

Paper Submission Guide

Updated: September 1, 2026

Submission of a manuscript confirms that the work is original, has been approved by all listed authors, is not under consideration by another journal, and has not previously been published as a journal article in substantially the same form. Authors must disclose at submission any related manuscripts, preprints, theses or dissertations, conference papers or proceedings, translations, working papers, reports, or other prior dissemination that may overlap with the submitted work.

Posting a manuscript on a recognized preprint server, presenting the work at a conference, or making it available as a thesis, dissertation, abstract, poster, presentation, working paper, or other non-journal output does not normally prevent consideration, provided that the prior version is fully disclosed and the journal's policies are followed. Where applicable, the submitted manuscript must clearly identify and cite the earlier version and explain the additional scholarly contribution. After publication, authors should update the preprint or repository record with the citation, DOI, and a link to the version of record, where the relevant platform permits.

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Plagiarism, unattributed translation, duplicate publication, inappropriate text recycling, and other forms of misappropriation are prohibited. All submissions are screened using iThenticate before external peer review and may be checked again during revision or production. Similarity reports are evaluated by editors in context; a similarity percentage is a screening indicator and is not, by itself, evidence of plagiarism or misconduct. Reviewers may also alert the editor to possible overlap, citation problems, image duplication, data manipulation, or other research-integrity concerns.

Manuscripts should be prepared in Microsoft Word or LaTeX format, as specified by the individual journal, and submitted through the journal's online submission system. The journal may edit accepted manuscripts for grammar, clarity, consistency, formatting, and conformity with journal style, but changes that could affect the scholarly meaning, interpretation, data, conclusions, or authorial position require author approval. Corresponding authors will normally receive page proofs for review before publication. Proof corrections should be limited primarily to production errors, factual inaccuracies, and essential clarifications rather than substantial rewriting.

Paper Selection and Publication Process

- a) Submission acknowledgement and initial screening. The journal normally acknowledges receipt of a submission within one to three working days. The editorial office conducts an initial assessment of the manuscript's completeness, relevance to the journal's aims and scope, originality, ethical compliance, reporting quality, and conformity with essential submission requirements. A manuscript may be returned to the authors or rejected without external review when it clearly does not meet these requirements. If another journal appears more appropriate, the editorial office may offer the authors an optional manuscript transfer. No manuscript or associated submission information will be transferred without the authors' consent.
- b) External peer review. Manuscripts that pass initial editorial screening are normally evaluated through double-anonymized peer review by at least two independent external reviewers with relevant expertise. Editorial screening is not counted as external peer review. Although the journal takes reasonable steps to protect anonymity, complete anonymity cannot be guaranteed because author identity may be inferred

from preprints, citations, datasets, conference presentations, or the subject matter. The review process normally takes approximately four to ten weeks but may vary according to reviewer availability, manuscript complexity, revision requirements, and ethical or technical checks.

c) Editorial decision. Reviewer recommendations are advisory. The editor makes the editorial decision after considering the reviewers' reports, the manuscript's scholarly quality, relevance, originality, methodological or analytical validity, ethical compliance, reporting quality, and any other relevant information. Possible decisions include acceptance, minor revision, major revision, rejection with an invitation to submit a substantially revised manuscript as a new submission, or rejection.

d) Revision and acceptance. When revision is requested, authors must submit a revised manuscript together with a point-by-point response explaining how each comment has been addressed or why a suggested change was not made. A request for revision does not guarantee acceptance. Article processing charges are requested only after final acceptance, in accordance with the fee information published on the journal website.

e) Publication and access. Following acceptance, production, approval of the page proofs by the corresponding author, and completion of any applicable administrative requirements, the article is published online as the version of record. Published articles are made freely and immediately available under the open-access license stated in the article.

1. General Requirements

1.1 Language and Numbers

Manuscripts must be written in clear academic English unless the individual journal expressly permits another language. Authors may use either American or British English, but one variety should be used consistently throughout the manuscript. Use a period as the decimal marker. Where digit grouping is used, separate groups of three digits consistently and do not mix spaces and commas within the same manuscript. Mathematical notation, units, symbols, dates, percentages, and statistical expressions should follow the conventions of the relevant discipline and the journal template.

