JIPE

Journal *of* Innovation *in* Polytechnic Education

Submission Toolkit

When you're ready to publish, submit your manuscript on jipe.ca.

Please note: This document is updated regularly. See the latest Submission Toolkit at jipe.ca.



HUMBER POLYTECHNIC

Revised: Sept 2026



Land Acknowledgment

Humber Polytechnic is located within the traditional and treaty lands of the Mississaugas of the Credit. Known as Adoobiigok [A-doe-bee-goke], the “Place of the Alders” in Michi Saagiig [Mi-Chee Saw-Geeg] language, the region is uniquely situated along Humber River Watershed, which historically provided an integral connection for Anishinaabe [Ah-nish-nah-bay], Haudenosaunee [Hoeden-no-shownee], and Wendat [Wine-Dot] peoples between the Ontario Lakeshore and the Lake Simcoe/Georgian Bay regions. Now home to people of numerous nations, Adoobiigok continues to provide a vital source of interconnection for all.

Listen to an audio recording of Humber’s Land Acknowledgment
(https://humber.ca/indigenous/truth-reconciliation-audio-video)

JIPE
Journal of Innovation in Polytechnic Education
Published by Humber Polytechnic Press

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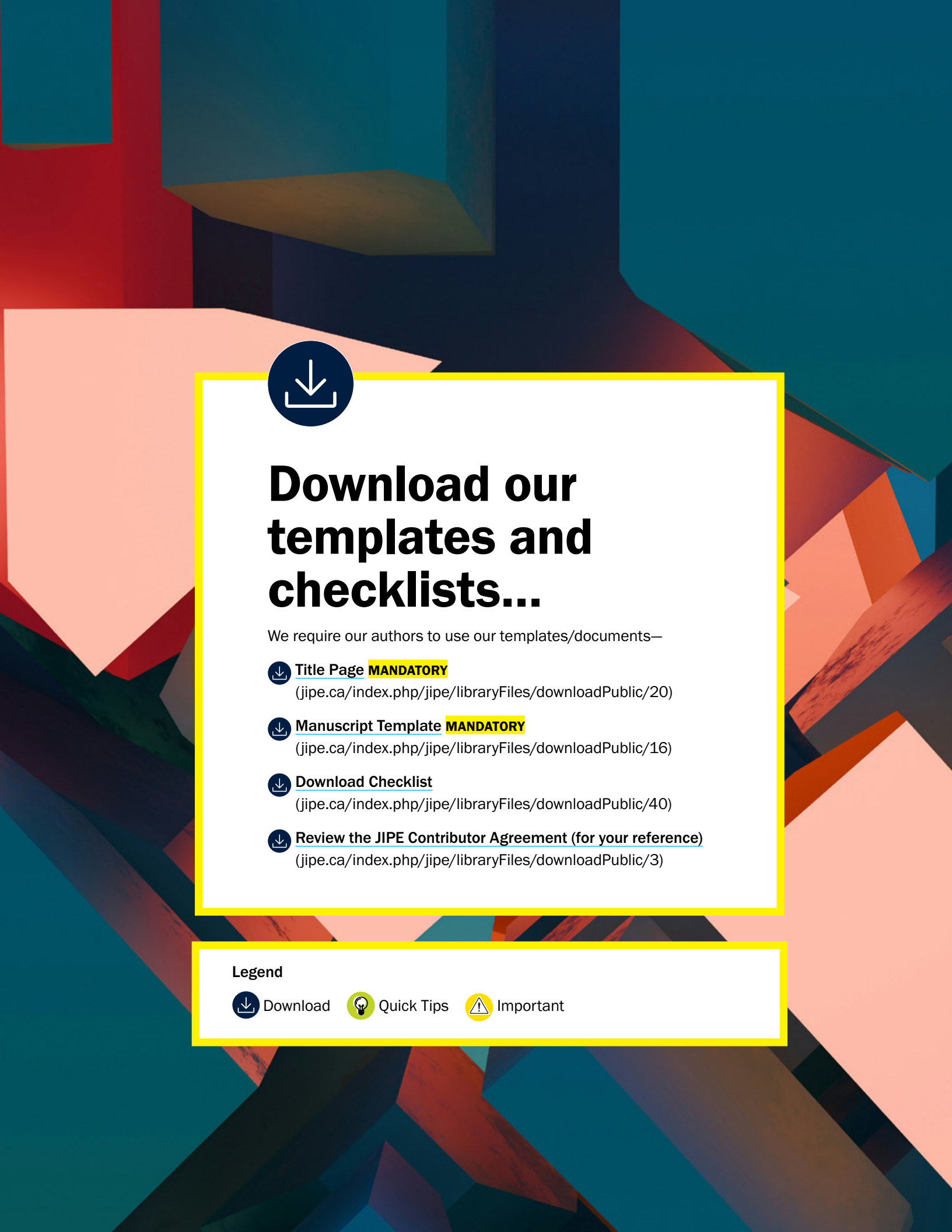
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Download our templates and checklists...

