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: May 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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Get started with downloading our templates and checklists...

We highly recommend downloading the following templates/documents before you begin

- **Title Page MANDATORY**
  (jipe.ca/index.php/jipe/libraryFiles/downloadPublic/20)
- **Manuscript Template MANDATORY**
  (jipe.ca/index.php/jipe/libraryFiles/downloadPublic/16)
- **Download Checklist**
  (issuu.com/humber_research/docs/jipe_checklist)
- **Review the JIPE Contributor Agreement (for your reference)**
  (jipe.ca/index.php/jipe/libraryFiles/downloadPublic/3)
- **JIPE Submissions Checklist for Research-Based Articles**
  (jipe.ca/index.php/jipe/libraryFiles/downloadPublic/20)

Legend

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Quick Tips

Important

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Chapter 1.
An Inclusive Journal: JIPE

Focus and Scope

The **Journal of Innovation in Polytechnic Education (JIPE)** is an online, open-access journal that publishes both peer-reviewed and non-peer-reviewed contributions. Submission categories include original research papers, review articles, brief reports, innovation spotlights, book reviews and presentation summaries. JIPE mobilizes knowledge and insights generated by the global polytechnic community, showcasing diverse scholarly and practice-informed contributions. It is electronically published by **Humber Polytechnic Press** under the **Office of Senior Vice-President, Academic** at **Humber Polytechnic**.

JIPE welcomes scholarly and practice-informed submissions from the tertiary (post-secondary or higher education) sector, including universities, colleges, polytechnic institutions, and vocational institutes. We publish work that strengthens applied learning and practice by offering usable insights, practical implications, or well-framed questions that move practice forward.

JIPE also invites submissions from students and research assistants. A faculty member must serve as a senior author/mentor and submit on behalf of the student authors, i.e., students should be the primary writers of the manuscript and should have analyzed the data to draw conclusions based on the results. **Students must have approval** from the relevant faculty, research lab or centre of innovation to submit the results for publication.

JIPE does not charge any fees for submission or publication.

Who We Are

The Humber Polytechnic Press team is dedicated to sharing stories of every step of the researcher's journey—from the time when an idea is just a spark of curiosity to the formation of a research question to the exploration of new areas of knowledge to the dissemination of the final research results.

Why JIPE is Your Best Choice

In a world teeming with academic journals, JIPE distinguishes itself through its commitment to the polytechnic ethos—practical, innovative, and inclusive. Our journal provides a platform for dissemination of research and innovation knowledge and insights, and embraces diverse forms of scholarship and innovation narratives. 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.

We welcome scholars, researchers, innovators, students, recent graduates and visionaries.

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 exploring the value of polytechnics; examples include but are not limited to innovative teaching and learning practices, interdisciplinary approaches, engagement of students with industry, action learning, applied learning, industry partnerships, skills development, impact measurements, research outcomes, demystifying innovation, and hypothesis-driven experimental research.

Submissions can cover areas of the scholarship of teaching & learning, life sciences, social innovation, health, psychology, Indigenous education & research, and STEAMS. Relevant engineering and mathematics articles are also accepted as long as there is a clear question and hypothesis being tested.

While building your manuscripts, **we recommend authors reflect on the following**:

- Did your research findings **advance** understanding in a specific field?
- Are your conclusions **justified** by your results?
- What is the **impact/intended impact** of your work?

Our Guiding Principles

1. Welcoming All Voices: A Symphony of Collaboration
2. Bringing in More Perspectives: A Definitive Stand on Diversity
3. Making Research Matter: Be the Catalyst for Change

Read the full description of our **Guiding Principles online**.

Rolling Submissions and Timely Publication

JIPE welcomes submissions on a rolling basis, providing a flexible and continuous platform for the publication of academic applied research. This model supports the rapid dissemination of findings and accommodates the needs of all researchers. Submissions are accepted year-round through JIPE.ca.

JIPE welcomes all— scholars, researchers, innovators, faculty, research assistants, thesis/ capstone students, recent graduates, executive team, administrative staff, employees, deans, associate deans, directors, managers.

Benefits of Rolling Submissions at JIPE

Immediate Impact and Engagement: Rolling submissions ensure the swift publication of research, allowing ground-breaking findings and innovative ideas to be shared without delays. This timeliness enhances the relevance and impact of the research.