1.2 Length of Paper

Original research articles between 3,000 and 8,000 words are generally preferred, excluding the abstract, references, tables, figure captions, appendices, and supplementary material. Appropriate length may vary according to the journal, discipline, article type, research design, and complexity of the work.

2. Title Page

To support double-anonymized peer review, author-identifying information must be provided in a separate title-page file and omitted from the anonymized manuscript. The title page should include the article title, authors' names, affiliations, corresponding-author information, ORCID iDs where available, acknowledgements, funding information, author statements, and any other details requested by the journal.

Before submission, authors should remove names, affiliations, acknowledgements, personal contact details, identifying headers or footers, tracked changes, comments, document-author properties, and identifying information in file names. Self-citations should be written in a neutral manner and should not be replaced with artificial expressions such as "Author, 2026" unless specifically instructed by the journal. Authors should avoid unnecessary identifying statements while retaining enough information for reviewers to evaluate the work.

2.1 Title

The title should be concise, informative, specific, and an accurate representation of the manuscript's content. Where relevant, it may identify the principal topic, population, setting, method, or study design. Avoid unnecessary words, unexplained abbreviations, formulas, promotional language, and claims that are not supported by the manuscript. A subtitle may be used when it improves clarity and should be formatted in accordance with the journal template. Any journal-specific title-length requirement takes precedence.

2.2 Authors' Names and Affiliations

The preferred form of an author's name is first name, middle initial(s), and last name; this form reduces the likelihood of mistaken identity. To assist researchers as well as librarians, use the same form for publication

throughout your career; that is, do not use initials on one manuscript and your full name on a later one. Determining whether Juanita A. Smith is the same person as J. A. Smith, J. Smith, or A. Smith can be difficult, particularly when citations span several years and institutional affiliations. Omit all titles (e.g., Dr., Professor) and degrees (e.g., PhD, PsyD, EdD).

The authors' affiliations should identify the institution or organization with which each author was formally associated when the reported work was conducted. Authors may list multiple affiliations when each reflects a genuine institutional appointment or research relationship relevant to the work. If an author has no institutional affiliation, "Independent Researcher" may be used, followed by the city and country if the author agrees to disclose this information. If an author has moved since completing the work, the affiliation at the time the research was conducted should be listed as the primary affiliation, and the current affiliation or address may be provided separately as a present address.

The order of authors should be agreed upon by all authors in accordance with disciplinary conventions and should be consistent with the Author Contributions statement. The authors' names should be centred between the side margins. For names with suffixes, such as Jr. or II, separate the suffix from the rest of the name with a space rather than a comma. Identify at least one corresponding author and provide a current email address. A full postal address or telephone number should be supplied only when specifically required by the journal.

Example:

Anne Smith¹, Mary A. Meade^{1,2}, David Wolf II¹ & Charles Rockefeller Jr.²

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3. Preparation of Text

Manuscripts should use a clear and logical structure appropriate to the discipline, article type, research design, and individual journal requirements.

Original empirical research will normally include the title, abstract, keywords, introduction, methods or methodology, results or findings, discussion, conclusion, author statements, references, and appendices where applicable. Review articles, theoretical papers, humanities scholarship, qualitative studies, case studies, protocols, methods papers, data papers, and other article types may use a different structure when appropriate. Required declarations and statements should be completed in accordance with the journal template.

3.1 General Rules for Text

Unless otherwise specified by the individual journal or its manuscript template, apply the following formatting throughout the manuscript, including the abstract, keywords, headings, and references:

Body text: Times New Roman, 10 pt.

Paragraph spacing: 0 pt before and 4 pt after.

Line spacing: Exactly 12 pt.