We require our authors to use our templates/documents—

Title Page **MANDATORY**
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Manuscript Template **MANDATORY**
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Download Checklist
(jipe.ca/index.php/jipe/libraryFiles/downloadPublic/40)

Review the JIPE Contributor Agreement (for your reference)
(jipe.ca/index.php/jipe/libraryFiles/downloadPublic/3)

Legend

Download Quick Tips Important

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We Want To Hear From You



Chapter 1.
About JIPE

Focus and Scope

The Journal of Innovation in Polytechnic Education (JIPE) is a peer-reviewed, open-access journal that shares knowledge and insights from the global polytechnic community through diverse scholarly and practice-informed contributions.

We accept submissions from academics, researchers, innovators, staff, students, and recent graduates from across the international post-secondary/higher education community, including universities, colleges, polytechnics, and vocational institutes.

Submission categories include original research papers, review articles, brief reports, innovation spotlights, scholarly essays, book reviews, and presentation summaries.

JIPE is published by the **Office of the Senior Vice-President, Academic** at **Humber Polytechnic**.

JIPE is supported in part by funding from the Social Sciences and Humanities Research Council.



Why Choose JIPE

JIPE distinguishes itself through its commitment to the polytechnic ethos—practical, innovative, and inclusive. Our journal provides a platform for disseminating research, knowledge, and insights from the post-secondary sector. With a focus on real-world impact and application, JIPE is the premier outlet for those who wish to influence the future of polytechnic education and industry practices.

JIPE Subject Areas

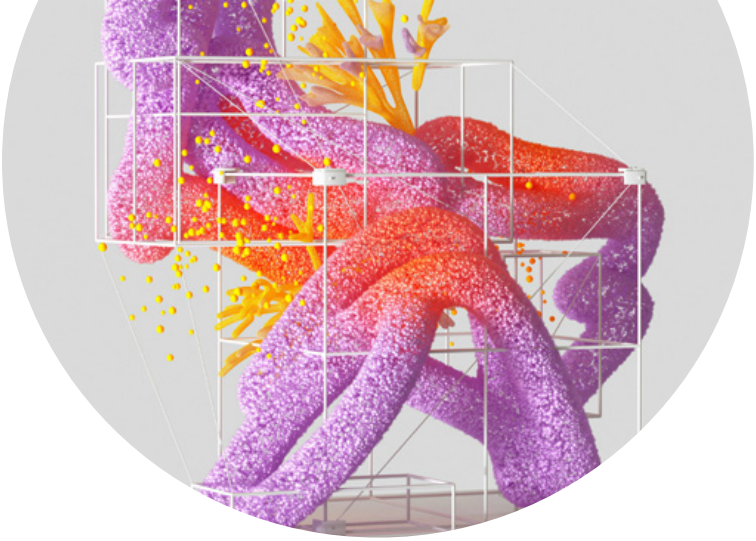
JIPE publishes articles that explore the integration of theory and practice, as well as educational practices that foster innovation and entrepreneurship characteristic of the polytechnic model of education. JIPE especially encourages contributions that explore the value of polytechnics; including:

- teaching and learning practices
- interdisciplinary approaches or collaborations
- student engagement with industry
- applied learning
- industry partnerships
- skills development
- impact measurements
- research outcomes

Commitment to Open Access

JIPE is an open-access journal that uses the Creative Commons license. The journal provides immediate open access to its content on the principle that making research freely available to the public supports a greater global exchange of knowledge.

JIPE does not charge any Article Processing Charges (APCs).



Chapter 2.
Author Guidelines

Definition of Authorship

Authorship gives credit and implies accountability for published work. It is very important to make sure people who have contributed to a paper are given credit as authors.

JIPE follows the Committee on Publishing Ethics (**COPE**) **position** that AI tools cannot be listed as an author of a paper.

COPE states that "AI tools **cannot** meet the requirements for authorship as they cannot take responsibility for the submitted work. As non-legal entities, they cannot assert the presence or absence of conflicts of interest nor manage copyright and license agreements."

Co-author

Any person who has made a significant contribution to a submission.
Co-authors must:

- have contributed to the conception, study design, execution, acquisition of data, analysis and interpretation, or writing;
- share responsibility and accountability for the results of the published research;
- review and approve the final manuscript; and
- have agreed to submit it to the journal.

