International Indigenous Policy Journal

iipj.org

Author Guide

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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 articles use a systematic methodology, which should be described in the article, to analyse a specific research question. The article structure should typically include an introduction; literature review and/or theoretical framework; method; results or findings; discussion, including policy recommendations; and references. Articles should be between 4,000 and 7,000 words, excluding the reference list. Longer papers will be considered under special circumstances.

Policy articles analyse or evaluate a program or policy. The author(s) may draw upon primary and/or secondary sources. The article structure should typically include an introduction; background, literature review, or theoretical framework; analysis; discussion, including policy recommendations; and references. Articles should be between 4,000 and 7,000 words, excluding the reference list. Longer papers will be considered under special circumstances.

Editorial articles provide a short commentary or opinion an issue or policy that may aim to interpret or explain, criticize, or persuade. Editorials must contribute to scholarly discourse. Articles that are simply intended to be inflammatory, libellous, slanderous, or derogatory will not be considered. Articles should be less than 1,500 words.

Book reviews provide a brief description and critique of a published work related to Indigenous issues. Authors are encouraged to submit a proposal prior to the completion of the book review in order to ensure the book is not currently under review or outside of the scope of IIPJ. Priority will be given to books published in the last 2 years.

> **Proposals** should be 1-2 pages double-spaced. They should include:
> 1. Information about the book (title, author(s), publisher, publication date);
> 2. An overview of the book's content;
> 3. The relevance of the book to Indigenous policy;
> 4. A brief summary of your analysis or what you would look for in your analysis of this book if you have not read it; and
> 5. Proposed timeline (i.e., when you expect the completed book review will be ready to submit to the IIPJ).

> **Book review manuscripts** should provide information about the book, including the title, author(s), publisher, and publication date; provide an overview of the book's content, including the central argument, thesis, and/or goals; an analysis or evaluation that may include how well the book accomplishes its stated goals, contributes to the literature, and

addresses divergent perspectives with examples from the book to illustrate; and a conclusion that addresses the extent to which the book is relevant to Indigenous policy and of interest to an international audience. Book reviews should be less than 1,500 words.

All articles must include a section in the conclusion or discussion that considers the policy-relevance or lessons learned as it relates to Indigenous peoples internationally. Research and policy articles should make specific policy recommendations.

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** 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 **Copyright** and **Policies** pages.

   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**.

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.

Research 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.

Policy articles are subject to expedited review by one or more reviewers.

Editorials and book reviews will be reviewed by the editorial board.

Once the article has been peer-reviewed, the submitting author will receive an email from one of the Journal editors informing him or her 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 eight weeks of acknowledgement of receipt of a submission. The review process may take longer for special issues.

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, headers, footers, 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 6th Edition is preferred, but 5th Edition is acceptable.

Please refer to the following for guidelines not addressed here:

Publication Manual of the American Psychological Association (6th ed). (2010). Washington: American Psychological Association.

<div align="center">OR</div>

Publication Manual of the American Psychological Association (5th 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: 12-point Times New Roman type.

Spacing: Double-space all text including footnotes and references.

Margins: all set to 1" or 2.5 cm.

Paragraph Alignment: Left aligned. 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.

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.

Heading Examples

Level One (Centred, **Bold**, Capitalized)

Level Two (Flush left, **Bold**, *Italicized*, Capitalized)

Level three. Paragraph text… (Indented, **bold**, *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.

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 and below 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.

Citations and Referencing

Citations refer to in-text identifiers of other works from which authors have drawn in their article. The **reference list** should include all citations of which there is a written record (e.g., personal communications do not appear on the reference list) and provide the publication information (even for informally or self-published works) so that readers can find the original source if desired. **Do not include references for works that are not cited in the paper.** Authors may append a suggested reading list at the end of the article for additional works not cited, but that may be of interest.

All statements of fact that are not common knowledge should be supported with an appropriate citation. In addition, authors should cite works they have drawn upon in their article whether providing definitions, ideas, critiques, theories, data, research, etc. Citations are required for both paraphrasing of the ideas or works of others, as well as direct quotations.

APA Format for Citations

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.**

Examples are in boxes for illustration purposes.

