

Style Guide for Authors

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

- Formatting and layout (for reviewing and copyediting stages)
- 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

<https://mulpress.mcmaster.ca/ijsap/about>

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. *IJSaP* 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 *IJSaP* 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 for the review and copyediting stages:

Submitting for anonymous review

- 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, (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).

- 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, end notes, and references. Please do not use footnotes.
- References should be in format of the American Psychological Association (APA), as found in the Publication Manual of the APA, 6th Edition with **one exception**: up to 20 authors can be listed for an individual reference.
- The version submitted for review must be anonymized (i.e., excluding author(s) name(s) and institutional affiliation; author(s) citing their own work should be listed as Author (date) and exclude other information). 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.
- If a submission contains tables, graphs or figures they should be included in the manuscript where they should appear in a 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.). 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**.
- The abstract (for research articles and case studies), biography(ies) and reference lists are **excluded** from the word counts. End notes are **included** in the word count. Appendices can be uploaded as a separate document to the published manuscript but only in exceptional circumstances. Details on word count for all submission types can be found in our [Author Guidelines](#).
- Ensure the metadata for your manuscript is completed but are anonymized in the journal system during the review process. This includes abstracts (where required) and reference lists.
- Please indicate if ethical approval was given for research involving human participants.

Submitting for copyediting after review and manuscript has been accepted for publication

- Clearly indicate the manuscript version is for copyediting by typing FOR COPYEDIT at the top of the document.
- As recommended in the APA guidance, 6th edition, the primary author assumes responsibility for the publication, making sure that the data are accurate, that all deserving authors have been credited, that all authors have given their approval to the final draft; and handles responses to inquiries after the manuscript is published.
- Author affiliations in the final manuscript should be listed in order of Department, University, City, Country for each author and the email address for the primary author should be included.
- If multiple authors are from the same department and university, indicate so by adding the same letter using superscript after each author, eg. author^a, author^b, author^a, author^c and then list department, institution, and country information

underneath.

- Acknowledgements and notes are optional and should appear at the end of the manuscript, before references.
- Insert notes on contributor/s (up to 50 words) for each author. These should appear immediately after the main body of text for the manuscript.

Responding to copyediting comments

- Copyedit responses are made using track changes in Word. Please accept or reject changes to the document before uploading a revised manuscript to the system.
- Please highlight any queries for the attention of the editorial manager.

Punctuation

- Make sure all URLs are embedded using http:// format as hyperlinks do not always remain live when converted to PDF.
- 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 mentioned in the article: capitalize all words that are four letters long or more: “Permanence and Change.” Exceptions apply to short words (less than four letters) 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....
- Use Students as Partners when a proper noun/formal practice (analogous to Scholarship of Teaching and Learning) and use students-as-partners when referring to programs or approaches.
- 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

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. All text should be in bold.
- 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. Comprehensive guidance on using the APA format for referencing and in-text citation can be found at the following websites:

- Purdue Writing Lab: <https://owl.english.purdue.edu/owl/resource/560/01/>
- McMaster library APA guidance sheet: <https://libguides.mcmaster.ca/APA>

All references should be arranged alphabetically by author's surname in the reference list. Examples are provided below. All DOIs and links should be listed using http:// format. DO NOT HYPERLINK as these sometimes do not remain live when manuscripts are converted to PDF.

Books: Cite 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.

Murray, R. (2011). *How to write a thesis* (3rd ed.). Maidenhead: Open University Press.

Chapters in edited books: Cite 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.

Drummond, T., & Owens, K.S. (2010). Capturing students' learning. In C. Werder & M.M. Otis (Eds.). *Engaging student voices in the study of teaching and learning*. (pp. 162-184) Virginia: Stylus Publishing.

Articles in journals: Cite 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.

Huxham, M., Hunter, M., McIntyre, A., Shilland, R., & McArthur, J. (2015). Student and teacher co-navigation of a course: following the natural lines of academic enquiry. *Teaching in Higher Education*, 20(5), 530-541.

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.

National Union of Students & Quality Assurance Agency (2012) *Understanding the barriers to student engagement*. Retrieved from http://tsep.org.uk/wp-content/uploads/2015/09/NUS_QAABarriersReport_V2.pdf

Forthcoming manuscripts: The format for citing work that has been accepted but not yet published.

When an article is not yet finished, cite the year of the draft of the manuscript when read:

Smith, C. (2017). *Unpacking definitions of Partnership* Manuscript in preparation.

When an article has been submitted for publication but not yet accepted, cite the year the manuscript was written:

Smith, C. (2017). *Unpacking definitions of Partnership* Manuscript submitted for publication.

When an article has been accepted for publication but not yet published, cite the manuscript as *in press*, along with the title of the journal it will be published in.

Smith, C. (in press). *Unpacking definitions of Partnership*.

Sample formatted manuscript

(Submissions for review should exclude author's name, institutions, email address, and biography.)

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

Title in Calibri, font 16, bold.

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

Contact (for primary author only): email@address

(This identifying information should be added only when accepted for publication.)

ABSTRACT

Abstracts of approximately 150 words should be indented 0.5" and single-spaced. The whole document should be left-justified. 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 subheadings bold, indented, with only the first letter capitalized

Ensure single line space between last paragraph and new heading. 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.

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. Simple description of table here

| 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 *Biography up to 50 words, in italics. Focus on current biographical information i.e. position, teaching and research interests.*

(This identifying information should be added only when accepted for publication.)

REFERENCES

- Huxham, M., Hunter, M., McIntyre, A., Shilland, R., & McArthur, J. (2015). Student and teacher co-navigation of a course: following the natural lines of academic enquiry. *Teaching in Higher Education*, 20(5), 530-541.
- Drummond, T., & Owens, K.S. (2010). Capturing students' learning. In C. Werder & M.M. Otis (Eds.). *Engaging student voices in the study of teaching and learning*. (pp. 162-184) Virginia: Stylus Publishing.

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.

| | |
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| | 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). |
| | The submission file is in Microsoft Word (.doc or .docx) document file format. |
| | Where available, URLs for the references have been provided and are embedded 'live' links, using http:// format. |
| | 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. |
| | The text adheres to the stylistic and bibliographic requirements outlined in the Author Guidelines. |
| | If submitting a research article, case study, or reflective essay, the instructions in Ensuring a Blind Review have been followed. |
| | The manuscript is being submitted solely to IJSaP, and it represents new, unpublished findings or arguments. |
| | 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. |
| | 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. |

Last updated: July 2019