

# International Indigenous Policy Journal



## Author Guide

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## Submission of Articles

IIPJ uses an online submission system. Click [here](#) to go to the website and upload your article. You may also go to [www.iipj.org](http://www.iipj.org) and click on the **Submit Article** button.

Authors using the system for the first time will need to go the website and [create a new account](#). This information will only be available to the senior editors of IIPJ and will not be shared publicly or with third parties.

Authors who have previously registered on the system can use the [login](#) section to access their account using their email address and password.

**Please note: All correspondence will be directed to the submitting author via email.**

Once you have logged into the system using your account, the system will walk you through article submission process. There are four steps:

1. Read and accept the Article Submission Agreement.
2. Provide information about yourself.
3. Provide information about co-authors.
4. Upload your article and cover letter (optional).

You will need to have the following ready to enter into the system:

1. Article title
2. An abstract (separate from article body)
3. Keywords for your article
4. Article in Microsoft Word or Rich Text (RTF) format – Please see formatting instructions under [Manuscript Preparation](#) below

\* Please ensure that the article body does not include any identifying information. IIPJ uses a double-blind review process.

The submission process is not completed until you hit the **Submit** button. The review process will begin as soon as IIPJ receives your submission. If the editorial staff requests that you revise your article, you may upload a revised version by logging into the system using the [My Account](#) link located at the bottom of the webpage.

## Article Submission Agreement

During the online submission process, you will be required to accept the Article Submission Agreement. Please read it carefully. It includes the following stipulations:

1. You must be the author, or the authorized agent of the author(s) and copyright holder (if different from the author(s));
2. the author(s) must have approved the work for publication;
3. the author(s) must have agreed to submit the article to the Journal;
4. the author(s) must accept full responsibility for the content of the Article;
5. the Article must be the Author(s) original work and must not contain any libelous or unlawful statements or infringe on the rights or privacy of others or contain material or instructions that might cause harm or injury
6. the Article must not have been previously published, is not pending review elsewhere, and will not be submitted for review elsewhere pending the completion of the editorial decision process at the Journal.

By submitting the Article, you represent and warrant that the above are true.

Each article submitted will undergo the Journal's editorial decision process. The Journal is not under any obligation to publish the Article. We will send you notices at the email address associated with your account.

If the Journal agrees to publish the Article, in order to expedite the publishing process and enable the Journal to circulate your work to the fullest extent, you hereby agree that upon publication, the following is automatically assigned to the publisher: all copyright in and to the Article for the full term of the copyright and all renewals and extensions.

This is subject to generous personal-use exceptions and attribution and usage policies as described on the [Policies](#) page.

By clicking **Accept** you agree and consent to the Submission Agreement and the [Journal policies](#).

For complete details about refereeing obligations, rights, and warranties, see [The International Indigenous Policy Journal policies page](#).

## Types of Submissions

IIPJ welcomes scholarly articles that relate directly to Indigenous people or peoples and have policy-relevance. Articles may focus on a single country or population, but must have policy implications or lessons that are generalizable to other Indigenous groups or countries. Work that involves international comparisons is a priority.

IIPJ publishes four types of articles:

- Research
- Policy
- Editorial
- Book reviews

## Peer-Review Process

Once you submit your article, it will be assessed for suitability and formatting by the Managing Editor, Associate Managing Editor, or Editor-in-Chief. Authors will normally be informed within two weeks if their article is rejected without review. Articles accepted for review will be sent to two reviewers. IIPJ uses a double-blind review process, which means that reviewers will not receive any information about the author(s) of the article.

Once the article has been peer-reviewed, the submitting author will receive an email from one of the Journal editors informing them of the results of the editorial review. If you are asked to revise and resubmit your article, you may upload a revised version using the [My Account](#) link found at the very bottom of the webpage.

You may track the status of your article by logging into the editorial system using the [My Account](#) link located at the bottom of the webpage.

