

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

We **strongly** recommend you download the following 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.**

Apply style headings to your manuscript. (jipe.ca/index.php/jipe/libraryFiles/downloadPublic/31)

Checklist continued to next page...

Submission Formatting continued (MANDATORY)

All manuscripts **MUST** adhere to **APA 7th Edition in-text citations and references guidelines** (apastyle.apa.org/style-grammar-guidelines); **all references must have corresponding in-text citations, and noncompliant submissions may be returned or rejected.** Every entry in your reference list **must include a DOI in hyperlink format whenever one exists.** If no DOI is available, include a direct, working URL to the source.

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

Wear the Reviewer's hat: Review the **Review Request Form** to assess your article (jipe.ca/index.php/jipe/libraryFiles/downloadPublic/33).

Follow the **File Naming Convention** (jipe.ca/index.php/jipe/libraryFiles/downloadPublic/32).

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.

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.

“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.

For Reviewer (MANDATORY)

Turn on **‘track changes’** when making any changes in your revised submission document.

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.



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).