Heading 1: Times New Roman; 10 pt.; Bold; for example, **1. First-level Heading**

Heading 2: Times New Roman; 10 pt.; Italic; for example, *1.1 Second-level Heading*

Heading 3: Times New Roman; 10 pt.; for example, 1.1.1 Third-level Heading

3.2 Abstract

A concise and factual abstract is required unless the article type is expressly exempted by the journal. For empirical research, the abstract should briefly state the purpose of the study, the methods used, the principal results, and the major conclusions. For review articles, theoretical papers, humanities scholarship, and other non-empirical work, it should summarize the objective, approach, principal argument or findings, and conclusion. Emphasize the article's specific contribution without promotional or unsupported claims. The

abstract must be self-contained and understandable without reference to the main text. Avoid citations, footnotes, tables, figures, equations, and non-standard abbreviations. Define any essential abbreviation at first use. Unless otherwise specified by the journal, the abstract should be presented as a single paragraph of 150–250 words. Structured abstracts may be required for particular article types or disciplines.

3.3 Keywords

Immediately after the abstract, provide 3-10 keywords or short key phrases that accurately represent the principal topics, methods, population, setting, or concepts addressed in the manuscript. Arrange the keywords in order of relevance unless the individual journal requires alphabetical order. Avoid terms that are excessively broad, repeat the article title without adding retrieval value, or combine several unrelated concepts. Use abbreviations only when they are widely established and likely to be used in literature searches.

3.4 Subdivision of the Article

Divide the manuscript into clearly defined sections and subsections appropriate to the article type and discipline. Where numbered headings are used, first-level sections should normally be numbered 1, 2, 3, and so forth; second-level sections 1.1, 1.2, and so forth; and third-level sections 1.1.1, 1.1.2, and so forth. The abstract should not be numbered. Use section numbers or descriptive headings for internal cross-references rather than expressions such as “the section above” or “the text below.” Numbered headings are not mandatory where an established disciplinary or journal convention uses unnumbered headings.

3.5 Equations

Equations should be provided in an editable format and should use symbols, variables, units, and notation consistently throughout the manuscript. Displayed equations should normally be centred and numbered consecutively with Arabic numerals in parentheses aligned to the right margin. Refer to equations in the text by number, for example, “Equation (1).” Define all symbols at first use and distinguish clearly between variables, vectors, matrices, units, and operators. Authors should not submit equations solely as low-resolution images.

$$A = [(1+b)/x]^{1/2} \quad (1)$$

3.6 Tables

Number tables consecutively in the order in which they are first cited in the text. Provide a concise and informative title above each table and place explanatory notes, definitions, abbreviations, statistical information, and source acknowledgements below the table. Tables should be editable rather than embedded as images and should be understandable without unnecessary reference to the main text. Avoid vertical rules unless they are essential for clarity. Do not duplicate the same data in the text, tables, and figures. Obtain permission and provide appropriate attribution for any table reproduced or adapted from another source.

For example:

Table 1

Estimated Distance (cm) for Letter and Digit Stimuli

Condition	<i>M (SD)</i>	95% CI	
		LL	UL
Letters	14.5(28.6)	5.4	23.6
Digits	31.8(33.2)	21.2	42.4

Note. CI = confidence; LL = lower limit; UL = upper limit.

Tables may be resized proportionally to fit the page, provided that all text, values, symbols, and notes remain clearly legible.

3.7 Figures and Schemes

Number figures consecutively in the order in which they are first cited in the text. Provide a concise caption and any necessary explanatory legend below each figure. Figures should be clear, accurate, legible, and suitable for publication at the intended size. Photographic images should normally have a minimum resolution of 300 dpi, while line art, diagrams, and combined images may require higher resolution or vector formats in accordance with the individual journal's production requirements. Labels, symbols, scales, units, and abbreviations must be defined consistently. Authors must disclose any material image processing and obtain permission for any figure reproduced or adapted from another source.