If your article is accepted for publication, it will be published on the Journal website once the author has accepted the Journal Publishing Agreement and the article has been copyedited.

The IIPJ Editorial Board is committed to completing the initial peer review process within six weeks of acknowledgement of receipt of a submission. Further, the IIPJ Managing Editor will ensure that revised submissions that respond acceptably to the peer review recommendations are posted on the IIPJ web site within three weeks of resubmission.

## Manuscript Preparation

**General:** The submission system used by IIPJ requires that the body of your article be in Microsoft Word or Rich Text (RTF) format without a title page, abstract, acknowledgements, or page numbers.

**Please ensure there is no identifying information anywhere in the body of the article.**

You will enter information about the article's authors, title, short title, abstract, keywords, academic discipline area, acknowledgements, and cover letter using the Journal's online submission system (Please see [Submission of Articles](#) above for more information).

**Style guidelines:** IIPJ uses APA (American Psychological Association) style. This guide will provide general formatting guidelines. Where there are discrepancies between APA style and the instructions in this guide please follow these instructions.

APA 6<sup>th</sup> Edition is preferred, but 5<sup>th</sup> Edition is acceptable.

Please refer to the following for guidelines not addressed here:

*Publication Manual of the American Psychological Association* (6<sup>th</sup> ed). (2010). Washington: American Psychological Association.

OR

*Publication Manual of the American Psychological Association* (5<sup>th</sup> ed). (2001). Washington: American Psychological Association.

**Document format:** Page size should be 8.5" x 11". Most pages should use portrait orientation; however, landscape orientation may be used for wide tables, figures, or images.

Text should be in 12-point Times New Roman type.

Double-space all text including footnotes and references.

All margins should be set to 1" or 2.5 cm.

Do not justify lines.

**Language:** US or UK English is acceptable provided it is used consistently throughout the article. We regret that we are not able to accept articles in other languages at this time.

**Length:** Articles should be between 4,000 and 7,000 words including reference list. Longer papers will be considered under special circumstances.

**Abstract:** The article abstract should separate from the body of the article. The abstract should be a single paragraph in block format (i.e., no paragraph indentation). It should not exceed 120 words.

**Headings:** The body of the article should be divided using headings and subheadings. Below are guidelines for three heading levels. The formatting details are in parentheses.

Level One (Centred, Capitalized)

*Level Two* (Flush left, *italicized*, Capitalized)

*Level three.* Paragraph text... (Flush left, *italicized*, only the first word and proper nouns Capitalized, ending with a period, text begins on the same line)

For articles with more than three levels of headings, please refer to the APA manual.

**Citation of references in-text:** Sources must be cited when paraphrasing or quoting. The basic format includes the last name of the author(s) and year of publication. Page numbers are only included when using a direct quotation.

Within the text:

Fleras and Maaka (2010) ...

If the work has three to five authors, the first citation includes all of their names and subsequent citations list only the first author followed by et al.:

White, Anderson, Morin, and Beavon (2010)...

White et al. (2010) ...

If the work has six or more authors cite only the first author's last name followed by et al. and the year for all citations.

If the citation is at the end of a sentence:

The contention that Indigeneity-Grounded Analysis should guide policy-making is increasingly supported (Fleras & Maaka, 2010).

The same rules for three to five and six or more authors apply to citations at the end of a sentence.

Direct quotes include a page number.

Fleras and Maaka (2010) stated, “an IGA framework provides an indigeneity sensitive tool for policy development by analyzing and assessing the potentially differential impact of government policies and programs on Aboriginal communities, then responding accordingly” (p. 13).

OR

“An IGA framework provides an indigeneity sensitive tool for policy development by analyzing and assessing the potentially differential impact of government policies and programs on Aboriginal communities, then responding accordingly” (Fleras & Maaka, 2010, p. 13).

Quotes that are more than 40 words are formatted as a double-spaced paragraph with a ½” block indentation from the left margin. The quotation marks are omitted. A period is placed at the end of the quotation and the citation and/or page number is placed after in parentheses.