Year-Round Visibility: With no fixed deadlines, authors can submit work at any time, ensuring continuous exposure, fresh content, and increased opportunities for citation and recognition.

Accelerated Scholarly Communication: Rolling submissions streamline the process, facilitating quicker dissemination of knowledge and scholarly dialogue.

Adaptability to Research Timelines: Researchers can submit in alignment with their project timelines, especially beneficial for time-sensitive research that can influence policy or industry practices.

Enhanced Discoverability: Prompt publication increases the likelihood of articles being indexed and appearing in search results sooner, boosting global reach.

Efficient Editorial Process: A steady flow of submissions reduces editorial bottlenecks, leading to a more efficient review process and higher-quality feedback.

Amplify Your Visibility: Share your published work on platforms like LinkedIn to boost visibility and establish your reputation as a published author.

Gain Recognition: Highlight your achievements by sharing your research in SPARK, our award-winning magazine.

By offering rolling submissions, JIPE ensures that the academic and research communities have continuous access to innovative and timely content, fostering a vibrant scholarly exchange and advancement environment.

Special Issues:
Call for Papers
Check out our latest Call for Paper on our **announcement** page.

Publication Process

General Yearly Issue (Online First, Compiled Annually): JIPE publishes articles online as they are accepted, providing immediate access to research. Each January, a general open issue is created. This issue is assigned as Issue 1 for the year. Additional special issues released during the year will be assigned issue numbers in sequence. Articles submitted throughout the year are published online and placed into this open issue. The general issue is closed during the first week of December. Visit **jipe.ca** to see the latest articles.

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 thematic, compiled, and published once all the papers are received and the issue is fully prepared. 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. See our **Announcements** page for the latest CFPs.

Sustainability and Access

Aligning with Humber's sustainability plan, JIPE publishes content electronically, reducing paper use and providing broad, environmentally friendly access to scholarly research.

Chapter 2.
Submissions

At JIPE, we aim to streamline the submission process for our authors. While we highly recommend using the **Title Page** and **Manuscript Template** provided on the JIPE website, these are not mandatory. They are designed to guide you in structuring your submission effectively. However, **to maintain the integrity of our double-blind 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, upholding the fairness and impartiality of the assessment.

Expectations for Submissions

For all types of research papers, the expectation is that the research has been systematically conducted with scientific and academic rigour. As such, **regardless of the research methodology**, all manuscripts submitted as original research papers, review articles, brief reports or innovation spotlights **must include sections that describe the empirical approach and summarize the findings** and these manuscripts will be peer-reviewed.

Articles should include a brief review of the most relevant literature to situate the approach, a brief method section, a results section and a discussion/conclusion section. JIPE especially encourages submissions that include multiple forms of evidence (e.g., collected at multiple points in time, using multiple data collection instruments, and/or from multiple sources.)

It is the author's key responsibility to avoid manipulation of existing research data. Authors must report only real, unfabricated data, avoid plagiarism and declare any conflicts of interest. Failing to comply can result in retraction of paper and public announcement of said retraction.

What are "peer-reviewed" and "non-peer-reviewed" papers?

Peer-reviewed: These are papers that have been evaluated by experts in the field before publication.

Non-peer-reviewed papers: While they are still informative, they have not undergone the peer-review process. They are evaluated by JIPE's editorial team for their suitability.

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)

Submission Categories

JIPE caters to a wide range of scholarly and innovative works through two main types of submission categories:

Peer-Reviewed Categories

Suitable for academics and professionals, these categories ensure thorough evaluation and scholarly rigour. The peer-reviewed categories include:

- Original Research Paper (3500-5000 words)
- Review Articles (3500-5000 words)
- Brief Reports (2500-3500 words)
- Innovation Spotlights (2500-3500 words)

Non-Peer-Reviewed Categories

These categories, designed for newcomers to the publishing world, such as students and early-career researchers, provide an accessible platform for sharing innovative and exploratory work. The non-peer-reviewed categories include:

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

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.

Peer-Reviewed Articles

Original research papers: 3500–5000 words

Original research papers report on original empirical research, i.e., primary source. These papers report the methods and results of an original research study performed by the author(s). They can include methods and results concluded from analyzing raw data and conclusions drawn from the results of the analysis or focus on teaching and learning, research and innovation, and insights and observations resulting from participation in a research project or case study. We are especially interested in articles that inquire into driving improvement to student-centred academic programming and students' learning outcomes. Papers may take a qualitative or quantitative approach (or a combination)—authors must clearly identify their approach.

