

JIPE Submission Checklist for Research-Based Articles

Adhering to this checklist ensures your submission meets JIPE's requirements, improving clarity and efficiency for the editorial team. Following this checklist will help ensure a smooth review process and increase the likelihood of publication.

Pre-Submission Requirements

Have you read the **JIPE Submission Toolkit** (JST) (jipe.ca/index.php/jipe/Authors)?

Have you and all co-authors signed the **Contributor Agreement** (forms.office.com/r/KWqPMqkGaQ)?

If submitting as a group, have all contributors provided written permission

Has a faculty member reviewed your submission? (**Faculty contact must be listed on the Title Page.**)

Have you followed JIPE's formatting, citation, and structure guidelines?

Research Clarity & Structure

Have you **clearly explained the problem** (research gap) you were trying to address or solve?

Does your **introduction lead smoothly** into your main question (research question) or focus?

Have you **explained why your project or topic matters** in real life or in your area of study?

Have you **shown how your work fits** into the bigger picture—like how it helps a specific group or industry?

Have you explained **why this topic is important to keep exploring**?

If you have any questions, refer to the **JIPE Submission Toolkit** or contact the editorial team: humberpress@humber.ca

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)

Supporting Evidence & Argumentation

Have you **backed up your points with facts, examples, or sources** (from class, research, etc.)?

Is your writing **easy to follow, with ideas organized in a clear order**?

Are **sources effectively integrated and connected** to your thesis?

Have you used proper transitions for **cohesion and clarity**?

Conclusion & Implications

Does your **conclusion extend beyond** summarizing the findings?

Have you **shared your ideas** about what should happen next, or **how others could build on your work**?

Do you **clearly state your stance** based on research findings?

Have you **discussed broader implications, impact, or future research recommendations**?

Final Submission Check

Is your **paper structured logically with smooth transitions** between sections?

Have you **cited all sources correctly** using the appropriate citation style?

Have you **proofread** for grammar, spelling, and formatting errors?

Does your article **demonstrate deep thinking, original perspective, critical analysis, and thorough research** on the topic?

Still unsure? Don't worry—JIPE is here to support first-time student authors. Reach out to your professor or email us with questions!