Corresponding author

For articles with more than one author, one person must be designated as the Corresponding Author. Co-authors must agree on who will take on this role. This person will:

- handle all correspondence with editors about the article;
- sign the **JIPE Contributor Agreement** on behalf of all the co-authors;
- ensure that all the co-authors' contact details and affiliations are correct; and
- agree on the order that co-authors' names will appear in the article.

Non-author Contributors

It's likely that many people provided support over the course of your project. However, not every contributor qualifies as an author. Use the Acknowledgments section to recognize (and show appreciation for) non-authors.

Authorship changes

It is the responsibility of the corresponding author to ensure that authorship information is correct upon initial submission. As such:

- Post-submission changes to authors should only be made in exceptional circumstances.
- Any changes in authorship must be agreed upon by all authors—including those authors being added or removed.
- If a change in authorship is necessary after publication, this will be amended via a post-publication note.
- Any requests for authorship changes will be subject to the discretion of the managing editor.

Use of Generative AI

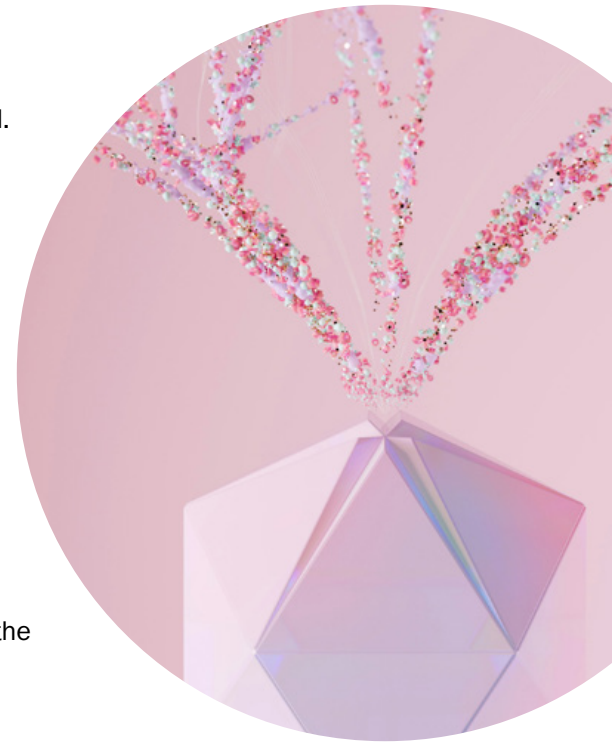
AI tools cannot be a co-author on a submission.

If any Generative AI (GenAI) tools were used in the creation of the submission, this submission must include a Declaration of Generative AI Use statement disclosing:

- the full name of the tool used (with version number);
- how it was used; and
- the reason for use.

AI tools that assist in copyediting and reference management are permitted. However, authors are responsible for ensuring references are real (i.e. not hallucinations), accurate and support the stated claims. Submissions that contain hallucinated references will be rejected during the desk review stage.

JIPE does not allow GenAI to be used for translation purposes.



Plagiarism

JIPE takes academic integrity seriously. JIPE uses Crossref's Similarity Check service to screen submissions for text similarity.

If plagiarism or unethical academic conduct is identified during the editorial process, the manuscript will be rejected. JIPE reserves the right to take appropriate action, including informing the author's affiliated institution. In the case of published papers, JIPE will publish a retraction.

Conflicts of Interest

All authors are required to disclose any direct or indirect interests that relate to their submission. There is a section in the JIPE manuscript template for disclosure of conflicts.

Creative Commons License

JIPE is an open-access journal that uses the Creative Commons license. The journal provides immediate open access to its content on the principle that making research freely available to the public supports a greater global exchange of knowledge. The names and email addresses entered in the journal site will be used exclusively for the stated purposes of this journal and will not be made available for any other purpose or to any other party.

The articles published in this open journal are published under the terms of the **Creative Commons Attribution-Non Commercial-No Derivatives 4.0 International (CC BY-NC-ND 4.0)**.

Repository Policy

JIPE allows authors to deposit all versions of their manuscript—including:

- the **submitted version** (preprint),
- the **accepted version** (Author Accepted Manuscript), and
- the **published version** (Version of Record)—in any institutional, disciplinary, or general-purpose repository of their choice.

No embargo is applied, and authors are encouraged to share their work widely.

Privacy Statement

The names and email addresses entered in this journal site will be used exclusively for the stated purposes of this journal and will not be made available for any other purpose or to any other party.



Chapter 3.
Submissions

At JIPE, we aim to streamline the submission process for our authors.

Requirements

JIPE's editorial style conforms to the Publication Manual of the American Psychological Association (7th ed.), aka APA style.

Authors are expected to include DOIs (digital object identifiers) for all references that have them. If a source does not have a DOI, please include the URL.