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 provide a balanced synopsis of the current literature within a specific area of inquiry i.e., secondary source. These articles do not report original research of their own. Instead, they draw upon original research articles to suggest new research directions, strengthening support for existing theories and/or identifying patterns among existing research studies for further inquiry. Review articles should summarize the literature comprehensively and identify outstanding questions and areas for future inquiry.

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***

Peer-Reviewed Articles

Brief reports: 2500–3500 words

Brief reports present focused empirical or practice-based studies that are shorter and more limited in scope than full research papers. They may arise from pilot projects, small-scale or single-site studies, early phases of larger projects, or tightly framed classroom, workplace, or community interventions.

This category is also appropriate for case studies, capstone or course-based project reflections, auto-ethnographic accounts of teaching and learning, and other reflective analyses that are grounded in evidence. Brief reports should clearly describe the context, approach or method, key findings or insights, and their implications for polytechnic practice. As with other peer-reviewed categories, authors must situate their work in the relevant literature and acknowledge any prior work on which the report builds.

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***

Innovation spotlights: 2500–3500 words

Innovation spotlights highlight innovative practices, approaches, or tools and provide accompanying evidence that speaks to the effectiveness of the innovation, including but not limited to an innovative teaching practice or methodology benefitting academia, industry and community partners. Innovation spotlights should include a brief review of the most relevant literature to situate the approach.

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***

Non-Peer-Reviewed Articles

Book reviews: 1500–2500 words

Scholarly reviews of books are considered for publication, depending on the relevance of the book for the journal readership. These papers should present a summary of the book as well as a thoughtful reflection on the book's strengths and weaknesses. Of critical importance is that the review situates the book within a teaching and learning as well as research and innovation framework.

CHECK OUT: ***Hopeful Visions, Practical Actions: Cultural Humility in Library Work, edited by Sarah R. Kostelecky, Lori Townsend, and David A. Hurley***

CHECK OUT: ***Academic Libraries: Reflecting on Crisis, the Fourth Industrial Revolution and the Way Forward, edited by Anna Janse van Vuren***

Presentation summary: 1500–2500 words

Presentation summaries are brief summaries of presentations given at peer-reviewed conferences as part of the publication of conference proceedings.

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***

We accept one-minute videos

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.

We also welcome inclusion of no more than **two videos per submission (each no longer than two minutes)**. As JIPE is an electronic publication, including streamlined video content can shed further light on your project and/or research study.

Think of:

- **Videos**
- **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)

The Importance of Visual Storytelling

Learn about the importance of visual storytelling

- **Visual Storytelling: What Is It? Why Is It Important?** (https://www.wearecognitive.com/blog/why-is-visual-storytelling-important)

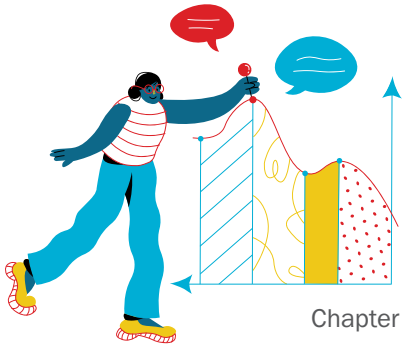
Need help visualizing your data?

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

- **Data Visualization: Best Practices** (https://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)

"One picture is worth a thousand words."

–Albert Einstein



Have fun with your data visualization!

Chapter 3.
Peer Review Process

Peer Review at JIPE

JIPE is committed to upholding the highest standards of scholarship through our double-blind peer-review process. This rigorous approach ensures the anonymity of both authors and reviewers, promoting an unbiased evaluation based solely on the content's merit.

Process and Expectations

- Peer review is essential for original research papers, review articles, and brief reports, facilitating their acceptance for publication.
- Our double-blind process helps mitigate bias, emphasizing content quality, the acknowledgment of previous research, plagiarism detection, and the contribution to academic discourse.
- Typically, one to two reviewers with relevant expertise assess each article, providing detailed feedback to enhance the manuscript's strengths and address any weaknesses.