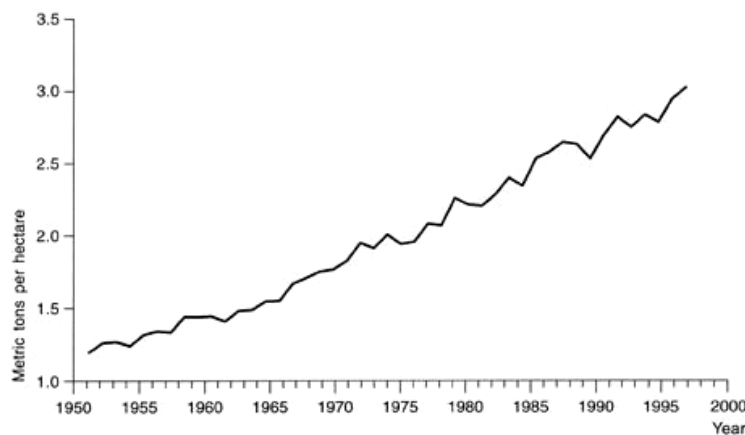


Figure 1

Figure Title

Refer to tables, figures, and equations by their full designation and number, for example, "Table 1," "Figure 2," and "Equation (3)." Do not use expressions such as "the table above," "the figure below," or "the figure on page 32," because the final position and page number may change during typesetting.

4. References

Cite the sources that directly inform the manuscript's concepts, theories, methods, evidence, interpretation, and conclusions. Sources may include journal articles, books, chapters, datasets, software, protocols, standards, reports, preprints, archival materials, audiovisual works, and other relevant scholarly outputs. References should be relevant, accurate, sufficiently current, and reasonably balanced. Authors must read and verify the sources they cite and must ensure that each citation accurately represents the cited work. Provide citations for ideas, wording, data, images, methods, factual claims, and other material that are not the authors' original work or common knowledge.

4.1 Citations in the Text

Each source cited in the text must appear in the reference list, and each reference-list entry must be cited in the text. Personal communications and certain classical or religious works with standardized divisions are cited in the text only and are not included in the reference list. Where a meta-analysis or systematic review uses special identification of included studies, authors should follow the relevant APA Style and reporting-guideline requirements.

Use the author–date citation system prescribed by the *Publication Manual of the American Psychological Association*, Seventh Edition. For published works, provide the author and year of publication. For works formally accepted for publication but not yet published, use "in press" in place of the year. For preprints, advance online publications, and other versioned outputs, cite the specific version consulted and update the reference when a final published version is available and appropriate.

Unless the individual journal specifies another reference style, all in-text citations and reference-list entries must follow current APA Style, Seventh Edition.

Examples:❖ *A Work by Two Authors*

Name both authors in every citation. In a narrative citation, use the word “and” between the authors’ names; in a parenthetical citation, use an ampersand (&).

Research by Wegener and Petty (1994) supports...

(Wegener & Petty, 1994)

❖ *A Work by Three or More Authors*

For a work with three or more authors, include only the first author’s last name followed by “et al.” in every in-text citation, including the first citation.

Kernis et al. (1993)

(Kernis et al., 1993)

When two or more references shorten to the same “et al.” form, include as many author names as necessary to distinguish the references.

❖ *Authors with the Same Last Name*

To prevent confusion, use first initials when citing two or more authors with the same last name.

(E. Johnson, 2001; L. Johnson, 1998)

❖ *A Work with No Identified Author*

When no individual or group author can be identified, move the title of the work into the author position in the reference-list entry. Alphabetize the entry by the first significant word of the title, disregarding initial articles such as A, An, or The when determining its position in the reference list.

In an in-text citation, use the full title when it is brief or a shortened version when it is long. Retain enough words to enable readers to locate the corresponding reference-list entry. Use title case in the in-text citation even though the title normally appears in sentence case in the reference list. If the title is italicized in the reference-list entry, italicize it in the in-text citation. If the title is not italicized in the reference-list entry, place it in double quotation marks in the in-text citation.

Examples:

The New Health Care Lexicon (1993) provides an overview of the terminology.

(*The New Health Care Lexicon*, 1993)

Use Anonymous as the author only when the work itself explicitly identifies the author as “Anonymous.” Do not use “Anonymous” merely because the author’s identity is unknown. When Anonymous is the stated author, treat it as an ordinary author name in both the in-text citation and the reference-list entry.

Example:

(Anonymous, 2001)

❖ *Organization as an Author*

When the author is an organization, government agency, association, or other group, spell out the group’s name in the first citation. If the group has a well-known abbreviation, provide the abbreviation after the full name at first mention and use the abbreviation in subsequent citations.

