

INTERNATIONAL JOURNAL OF COLLABORATIVE PRACTICES
Relationships and Conversations that Make a Difference

Author Guidelines

Manuscripts

All manuscripts should be submitted electronically in Microsoft Word, formatted for letter size paper (8-1/2 x 11).

All manuscripts should be submitted in English. If authors have the capacity to translate their articles into Spanish, they are invited to do so; otherwise the journal's Spanish Translation Editor will have them translated.

Manuscripts must be double spaced in 12 point Times Roman font throughout, including the abstract and references. Manuscripts should have 1-1/2 inch margins throughout.

Title page and abstract

Title of manuscript (no longer than 12 words) must be bolded and centered, along with the author(s) name(s) and institutional affiliations, placed under the title. Place author(s) contact information under the author(s)'s name (include email and mailing address and phone and fax numbers).

Abstracts are concise overviews of the topic and main ideas in your articles. Abstracts should appear on a separate page, between the title page and the main body of the article, no more than 180 words. English language abstracts will be retrievable from many online databases. Readers often determine which articles to read based on the abstracts.

Page numbering and formatting

All pages should be numbered in the upper right-hand corner, with consecutive page numbering beginning with the title page as page one and continuing onward through abstract, text, references, etc.

Headings

Use headings that accurately reflect the organization of the paper, and use them in a consistent manner throughout the manuscript. For most manuscripts, three levels of heading and subheadings as shown below (e.g., Centered Upper and Lower Case; *Flush Left, Italicized Upper and Lower Case*; and finally, *italicized lowercase paragraph heading ending with a period*) will suffice.

The Level One: Centered Upper and Lower Case

The Level Two: Flush Left, Italicized Upper and Lower Case

The third level. The para starts without an indent and is justified

Paragraphs

Paragraphs should consist of more than one sentence. There should only be one space after terminal periods. There should only be one line spacing between paragraphs.

Abbreviations

Spell out a term or name the first time you use it, followed by the abbreviation that you will continue to use throughout the manuscript.

Terminal Periods

After a terminal period-the punctuation mark at the end of a sentence-please include only one space, not two between the period and the beginning of the next sentence.

References

All references should be cited both in the text and in the reference; use APA format. Journal titles in the reference list should be spelled out fully. List all references in alphabetical order by the authors' surnames (both in the text and in the reference list). Use inclusive page numbers for all articles or book chapters. In text quotations require references, including page number(s). For English versions of manuscripts, cite the publication data for original publication of the resource. For the Spanish versions of manuscripts, you may include publication data for the Spanish translation of the resource.

Endnotes

It is recommended that you *not* use endnotes, or that you keep them to a minimum. When used, place a superior number at the appropriate place in the text to indicate the appearance of an endnote. The numbered list of endnotes, double spaced, should be located after the reference listing.

Key Words

Authors are requested to name six key words for data bases and to assist in web searches.

Author Note

Please include author name, affiliation, email and web address for each author.

General

These guidelines are based on The Publication Manual of the American Psychological Association (5th ed.) and The Qualitative Report. They are aimed at having some consistency in manuscript structure for the readers. Otherwise, style is a matter of choice on the parts of authors, who are encouraged to use their preferred writing style.

When submitting your manuscript, please provide authors' postal and email addresses, as well as telephone and fax numbers for future correspondence. Stipulate which author will be responsible for corresponding with the Editorial Board Member and Assistant Editor who will be helping ready the manuscript for publication. Also, please state that the manuscript is original, not published elsewhere, and not under concurrent consideration elsewhere. (Or if it is under consideration, please state this.) In your electronic MS Word document, please include a running head for publication.

References

- American Psychological Association (2005). Publication manual of the American Psychological Association (5th ed.) Washington, DC: Author.
- The Qualitative Report: Article submission guidelines (Jan, 2007). Retrieved March 11, 2008, from <http://www.nova.edu/ssss/QR/Editorial/contrib.html>.