Authors are required to use the **Title Page** and **Manuscript Template** provided on the JIPE website. They are designed to guide you in structuring your submission effectively. To maintain the integrity of the peer review process, we request that the "Title Page" be uploaded as a separate file. This ensures that the authors' identities remain anonymous to reviewers.

All research involving human participants must have received approval from the appropriate Research Ethics Board.

Rolling Submissions Process

JIPE welcomes submissions on a rolling basis, providing a flexible and continuous platform for the publication of applied research.

General Issue (Online First, compiled bi-annually): JIPE publishes articles online as they are accepted, providing immediate access to research. Twice a year, these articles are collected and published as part of our General Issue.

Special Issues: JIPE will issue Calls for Papers (CFP) for Special Issues, details of which can be found on our website under the **Announcements** section. Special Issues are published once all the papers are received and accepted. If the required minimum of five submissions for a Special Issue is not met, JIPE reserves the right to publish the articles in a General Issue or postpone the Special Issue's publication until the requisite number of submissions is reached.

Students

JIPE invites graduate and undergraduate students from any institution to submit. The student(s) should be the primary author(s) of the manuscript.

Undergraduate students must work with a faculty member to ensure the submission meets JIPE minimum requirements. The faculty member must fill out this approval form before the student can submit their manuscript: **JIPE Student Submission - Faculty Approval Form – Fill out form** (https://forms.cloud.microsoft/r/ZadZbMq5Th)

Once the form is submitted, students follow the same process and workflow as all other authors.

Preprints

Preprint servers are online repositories where authors post early versions of their paper.

JIPE recognizes that the use of preprint servers is common in many academic disciplines. Posting a manuscript on a preprint server **is not** considered a duplicate publication and will not affect its eligibility for consideration by JIPE.

However, JIPE cannot ensure double-anonymous peer review for articles posted to preprint servers. In this case, peer review will be single-anonymous (the reviewer knows the author's identity, but the author does not know the reviewer's identity).

Journal Article Reporting Standards

Regardless of submission category, we expect research to be conducted systematically with scientific and academic rigour. All articles containing original research should adhere to **APA Style Journal Article Reporting Standards (JARS)**.

JARS include information on what should be included in all manuscript sections for:

Quantitative research (JARS–Quant)

JARS–Quant include guidance for manuscripts that report:

- Primary quantitative research
- Experimental designs
- Nonexperimental designs
- Special designs
- Analytic methods
- Meta-analyses

Qualitative research (JARS–Qual)

JARS–Qual include guidance for manuscripts that report:

- Primary qualitative research
- Qualitative meta-analyses

Mixed methods research (JARS–Mixed)

JARS–Mixed includes both quantitative and qualitative research designs.

Race, Ethnicity, and Culture (JARS–REC)

Additionally, the APA Style Journal Article Reporting Standards for Race, Ethnicity, and Culture (JARS-REC) provide guidance on how to discuss race, ethnicity, and culture in scientific manuscripts. JARS-REC should be applied to all research, whether it is quantitative, qualitative, or mixed methods. The use of JARS-RECs is one of recommendations offered in the **Equity, Diversity, and Inclusion Toolkit for Journal Editors**.

Submission Categories

JIPE publishes a wide range of scholarly works in both peer-reviewed and non-peer-reviewed categories.

Detailed information about each category and its specific requirements can be found in this handbook.

By offering these diverse submission types, JIPE accommodates the varying needs of the research and innovation communities, facilitating a broad dissemination of knowledge and insights.

MANDATORY: Our templates must be used for your submission.

Title Page
(jipe.ca/index.php/jipe/libraryFiles/downloadPublic/20)

Manuscript Template
(jipe.ca/index.php/jipe/libraryFiles/downloadPublic/16)

Peer-Reviewed Categories

- Original Research Papers (3500-5000 words)
- Review Articles (3500-5000 words)
- Innovation Spotlights (2500-3500 words)
- Brief Reports (2500-3500 words)
- Scholarly Essays (1500-3000 words)

Non-Peer-Reviewed Categories

- Book Reviews (1500-2500 words)
- Presentation Summaries (1500-2500 words)

Peer-Reviewed Articles

Original Research Papers: 3500–5000 words

Original research papers report on the results of a research study conducted by the author(s). These submissions make a significant contribution to educational/teaching theory, policy of practice. These articles should follow APA Journal Article Reporting Standards (JARS).

CHECK OUT: ***Understanding hope from the voices of service users and providers across Canada***

CHECK OUT: ***Sexual education for individuals with special needs: Understanding and overcoming current obstacles***

Review articles: 3500–5000 words

Review articles critically examine and analyze the current literature within a specific area of inquiry in order to suggest new research directions, strengthen support for existing theories, or identify gaps or challenges. These articles do not report original research.