First parenthetical citation: (Mothers Against Drunk Driving [MADD], 2000)

Subsequent parenthetical citation: (MADD, 2000)

First narrative citation: Mothers Against Drunk Driving (MADD, 2000)

Subsequent narrative citation: MADD (2000)

4.2 Online Sources

Online sources must be included in the main reference list together with other cited works and arranged alphabetically by author. Do not create a separate list titled “Web References.”

References to online sources should include the author, date, title, source, and DOI or URL, as applicable. A retrieval date should be included only when the content is designed to change over time and no archived version is available.

4.3 Reference List

Prepare the reference list according to the following requirements:

Begin the reference list on a separate page and arrange entries alphabetically by the surname of the first author or by the name of the group author.

Apply a hanging indent of 0.5 inch (1.27 cm) to each reference-list entry.

Invert authors' names by placing the surname before the initials. For a work with up to 20 authors, include all authors and place an ampersand (&) before the final author's name. For a work with 21 or more authors, include the first 19 authors, insert an ellipsis without an ampersand, and then include the final author's name.

Arrange works by the same author or identical group of authors chronologically, beginning with the earliest work. When works have the same author or authors and the same publication year, arrange them alphabetically by title and add lowercase letters to the year, such as 2026a and 2026b.

Use sentence case for the titles of articles, books, chapters, reports, webpages, and other standalone works. Capitalize only the first word of the title and subtitle, the first word following a colon, em dash, or end punctuation, and proper nouns.

Use title case for journal titles. Italicize the journal title and volume number. Place the issue number in parentheses immediately after the volume number; do not italicize the issue number or its parentheses.

Include a DOI whenever one is available and verify that each DOI or URL resolves to the cited work. Do not include references that are fabricated, unverifiable, irrelevant, or not actually used in the manuscript.

4.4 DOIs in References

Include a DOI whenever one is available for the cited work. Present each DOI as a complete, active URL in the following format:

<https://doi.org/xxxxx>

Do not use the labels “DOI:” or “doi:”. Do not add a period after a DOI or URL. Do not insert spaces, line-break characters, or hyphens manually within a DOI or URL.

Authors and editors may use the Crossref Simple Text Query service to identify possible DOIs for journal articles, books, and book chapters: <https://apps.crossref.org/SimpleTextQuery/>

Registration is not required merely to search for DOI matches. Because automated matching may return multiple or incorrect results, authors must verify each DOI against the cited work's author, title, source, year, volume, issue, and page or article number before including it in the reference list.

4.5 Reference Examples

The following examples illustrate common reference types in APA Style, Seventh Edition. Authors should consult the current APA Style guidance for source types not included below. Journal titles, book titles,

report titles, journal volume numbers, and other elements must be italicized where required by APA Style.

4.5.1 Journal Articles

Journal article with a DOI:

Mellers, B. A. (2000). Choice and the relative pleasure of consequences. *Psychological Bulletin*, 126(6), 910–924. <https://doi.org/10.1037/0033-2909.126.6.910>

Journal article with multiple authors:

Zhao, S., Grasmuck, S., & Martin, J. (2008). Identity construction on Facebook: Digital empowerment in anchored relationships. *Computers in Human Behavior*, 24(5), 1816–1836. <https://doi.org/10.1016/j.chb.2008.02.012>

Journal article with up to 20 authors:

Gilbert, D. G., McClernon, J. F., Rabinovich, N. E., Sugai, C., Plath, L. C., Asgaard, G., Zuo, Y., Huggenvik, J., & Botros, N. (2004). Effects of quitting smoking on EEG activation and attention last for more than 31 days and are more severe with stress, dependence, DRD2 A1 allele, and depressive traits. *Nicotine & Tobacco Research*, 6(2), 249–267. <https://doi.org/10.1080/14622200410001676305>

4.5.2 Books and Book Chapters

Book:

Bernstein, T. M. (1965). *The careful writer: A modern guide to English usage* (2nd ed.). Atheneum.

Electronic book with a DOI:

Anderson, C. A., Gentile, D. A., & Buckley, K. E. (2007). *Violent video game effects on children and adolescents: Theory, research, and public policy*. Oxford University Press. <https://doi.org/10.1093/acprof:oso/9780195309836.001.0001>

Chapter in an edited book:

Bjork, R. A. (1989). Retrieval inhibition as an adaptive mechanism in human memory. In H. L. Roediger III & F. I. M. Craik (Eds.), *Varieties of memory & consciousness* (pp. 309–330). Erlbaum.