Fleras and Makka (2010) stated:

The rationale for this proposal is drawn from an existing gender based analysis framework: just as a GBA is employed to empower women by engendering government policy(-making), so too does an IGA framework put the principles of indigeneity into the policy picture. An IGA framework provides an indigeneity sensitive tool for policy development by analyzing and assessing the potentially differential impact of government policies and programs on Aboriginal communities, then responding accordingly. Proposing five key constituents for an indigeneity perspective provides a provisional basis for operationalizing the concept of IGA framework as policy lens. (p. 13)

If two or more works are cited in the same parentheses, the citations should be in the same order as the reference list (alphabetical with two or more works by the same author(s) arranged in chronological order by publication year). Citations by different authors are separated by a semicolon. Two or more works by the same author(s) use the format lastname, year, year.

(Fleras & Makka, 2005, 2010; White et al., 2010).

**Reference List:** References cited in text must appear in the reference list and vice versa. Text citations and reference lists must be identical in terms of spelling and year. Authors are responsible for ensuring the accuracy of all citations and references.

The reference list begins on a new page with the word References centered at the top of the page. References are double-spaced. Each reference uses a hanging indent in which the first line is flush left and all others are indented.

References are alphabetized by the surname of the first author. References by the same author(s) are listed in chronological order. References with the same first author but different co-authors are alphabetized by the surname of the second or subsequent authors. References with the same author and year are distinguished by adding a, b, c, etc. at the end of the year in alphabetical order by title.

White (2010a). Social capital...

White (2010b). Water quality...

### **General Forms for References:**

#### **Periodical (e.g, journal)**

Author, A. A., Author, B. B., & Author, C. C. (year). Title of article. *Title of Periodical*, volume (issue), page-page.

#### **Non-Periodical (e.g., book)**

Author, A. A. (year). *Title of work*. Location: Publisher.

#### **Part of a Non-Periodical (e.g., book chapter)**

Author, A. A., & Author, B. B. (year). Title of chapter. In A. Editor, B. Editor, & C. Editor (Eds.), *Title of book* (pp. page-page). Location: Publisher.

#### **Online Periodical**

Author, A. A., Author, B. B., & Author, C. C. (year). Title of article. *Title of Periodical*, volume (issue), page-page. Retrieved month day, year, from source.

#### **Online Document**

Author, A. A. (year). *Title of work*. Retrieved month day, year, from source.

**Reference software:** Referencing software such as Endnote and Reference Manager include a template for APA 5<sup>th</sup> & 6<sup>th</sup> Edition style. If you have an older version of the software, you may need to download an updated template from the software manufacturer's website.

**Tables, Figures, and Images:** Include figures, tables, and images at the end of the article. Each should start on a new page.

Tables are numbered consecutively in the order in which they are mentioned in the text. Tables are identified in text by the word Table and its number. Tables are double-spaced. Table titles should begin with the word Table and its number. On the next line, begin a concise, descriptive title of the table's contents using italics with principal words capitalized.

Column heads and subheads are centred and only the first word is capitalized unless subsequent words are proper nouns. If the table is longer than one page, column heads should be repeated on subsequent pages.

Table notes are flush left, double spaced and appear underneath the table.

Tables use horizontal rules to separate title, headings, and the body. No vertical rules are used.

Figures are number consecutively in the order in which they are mentioned in the text. Figures are identified by the word Figure and its number. Each figure must have a caption that is placed outside of the figure. It includes the word Figure and its number followed by a period in italics. On the same line provide a concise, descriptive title. Images must be at least 150 dpi.

**Thank you for your interest in the International Indigenous Policy Journal (iipj). For more information, please see our [website \(www.iipj.org\)](http://www.iipj.org) or contact the [Managing Editor](mailto:nspence@uwo.ca) at (nspence@uwo.ca).**