Included in this submission category are literature reviews, systematic reviews, scoping reviews, meta-analyses, and integrative reviews.

CHECK OUT: ***Through and Beyond COVID-19, Promoting Whole Person, Lifelong and Life Wide Learning***

CHECK OUT: ***Pandemic transition to online for healthcare profession education: A webscrape seeking perspectives of innovation and digital equity***

Descriptions continued to next page...

Peer-Reviewed Articles

Innovation spotlights: 2500–3500 words

Innovation spotlights explore the 'how' and 'why' of new pedagogical practices, approaches, or tools that are relevant in a post-secondary education setting.

These include, but are not limited to,

- innovative curricula
- courses
- teaching methodologies
- teaching formats
- frameworks
- evaluation techniques

Innovation spotlights **must** include evidence of the effectiveness of the teaching intervention. These articles should include a brief review of the most relevant literature to situate the intervention.

CHECK OUT: ***Advancing Post-Admission Academic Language Support at a Canadian Polytechnic Institute***

CHECK OUT: ***Preserving and Promoting Academic Integrity in a Changing Post-secondary Landscape***

Brief reports: 2500–3500 words

Brief reports present empirical or practice-based studies that are shorter and more limited in scope than full research papers. These articles serve to inspire further research or alert researchers to work in progress.

This category is appropriate for, but not limited to,

- Single-site or pilot studies
- preliminary findings from ongoing projects
- analysis of research datasets
- case studies
- capstone or course-based project reflections
- auto-ethnographic accounts of teaching and learning
- methodological articles

CHECK OUT: ***Nurse Faculty Experience with Research at a Polytechnic: A Qualitative Study***

CHECK OUT: ***An investigation into the experience of advertising students in seeking and working in internships***

Scholarly Essays: 1500-3000 words

Essays present original and well-substantiated arguments that address a particular question or issue. They contribute to discussions of theory, policy, practice, or contemporary issues relevant to polytechnic education. Essays can be critical, theoretical, or reflective. These articles may also be autoethnographic in nature, by blending personal storytelling with analysis.

While essays need not report original empirical research, they should make a substantive contribution to educational knowledge and discourse.

Non-Peer-Reviewed Articles

Book reviews: 1500–2500 words

Scholarly reviews of books about teaching and learning, applied research, polytechnic education, or other topics related to JIPE's scope. These papers should present a summary of the book as well as a thoughtful reflection on the book's strengths and weaknesses.

Presentation summaries: 1500–2500 words

Presentation summaries are expanded or adapted versions of presentations given at academic conferences or workshops. This can include conference papers, poster displays and other knowledge dissemination activities.

CHECK OUT: ***JIPE Volume 2, No. 1 Special Issue: Proceedings of the Polytechnics Canada 2019 Annual Showcase***

CHECK OUT: ***Indsights: A Window into the Indigenous Economy***

Creative Approach

As JIPE is a knowledge dissemination platform that reaches a global audience, we encourage you to incorporate creative elements in submissions to facilitate effective communications. We welcome submissions that include images and visual data storytelling approaches. Such elements enhance the reader's engagement with (and understanding of) the material.

Examples of additional components include but are not limited to pictures, field notes, figures, tables, graphs, and illustrations.

Think of:

- Graphical abstracts
- Data visualization (e.g., Tableau)
- 3D models

Check out these articles that make use of images, effective tables, graphs and charts:

CHECK OUT: **Reimagining the Purpose of Vocational Education and Training: Perspectives of Bhutanese TVET practitioners on online teaching and learning during the COVID-19 pandemic**
(jipe.ca/index.php/jipe/article/view/144)

CHECK OUT: **Examination of Manual Removal Strategies for Dog Strangling Vine**
(jipe.ca/index.php/jipe/article/view/142)

Have fun with your data visualization!



Accessibility

JIPE is committed to making the journal accessible to all users. We refer to the **Accessibility for Ontarians with Disabilities Act (AODA)** and the **Web Content Accessibility Guidelines (WCAG)** for accessibility guidance.

When preparing your submission, please keep the following in mind:



- **Images:** Your images should be of **high resolution**. Images should include alternative (alt) text for screenreaders. Learn **how to describe images**.
- **Diagrams/graphs:** Should have high contrast and is clearly labeled where applicable. Read **A11y Collective's The Ultimate Checklist for Accessible Data Visualisations**.
- **Colour:** When using colour in tables or diagrams, colour should not be the only means of conveying information, you should add a secondary representation using texture, line style or text. Use **WebAIM's Contrast Checker** to ensure your diagrams have high enough contrast.
- **Hyperlinks:** Refrain using "click here" language. Your link should have a **meaningful name**.
- **Tables:** Tables should be used for data only, **not** layout formatting. Use simple table structure. Ensure your header row is specified. Avoid split or merged cells. Avoid nested tables and blank rows/columns/cells. To learn more about creating accesible tables, please read Web Accessibility Initiative's **Tip and Tricks in Tables Tutorial**.
- **Writing:** Consider using **plain language** where possible.

