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

Author Guidelines
Updated October 2020

Dear Prospective Authors:

We welcome your submission of manuscripts to the *Journal* for review and consideration.

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.

Note: Manuscripts which do not adhere to the *Journal's* Author Guidelines will be returned prior to being sent for review.

Manuscript Format
Manuscripts should be submitted in Microsoft Word, formatted for 8.5 x 11-inch (letter-size) paper.

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

Length
Manuscripts must be limited to 30, doubled-spaced pages, including title, abstract, and references (maximum of 6,000 words).

Language
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 suggest translation options.

Style
The *Journal* accepts a variety of writing styles. Style is a matter of author's choice. 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.

Header

The author's last name should be included in the header, justified margin. The article title is <u>not</u> included in the header.

Page Numbering

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 through abstract, text, references, etc.

Header Example: (flush right)

<div align="right">Console 1</div>

Title page

Manuscript title (no longer than 12 words) must be bolded and centered, with the author name(s) and geographical location placed under the title. <u>Place author(s) contact and affiliation information in the Author Note, not on the title page</u>.

Title Page Example:

<div align="center">

Trees in Dialogue

Mary Ann Console

Asuncion, Paraguay

</div>

Abstract

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.

An abstract is required for each article. Abstracts should appear on a separate page, between the title page and the main body of the article, italicized font, no more than 180 words. English language abstracts will be retrievable from many online databases. Please remember <u>readers often determine which articles to read based on the abstracts</u>.

Key Words

Below abstract, list **three** to **six** key words – this is important for databases and web searches.

Key Words Example:

> *Key Words:* dialogue, conversation, transformative dialogue.

Paragraphs

Paragraphs should consist of more than one sentence. 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. If possible, please use the Styles feature in Microsoft Word when creating headings. For most manuscripts, three levels of heading and subheadings as shown in the APA Publication Manual (6th ed.) is sufficient. Example. Please do not number headings.

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, do not include two spaces between the period and the beginning of the next sentence.

References

Please use APA format (6th edition) for the references list. All references and citations should be included both in the text and in the reference list. 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 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, using MS Word's "referencing formatting tool." The numbered list of endnotes, double spaced, should be located after the reference listing. **NO FOOTNOTES, PLEASE.**

Author Note

Please include an author note at the end of the article, after the references. The author note should include author name, affiliation, and email address for each author.

Author Note Example:

Author Note:

Mary Ann Console

Asuncion Public University

maconsole@airmail.net

General

These guidelines are based on [The Publication Manual of the American Psychological Association](#) (6th ed.) and [The Qualitative Report](#). The *Journal* aims for consistency in manuscript format, structure, and organization. Otherwise, style is a matter of author's choice.

Filename

Please name your manuscript's Word file as follows:

    IJCP CorrespondingAuthorSurname - shortTitle – for submission SubmissionDate(yyyy-
    mm-dd).docx

Example:

    IJCP Console – Trees in Dialogue – for submission 2020-10-22.docx

To Submit

Please review above to make sure you have followed the Author Guidelines. Email manuscript file to Harlene Anderson (harleneanderson@earthlink.net) along with a **cover note**.

In your cover note, please provide authors' postal and email addresses, as well as telephone and fax numbers.

The cover note should also indicate which author will be responsible for corresponding with the Editorial Board Member and Assistant Editor who will be helping ready the manuscript for publication.

Finally, please affirm that the manuscript is original, not published elsewhere, and not under concurrent consideration elsewhere. (Or if it is under consideration, please state this.)

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.