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).

JIPE Article Workflow