Helpful Resources

- **RGD AccessAbility**—Practical guide for creating accessible graphic design, including for the web and print. Created by the Registered Graphic Designers of Ontario

The Importance of Visual Storytelling

Learn about the importance of visual storytelling

- **Imagining Forward: Visual Storytelling to Make Research Accessible for Practice** (researchmethodscommunity.sagepub.com/blog/imagining-forward-visual-storytelling-to-make-research-accessible-for-practice)

Need help visualizing your data?

Statistics Canada provides a helpful tool on how to best display your data

- **Data Visualization: Best Practices** (www150.statcan.gc.ca/n1/pub/89-26-0005/892600052022001-eng.htm)
- Make your data accessible: **Data Visualizations, Charts, and Graphs** (https://accessibility.huit.harvard.edu/data-viz-charts-graphs)



Chapter 4.
Peer Review Process

Peer reviewers help maintain the quality and integrity of scholarly publishing. JIPE encourages reviewers adhere to the **COPE Ethical Guidelines for Peer Reviewers**.

Process and Expectations

JIPE uses a **double-anonymous model of peer review** that **emphasizes constructive, developmental feedback**—particularly for authors who may be newer to academic publishing.

Peer review is mandatory for original research papers, review articles, brief reports, scholarly essays, and innovation spotlights. Articles are usually reviewed by one to two reviewers, who are selected based on their areas of expertise and relevant experience.

The editorial team facilitates all the reviews and mediates all interactions between reviewers and authors. JIPE's peer review process is closed, meaning that the pre-publication history of each article will not be made available online.

All submissions are reviewed by the editorial team for completeness, then assigned to an editor for a desk review. Only after desk review will the editor decide if the article is suitable for peer review.

Eligibility

Reviewers must have the necessary academic or professional qualifications to evaluate the content and methodology of the work. This includes having:

- prior publications in the relevant field, and/or
- a strong background in relevant research methods.

Authors are welcome to suggest reviewers and may also request that the journal exclude one or two individuals. Authors should not recommend recent collaborators or colleagues. The editorial team will consider these requests but reserves the right to make final reviewer selections.

Conflicts of Interest

Reviewers must disclose any actual or potential conflicts of interest, including financial interests, personal relationships, or academic rivalries that could affect impartiality. They should decline to review manuscripts if:

- they have a personal or professional conflict,
- they seek access to the manuscript without intending to complete a review, and/or
- the manuscript closely overlaps with their own unpublished work.

Continued to next page...

Use of GenAI in Peer Review

Reviewers are expected to personally evaluate manuscripts and uphold the integrity of the peer review process.

Reviewers are selected for their expertise; therefore:

- Reviewers must not upload manuscripts or related materials to Generative AI tools.
- Reviewers must not use AI to analyze, summarize, or evaluate submissions.
- AI writing tools (i.e. Grammarly) may only be used to help improve the language of a completed review.
- Any AI use must be disclosed to the editor, including the tool name, version, and purpose.

Additionally, the use of Generative AI may create risks around confidentiality; infringement of proprietary rights and data, and submission of inaccurate or misleading reviews.

Appropriate feedback

JIPE takes a developmental approach to articles, providing constructive feedback, particularly to authors who may have had limited experience publishing in peer-reviewed journals.

Our goal is to foster constructive feedback. While we are committed to a high level of academic rigour, we also recognize that many authors submitting to the journal may be new to the peer-review process. In that light, reviews should be written in a collegial and supportive tone, with an eye toward making the final product the best it can possibly be.

Reviewers are asked to evaluate the principal strengths, weaknesses and points of consideration of the manuscript. We ask that reviewers provide specific and constructive suggestions in their feedback. Reviewers may share confidential remarks to the editor that will not be shared with the author(s) of the manuscript.

Once revisions are requested and made, the original reviewers may be asked to review the revised version to determine whether the authors have sufficiently addressed the concerns.

Once revisions have been reviewed, JIPE will make one of the following recommendations:

- **accept** the paper for publication,
- **request** another round of peer review with another reviewer, or
- **reject** the submission.

Interested in becoming a reviewer?

JIPE gratefully acknowledges the efforts of our reviewers.

Authors who have benefited from the peer review process should consider becoming peer reviewers as a part of their professional responsibilities.

Engaging as a reviewer provides numerous benefits, including:

- reciprocating for reviews of your own work,
- keeping up to date with the latest research trends in your field,
- ensuring the quality & integrity of research published in your field, and
- improving your writing and editing skills.