Translated work:

Laplace, P. S. (1951). *A philosophical essay on probabilities* (F. W. Truscott & F. L. Emory, Trans.). Dover. (Original work published 1814)

4.5.3 Newspaper and Magazine Articles

Newspaper article:

Schwartz, J. (1993, September 30). Obesity affects economic and social status. *The Washington Post*, A1, A4.

Magazine article:

Driedger, S. D. (1998, April 20). After divorce. *Maclean's*, 111(16), 38–43.

4.5.4 Theses and Dissertations

Unpublished thesis or dissertation:

Jordan, J. J. (2005). *Psychosocial effects of gifted programming* [Unpublished master's thesis]. University of Saskatchewan.

Dissertation available from a database:

Hiebert, R. W. (2006). *The education of children from poverty: A descriptive case study of a public school and a community school* (Publication No. NR18185) [Doctoral dissertation, University of Saskatchewan]. ProQuest Dissertations & Theses Global.

Thesis available from an institutional repository:

Author, A. A. (Year). *Title of thesis* [Master's thesis, Name of university]. Name of Repository. URL

4.5.5 Conference Papers and Presentations

Conference proceeding published as a book chapter:

McKay, G. (1999). Self-determination in Aboriginal education. In L. B. Muller (Ed.), *Changing the climate: Proceedings of the 1998 Conference for Graduate Students in the Social Sciences and Humanities* (pp. 1–11). University of Saskatchewan.

Conference presentation:

Liu, S. (2005, May). *Defending against business crises with the help of intelligent agent-based early warning solutions* [Paper presentation]. Seventh International Conference on Enterprise Information Systems, Miami, FL, United States. <https://www.sample-aaa.org/sample-bbb>

4.5.6 Webpages and Online Materials

Webpage with an organizational author:

Library and Archives Canada. (2008). *Celebrating women's achievements: Women artists in Canada*. <https://aaa.sample.org/aaa/bbb/ccc>

Webpage designed to change overtime:

Geography of Canada. (2009, September 29). In *Wikipedia*. Retrieved September 30, 2009, from https://en.wikipedia.org/wiki/Geography_of_Canada

Presentation slides:

Cress, C. M. (2009). *Curricular strategies for student success and engaged learning* [PowerPoint slides]. Name of Website or Learning Management System. <https://aaa.bbb.org/aaa/bbb/ddd>

4.5.7 Audiovisual Works

Film:

Kubrick, S. (Director). (1980). *The shining* [Film]. Warner Bros.

Television episode:

Kingston, A. A. (Writer), & Smith, B. B. (Director). (Year, Month Day). Title of episode (Season number, Episode number) [TV series episode]. In K. T. Musk (Executive Producer), *Title of series*. Production Company.

5. Notes

Use footnotes or endnotes sparingly and only when they provide necessary supplementary explanation that cannot be incorporated clearly into the main text. Notes should not be used in place of standard in-text citations or reference-list entries. Number notes consecutively in the order in which they appear in the manuscript and format them in accordance with the individual journal's template. Where the journal requires endnotes, place them in a separate section after the main text and before or after the reference list as specified by the journal.

6. Appendix

Place appendices after the reference list and any endnotes unless the individual journal specifies another location. Label multiple appendices consecutively as Appendix A, Appendix B, and so forth, and provide each appendix with a descriptive title. A single appendix may be labelled simply "Appendix." Refer to every appendix in the main text by its label, for example, "see Appendix A." Material essential to

understanding or evaluating the article should not be placed only in an appendix or supplementary file.

7. Author Statements

Complete the Author Statements section in accordance with the current “Template-TitlePage” and the individual journal’s requirements. Statements may include author contributions, acknowledgements, funding, competing interests, data availability, code or materials availability, ethical approval, informed consent, consent for publication, trial or protocol registration, use of artificial intelligence, and any other declarations applicable to the manuscript. When a statement does not apply, use the wording specified in the journal template rather than omitting the heading without explanation.