Within the text:

> Fleras and Maaka (2010) … (*Note the use of "and" instead of "&" for in text citations).

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.:

First citation:

> White, Anderson, Morin, and Beavon (2010)…

Subsequent citations:

> 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).
>
> *Note the use of "&" instead of "and" for end of sentence citations.

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

T**wo or more works are cited in the same parentheses**: the citations should be in the same order as the reference list - alphabetical by last name 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).

Citations with same author and year:
If there are two or more works by the same author with the same publication year, the citations are distinguished by adding a, b, … behind the year in the same order as reference list, which will be alphabetical according to title.

> …(Statistics Canada, 2010a, 2010b).

References

Statistics Canada. (2010a). *Acute-care hospitalizations and Aboriginal identity in Canada, 2001/2002*. Ottawa: Author.

Statistics Canada. (2010b). The health of First Nations living off-reserve, Inuit, and Métis adults in Canada: The impact of socio-economic status on inequalities in health. Ottawa: Author.

Direct quotes include a page number:

> Fleras and Maaka (2010) stated, "an IGA framework provides an indigeneity sensitive tool for policydevelopment 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 policydevelopment 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)

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 by ½".

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.

References

Statistics Canada. (2010a). *Acute-care hospitalizations and Aboriginal identity in Canada,*

    2001/2002. Ottawa: Author.

Statistics Canada. (2010b). The health of First Nations living off-reserve, Inuit, and Métis

    adults in Canada: The impact of socio-economic status on inequalities in health.

APA Format 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.

*Note the article title uses lowercase letters except for the first word in the title, proper
    nouns, and after a colon.

Non-Periodical (e.g., book)

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

*Note the title uses lowercase letters except for the first word in the title, proper nouns, and
after a colon.

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 from URL.

Online Document

> Author, A. A. (year). *Title of work*. Retrieved from URL.

Reference software: Referencing software such as Endnote and Reference Manager include a template for APA 5th & 6th 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.

Digital Object Identifiers (DOIs)

IIPJ is a member of **CrossRef**, an association of scholarly publishers that provide citation linking services for scholarly information. This information is linked and tracked using a **Digital Object Identifier (DOI)**, which is a unique alphanumeric string assigned to a digital object. In the CrossRef system, each DOI is associated with a set of basic metadata and a URL pointer to the full text, so that it uniquely identifies the content item and provides a persistent link to its location on the internet.

By providing DOIs for articles published in IIPJ, we can track the dissemination and impact of our articles using **Altmetric**, which tracks citations of articles. Unlike traditional impact factors, Altmetric tracks citations of articles in both traditional scholarly publications, such as journals, as well as mainstream sources, such as newspapers, magazines, websites, social media, blog posts, and government and non-governmental organization (NGO) policy documents. The citation tracking provided by Altmetric fits with IIPJ's mandate to reach beyond academia in order to engage policy makers, Indigenous organizations, non-Indigenous organizations that work for and with Indigenous peoples, and Indigenous communities and peoples worldwide.

As a member of CrossRef, we are obligated to ensure that each article IIPJ publishes includes DOIs for every reference on the reference list for which a DOI is available.

Authors are responsible for checking all of their references for DOIs. Where a reference has a DOI associated with it, the DOI must be included as part of the reference.

CrossRef provides a simple online form for checking your entire reference list. Go to http://www.crossref.org/SimpleTextQuery

You must first register your email address with CrossRef and verify it. You can enter your email address into the form accessible using the link above and press **Submit**. Accept the user agreement and click the link the verification email that CrossRef sends to you.

Once you have verified your account, you can copy and paste your entire reference list into the form leaving a blank space between each entry. Click **Submit**. The results page will show you the original list you pasted with DOIs where available. You can either copy this page and paste it into your manuscript in place of the original reference list or add all of the available DOIs to the existing reference list in your manuscript.

APA Format for References with DOIs

Author, A. A., Author, B. B., & Author, C. C. (year). Title of article. *Title of Periodical*,

volume(issue), page-page. doi: xx.xxxxxxxxxx

Thank you for your interest in the International Indigenous Policy Journal (IIPJ). For more information, please see our website (www.iipj.org) or contact the Managing Editor at (swingert@uwo.ca).