Please reach out to us at **humberpress@humber.ca** if you're interested in serving as a reviewer.



Reviewer Resources

- **Ten tips for a truly terrible peer review** by Burt Blocken (elsevier.com/connect/reviewers-update/ten-tips-for-a-truly-terrible-peer-review)
- **Top tips for peer reviewers** by Wiley (authorservices.wiley.com/Reviewers/journal-reviewers/how-to-perform-a-peer-review/top-tips-for-peer-reviewers.html)
- COPE (Committee on Publication Ethics)'s **Ethical guidelines for peer reviewers** (publicationethics.org/guidance/guideline/ethical-guidelines-peer-reviewers)



Resources

Some resources for your article writing journey!

Writing Tips & Tricks

Helpful Guideline/Framework to Summarize Your Research Project

- Rainbow Framework by BetterEvaluation (betterevaluation.org/frameworks-guides/rainbow-framework)

Helpful Writing Resources

- APA Handouts and Guides (apastyle.apa.org/instructional-aids/handouts-guides)
- Anatomy of a Journal Article (apastyle.apa.org/instructional-aids/anatomy-journal-article.pdf)

Discoverability

The title, abstract, and keywords are important tools for increasing the discoverability of your article. Discoverability means the ease with which your article is found academic search engines and databases. Simply put—can the target audience of your paper actually find it?

The following resources provide practical advice on crafting your title, abstract, and keywords.

- How to write a good scientific paper: title, abstract, and keywords (doi.org/10.1117/1.JMM.11.2.020101)
- Writing a Manuscript: Titles, Abstracts and Keywords (springernature.com/gp/authors/campaigns/writing-a-manuscript/titles-abstracts-keywords)
- Title, abstract and keywords: a practical guide to maximize the visibility and impact of academic papers (pmc.ncbi.nlm.nih.gov/articles/PMC11288685/)
- Increasing visibility and discoverability of scholarly publications with academic search engine optimization (insights.uksg.org/articles/10.1629/uksg.534)

Citation

JIPE requires authors to follow APA Style (7th ed.).

- Humber's APA & MLA & Academic Integrity (library.humber.ca/APA-MLA)
- Purdue OWL's APA Formatting and Style Guide (7th Edition) (owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/index.html)
- American Psychological Association's DOIs and URLs. (apastyle.apa.org/style-grammar-guidelines/references/dois-urls)
- APA's Direct quotation of material with page numbers. (apastyle.apa.org/style-grammar-guidelines/citations/quotations/page-numbers)
- APA's Paraphrases (apastyle.apa.org/style-grammar-guidelines/citations/paraphrasing)
- APA's Journal article reference checklist, 7th edition. (apastyle.apa.org/instructional-aids/journal-article-reference-checklist.pdf)

Accessibility

- Accessible by Design: Inclusive Content Development Tips (performanceandlearning.ca/blogpost/1880447/370727/Accessible-by-Design-Inclusive-Content-Development-Tips)
- Building Accessible Tables (dallascollege.edu/about/accessibility/guidelines/pages/building-tables.aspx)
- Microsoft: Video: Create Accessible Tables (support.microsoft.com/en-us/office/video-create-accessible-tables-in-word-cb464015-59dc-46a0-ac01-6217c62210e5)
- Perkin's Creating an Accessible Table in Word (perkinselearning.org/technology/digital-transitions/creating-accessible-table-word)
- Links and Hypertext (webaim.org/techniques/hypertext/link_text)

Need help visualizing your data?

Statistics Canada provides a helpful tool on how to best display your data

- Data Visualization: Best Practices (www150.statcan.gc.ca/n1/pub/89-26-0005/892600052022001-eng.htm)
- Make your data accessible: Data Visualizations, Charts, and Graphs (accessibility.huit.harvard.edu/data-viz-charts-graphs)

Adhering to this checklist is essential to ensure your submission meets all the requirements. Please review it carefully to avoid delays or rejection.

Submissions Checklist

MANDATORY: Please use our templates before you begin.

- Title Page (jipe.ca/index.php/jipe/libraryFiles/downloadPublic/20)
- Manuscript Template (jipe.ca/index.php/jipe/libraryFiles/downloadPublic/16)

1. Submission Eligibility (MANDATORY)

- [ ] Certify that the **submission has not been previously published**, nor is it before another journal for consideration.
- [ ] Research Ethics Board approval (if applicable).

2. For Students (MANDATORY)

- [ ] Students must have a faculty member review their submission and provide their contact on the Title Page.

3. Submission Preparation (MANDATORY)

- [ ] Create a User Account (jipe.ca/index.php/jipe/libraryFiles/downloadPublic/23). Corresponding author signs the Contributor Agreement (forms.office.com/r/KWqPMqkGaQ).
- [ ] **Declare** all potential conflicts of interest.
- [ ] Declare financial relationship with the organization that sponsored the research (if applicable).
- [ ] Author provides areas of expertise.

