.</td>
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<td>The text is double-spaced; uses 12-point Calibri font; has 1-inch margins; and all illustrations, figures, and tables are placed within the text at the appropriate points, rather than at the end.</td>
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<tr>
<td>The text adheres to the stylistic and bibliographic requirements outlined in the Author Guidelines.</td>
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<tr>
<td>If submitting a research article, case study, or reflective essay, ensure the instructions for Ensuring a Blind Review have been followed.</td>
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<td>The number of words, excluding abstract and references (for research articles and case studies only), but including tables and figures, is included at the end of anonymized version of the contribution; and this is less than the maximum for the section of the journal to which you are submitting.</td>
</tr>
<tr>
<td>All submissions that involve research with human participants must have been successfully reviewed according to their institution’s research ethics committee guidelines. A statement to that effect should be included in a note at the end of the text before the references.</td>
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