Developmental Approach

- JIPE values constructive feedback, especially supporting authors new to publishing in peer-reviewed environments. Our process is designed to nurture and refine scholarly work, ensuring it reaches its highest potential.
- Reviewers are expected to maintain a collegial and supportive tone, offering concrete, actionable suggestions to improve the manuscript.

Benefits of Becoming a Reviewer

We encourage authors and members of the research and innovation community to consider becoming reviewers. Engaging as a reviewer provides numerous benefits, including:

- Staying abreast of the latest developments in your field.
- Enhancing your own critical analysis and editorial skills.
- Contributing to the integrity and quality of research in your discipline.
- Expanding your professional network and increasing your visibility within your community.

To express interest in becoming a reviewer, **register or log onto JIPE.ca** and **select the reviewer role** or contact us at **humberpress@humber.ca**.

Review Criteria and Feedback

- Reviewers assess manuscripts on the principal strengths and weaknesses of the manuscript, providing specific, constructive feedback. Confidential comments may also be shared with the editor to assist in the decision-making process.
- Should revisions be necessary, the original reviewers often re-evaluate the revised manuscript to confirm whether the initial concerns have been adequately addressed.

Decision Making

After reviewing the revisions, JIPE will conclude with one of the following actions:

- Acceptance of the paper for publication.
- Request for further revisions.
- Rejection of the submission.

Reviewer Recognition and Resources

- JIPE values the contributions of our reviewers and recognizes their efforts on JIPE.ca.
- Reviewers and potential reviewers are recommended to consult resources like **Ten tips for a truly terrible peer review** by Burt Blocken and **Top tips for peer reviewers** by Wiley

Tips on to Writing a Bad Research Paper

From “10 tips for writing a truly terrible journal article” by Bert Blocken

1. Refuse to read the previous literature published in your field
2. Take the lazy route and plagiarize
3. Omit key article components
4. Disrespect previous publications
5. Overestimate your contribution
6. Excel in ambiguity and inconsistency
7. Apply incorrect referencing of statements
8. Prefer subjective over objective statements
9. Give little care to grammar, spelling, figures and tables
10. Ignore editor and reviewer comments

Read the full article: **10 tips for writing a truly terrible journal article by By Bert Blocken** (https://www.elsevier.com/connect/10-tips-for-writing-a-truly-terrible-journal-article)

Tips on Writing a Good Research Paper

1. **Comprehensive Literature Review:** Contextualize your research within existing studies and identifying gaps your research addresses.
2. **Clear Methodology:** Provide a detailed, step-by-step explanation of your methods and justify your approach.
3. **Discuss Research Limitations:** Be transparent about any limitations, such as sample size or methodology, to show the scope and boundaries of your study.
4. **Discuss Areas for Future Research**: Identify unanswered questions or areas where further investigation is needed based on your findings.

We strongly recommend our reviewers to take the free **Becoming a Reviewer** course offered by PKP. The course is designed to help you become a successful reviewer of a scientific or scholarly journal. You’ll find all of the basics covered in their course, as well as pointers toward more advanced topics.

Resources and Quick Guide

Below are 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)
- **Visual Storytelling: What Is it? Why Is It Important?** (wearecognitive.com/blog/why-is-visual-storytelling-important)
- **Western University Writing Resources** (writing.uwo.ca/undergrads/writing_resources.html)
- **Purdue University Writing Lab** (owl.purdue.edu)
- **Elsevier Author tools & resources** (elsevier.com/authors/tools-and-resources)

Journal Inspiration

Not sure where to start? Here are some resources to help you get started on your research paper writing journey:

- **Concordia University: How to write a research paper** (library.concordia.ca/help/writing/research-paper.php)
- **Butte College: How to start (and complete) a research paper** (butte.edu/departments/cas/tipsheets/research/research_paper.html)
- **University of Wisconsin – Madison: Writing a research paper** (writing.wisc.edu/handbook/assignments/planresearchpaper)

SoTL Journals

Check out these journals on SoTL

- **The Canadian Journal for the Scholarship of Teaching and Learning (CJSoTL)** (ojs.lib.uwo.ca/index.php/cjsotl_rcacea/)
- **University of Saskatchewan—The Scholarship of Teaching and Learning: SoTL Journals** (libguides.usask.ca/c.php?g=267530&p=1785194)