4. Submission Formatting (MANDATORY)

- [ ] Use the Title Page; include all authors' names, academic credentials and affiliations.
- [ ] Use the Manuscript Template.
- [ ] Anonymize: Remove all identifying authorship information from article (jipe.ca/index.php/jipe/libraryFiles/downloadPublic/30)
- [ ] Include **250–300** word abstract.
- [ ] Include **6-8** keywords.
- [ ] Author's Note is **50 words or less** and written in third person
- [ ] Apply style headings to your manuscript. (jipe.ca/index.php/jipe/libraryFiles/downloadPublic/31)
- [ ] **All manuscripts MUST adhere to** APA 7th Edition in-text citations and references guidelines (apastyle.apa.org/style-grammar-guidelines).
- [ ] Wear the Reviewer's hat: Review the Review Request Form to assess your article (jipe.ca/index.php/jipe/libraryFiles/downloadPublic/33).

5. Submission Compliance (MANDATORY)

- [ ] Ensure submission is written in plain language to ensure accessibility and ease of understanding.
- [ ] Proofread manuscript for grammar and spellcheck.
- [ ] Ensure submission word count falls within the submission category word count.
- [ ] Ensure submission complies with Accessibility for Ontarians with Disabilities Act (AODA). See the checklist items below.
- [ ] Obtain written permission for any copyrighted table(s), figure(s), image(s)/visual(s) or excerpt(s) included.

Checklist continued to next page...

6. Accessibility (MANDATORY)

- ☐ Images include **alternative (alt) text**.
- ☐ Diagrams/graphs have **high contrast**.
- ☐ Diagrams/graphs **clearly labeled**.
- ☐ Colour in tables or diagrams are not the only means of conveying information; add a secondary representation using texture, line style or text.
- ☐ Hyperlinks have **Meaningful Names** (nngroup.com/articles/title-attribute/).
- ☐ Use built-in header styles from Manuscript Template.

Tables

- ☐ Use **simple table structure**.
- ☐ Table used for **data only**, **not** layout formatting.
- ☐ Header row specified.
- ☐ Header column titles are unique (no repeating titles).
- ☐ **Avoid** split or merged cells.
- ☐ **Avoid** nested tables and blank rows/columns/cells.

7. Revisions (MANDATORY)

- ☐ Turn on '**track changes**' when making any changes in your revised submission document.

8.Post-Production Author(s) (MANDATORY)

- ☐ Review and respond to the pre-production file received from the JIPE graphic artist.
- ☐ Provide approval for the final version of the submission.

"Accessible design is good design—it benefits people who don't have disabilities as well as people who do."

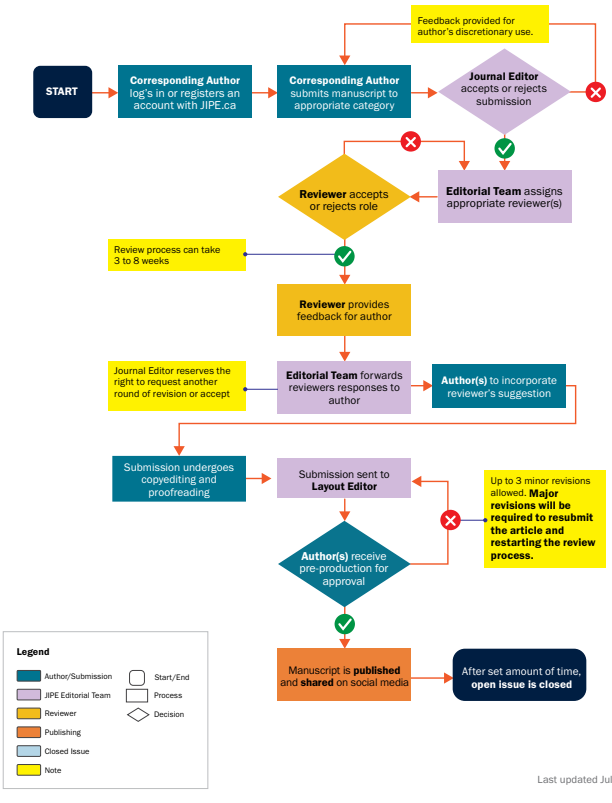
—Steve Ballmer, former CEO of Microsoft

WORKFLOWS

Check out the **Student Screening Workflow** (jipe.ca/index.php/jipe/libraryFiles/downloadPublic/34).

Check out the **Article Workflow** (jipe.ca/index.php/jipe/libraryFiles/downloadPublic/29).

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