

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

Author Guidelines

Dear Prospective Authors:

We welcome submission of manuscripts for review to the *Journal*. In preparing your manuscript for publication, please keep in mind that the *Journal* is an international interdisciplinary publication. As well, please keep in mind that readers interested in collaborative practices may not necessarily be familiar with the theoretical/philosophical assumptions on which your work is based and your practice contexts. It is therefore important to orient the reader to your work.

***Journal* reviewers will read for originality of the work and from the “imagined” reader’s perspective. Please keep in mind that readers want to be able to “see” your work: to understand it and to be inspired by it.**

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.

Style

The *Journal* accepts a variety of writing styles. Most important is that the manuscript is written in a well-organized and cohesive manner.

Grammar and Spelling

Reviewers expect the prospective authors to have checked their manuscripts for grammatical and spelling accuracy.

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).

An abstract is a concise overview of the topic and main ideas in your articles: an instructive map to the paper that lets the reader know what he/she will read. For instance,

for inquiry/research study articles, one way to do this is to organize your abstract into a five sentence essay: In sentence one you would present the problem or focus of your study/article or the gap you are planning to address; in sentence two you would present your research question; in sentence three you would present your participants and methodology; in sentence four you would present your findings; and in sentence five you would present the main points from your discussion of the findings.

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..

Paragraphs should consist of more than one sentence. There should only be one space after terminal periods. The paragraphs should be double spaced and indented.

Headings

Use headings that accurately reflect the organization and content of the paper, and use a consistent heading format throughout the manuscript. For most manuscripts, three levels of heading and subheadings as shown in the APA Publication Manual (6th ed.). See below for formatting headings.

First Level: Centered Upper and Lower Case

Second Level: Flush Left, Italicized Upper and Lower Case

Third level: Italicized lowercase paragraph heading with only the first letter of the first word capitalized and ending with a period.

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 a endnote, using MS Word's "referencing formatting tool." The numbered list of endnotes, double spaced, should be located after the reference listing. **NO FOOTNOTES, PLEASE.**

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 (6th 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.

**PLEASE REVIEW THE AUTHOR GUIDELINES BEFORE SENDING IN
MANUSCRIPT TO MAKE SURE THAT YOU HAVE FOLLOWED THE
GUIDELINES AND INCLUDED THE REQUESTED INFORMATION.**

References

- American Psychological Association (2009). Publication manual of the American Psychological Association (6th 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>.