Abstract inspiration

Here are some great abstracts to jump-start your creativity:

- **Regenerative Revolution: How Canadian Polytechnics are Leading the Charge** (jipe.ca/index.php/jipe/article/view/133)
- **Advancing Post-Admission Academic Language Support at a Canadian Polytechnic Institute** (jipe.ca/index.php/jipe/article/view/153)
- **Indsights: A Window into the Indigenous Economy** (jipe.ca/index.php/jipe/article/view/151)

Sample Published Papers

If you're interested in reading research papers that have been written in collaboration with research assistants, we suggest that you review the following for inspiration:

Demystifying Organizational Health: What is it and Why Does it Matter? (jipe.ca/index.php/jipe/article/view/159/81)

Breaking Binaries – The Brookfield Sustainability Institute: Positioning Polytechnics as a Thought Leadership Strategic Bureau (jipe.ca/index.php/jipe/article/view/157/79)

Learning In The New Digital Era: Are Polytechnic Education Institutions Up For The Challenge? Are There Lessons To Be Learnt From Sun Tze's Ancient Text "The Art of War" (jipe.ca/index.php/jipe/article/view/155/77)

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)

The Importance of Visual Storytelling

Learn about the importance of visual storytelling

- **Visual Storytelling: What Is It? Why Is It Important?** (https://www.wearecognitive.com/blog/why-is-visual-storytelling-important)

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)

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)

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)

Submission Eligibility (MANDATORY)

- [ ] Certify that the **submission has not been previously published**, nor is it before another journal for consideration.
- [ ] If research contains the results of experimental studies on human participants, did you obtain proof of approval by the relevant institutional ethics review committee along with the date of approval e.g., approval from **Research Ethics Board** (https://www.canada.ca/en/health-canada/services/science-research/science-advice-decision-making/research-ethics-board.html). If approval was not required, proof of exemption must be provided.

For Students (MANDATORY)

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

MANDATORY

Adhering to this checklist ensures all required components are included and provides clarity for the editor and layout team prior to publication. For example, correct style headings are mandatory for accessibility and allow the layout editor to format the paper properly for optimal reach.

Submission Preparation (MANDATORY)

- [ ] Create a **User Account** (jipe.ca/index.php/jipe/libraryFiles/downloadPublic/23)
- [ ] **All** author(s) sign the **Contributor Agreement** (forms.office.com/r/KWqPMqkGaQ).
- [ ] **Declare** all potential conflicts of interest.
- [ ] **Sign up** for an account on JIPE.ca
- [ ] Declare financial relationship with the organization that sponsored the research (if applicable).
- [ ] Corresponding author has an **account on JIPE** (jipe.ca/index.php/jipe/user/register)
- [ ] Author to consider **accepting role of reviewer**.
- [ ] Author provides areas of expertise.

Submission Formatting (MANDATORY)

- [ ] Download and use the **Title Page**.
- [ ] Download and use the **Manuscript Template**.
- [ ] **Remove all authorship identifying (anonymize)** (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.
- [ ] Include relevant APA (7th edition) citations for the sources.
- [ ] Include all authors' names and academic credentials.
- [ ] Include any images/visuals (if applicable; images/visuals should be **high resolution** 300 dpi (if possible), file format .jpg, .eps, .tiff, or .psd or an original Adobe Illustrator file .ai or .eps). ***JIPE reserves the right to choose a visual element to accompany the article if visuals are not provided.***
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Checklist continued to next page...

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  Helpful resource: **In-Text Citation Checklist** (https://apastyle.apa.org/instructional-aids/in-text-citation-checklist.pdf)

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- [ ] 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.

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- [ ] Images include **alternative (alt) text**.

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- [ ] Diagrams/graphs **clearly labeled**.

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- [ ] Hyperlinks have **Meaningful Names** (nngroup.com/articles/title-attribute/).

- [ ] Use built-in header styles from Manuscript Template.

> "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*

Accessibility continued (MANDATORY)

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.

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- [ ] Review and respond to the pre-production file received from the JIPE graphic artist.

- [ ] Provide approval for the final version of the submission.

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- [ ] Have you **clearly explained the problem** (research gap) you were trying to address or solve?
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- [ ] Have you **explained why your project or topic matters** in real life or in your area of study?
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- [ ] Do you **clearly state your stance** based on research findings?
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