AUTHOR GUIDELINES

Preparing Your Manuscript

Prepare every COLLEGIA submission in the journal's Word template. Because COLLEGIA does not use a copy editor, the file you submit becomes the basis of the published article, so careful use of the template matters.

Download these files from the For Authors page:

- **COLLEGIA Article Template:** research articles, practice and innovation reports, case studies, policy and sector analyses, and invited commentaries.
- **COLLEGIA Book Review Template:** book reviews only.
- **COLLEGIA Initial Cover Letter:** submitted with every new manuscript.
- **COLLEGIA Revision Cover Letter:** submitted with every revised manuscript.

The templates and cover letters contain placeholders only. This guide explains how to fill them in.

Contribution Types

Contribution type	Label above title	Word limit	Abstract	Template
Research Article	RESEARCH ARTICLE	Up to 6,000	150 to 250 words	Article
Practice and Innovation Report	PRACTICE AND INNOVATION REPORT	Up to 2,500	150 to 250 words	Article
Case Study	CASE STUDY	Up to 4,000	150 to 250 words	Article
Policy and Sector Analysis	POLICY AND SECTOR ANALYSIS	Up to 4,000	150 to 250 words	Article
Invited Commentary	INVITED COMMENTARY	Up to 1,500	Summary, 50 to 100 words	Article
Book Review	BOOK REVIEW	800 to 1,200	None	Book Review

Word limits exclude the abstract, tables, and references. Change the green label above the title to match your contribution type, in capitals.

Page Setup, Fonts, and Styles

The template is already set up. Do not change the page size, margins, header, footer, or the "For editorial use" sidebar; the editors complete these.

Apply formatting through Word's **Styles** pane (Home > Styles), never by changing fonts or sizes by hand. Each part of the article has its own style:

Element	Style name	Font
Article title	Article Title	Arial 18 pt, bold
Author names	Authors	Georgia 11 pt
Affiliations and contact	Affiliation	Georgia 8.5 pt, italic

Element	Style name	Font
Abstract and Keywords headings	Abstract Heading	Arial 10 pt, bold
Abstract and keywords text	Abstract Text	Georgia 9.5 pt
First-level heading	Heading 1	Arial 13 pt, bold
Second-level heading	Heading 2	Arial 11.5 pt, bold
Third-level heading	Heading 3	Arial 10.5 pt, bold italic
Body text	Normal	Georgia 10.5 pt, justified
Table and figure captions	Caption	Arial 9 pt
Reference list	Reference	Georgia 9.5 pt, hanging indent

When pasting text from another document, use **Paste > Keep Text Only**, then apply the correct style. Do not add blank lines between paragraphs; the spacing is built into each style.

Title, Authors, Abstract, and Keywords

- **Title:** no more than 20 words, in title case. Avoid abbreviations.
- **Authors:** full names in the order agreed by all authors. Link each name to its affiliation with a superscript letter (a, b, c).
- **Affiliations:** department, institution, city, and country, each preceded by its superscript letter.
- **Corresponding author:** one author's name, institutional email address, and ORCID iD.
- **Abstract:** a single paragraph of 150 to 250 words stating the purpose, approach or methods, main findings, and implications for higher education policy or practice. No references, and no undefined abbreviations. Invited commentaries use a summary of 50 to 100 words instead.
- **Keywords:** four to six keywords or short phrases, separated by commas, that are not already in the title.

Headings, Body Text, Lists, and Quotations

- **Headings:** use Heading 1, Heading 2, and Heading 3 only, in sentence case or title case consistently. Do not number headings. The structure is yours to choose; a practice report need not follow the research article pattern of introduction, method, findings, and discussion.
- **Body text:** use the Normal style throughout. Use Australian or British English spelling consistently.
- **Lists:** use Word's bullet or numbering buttons, not typed symbols. Use lists only for genuinely parallel items.
- **Quotations:** quotations under 40 words go in the text in double quotation marks. Quotations of 40 words or more are set as an indented block without quotation marks, with the citation after the final punctuation.
- **Abbreviations:** spell out in full at first use, with the abbreviation in brackets.
- **Footnotes:** avoid them where possible. If essential, use Word's footnote function.

Tables and Figures

Place each table and figure in the text close to where it is first mentioned, and refer to it by number ("see Table 1"). Number tables and figures separately, in order of appearance.

Tables

- Create tables with Word's table tool, not as images or with tabs and spaces.
- Copy the sample table in the template so the borders stay consistent: a rule above and below the header row and below the last row, and no vertical lines.
- Put the caption **above** the table in the Caption style: "Table 1." in bold, then a short descriptive title.
- Keep tables within the text width. Put explanatory notes and sources directly below the table.

Figures and Images

- Insert figures "In Line with Text", centred, no wider than the text width.
- Use images of at least 300 dpi. Charts should be legible in black and white, and text in figures should be no smaller than 8 pt.
- Put the caption **below** the figure in the Caption style: "Figure 1." in bold, then a short descriptive title.
- For any figure, table, or image not created by the authors, state the source and obtain permission to reproduce it before submission. Provide alternative text describing each figure for accessibility.

Citations and References

COLLEGIA uses **APA 7th edition**. Every in-text citation must appear in the reference list, and every reference must be cited in the text.

In-Text Citations

Situation	Format
One author	(Surname, 2024) or Surname (2024)
Two authors	(Surname & Surname, 2024)
Three or more authors	(Surname et al., 2024)
Several sources	(Surname, 2021; Surname, 2024), in alphabetical order
Direct quotation	(Surname, 2024, p. 15)

Reference List

List references alphabetically by first author's surname under a Heading 1 "References", using the Reference style. Italicise book titles and journal names with volume numbers. Include a DOI as a full link wherever one exists.

- **Journal article:** Surname, A. A., & Surname, B. B. (2024). Title of the article. *Journal Name, 12*(3), 45–60. https://doi.org/xx.xxxx
- **Book:** Surname, A. A. (2024). *Title of the book* (2nd ed.). Publisher.

- **Book chapter:** Surname, A. A. (2024). Title of the chapter. In B. B. Editor (Ed.), *Title of the book* (pp. 10–25). Publisher.
- **Report or policy document:** Organisation Name. (2024). *Title of the report*. https://www.example.org/report
- **Web page:** Organisation Name. (2024, 5 March). *Title of the page*. https://www.example.org/page

Do not use automatic reference manager fields in the final file. Convert them to plain text before submitting (in EndNote or Zotero, use "Convert to plain text" or "Unlink citations").

Declarations

Complete each declaration at the end of the article, before the References. Write "Not applicable" rather than deleting one.

- **Conflict of interest:** any financial or personal relationship that could be seen to influence the work, or "The authors declare no conflict of interest."
- **Funding:** the funding body and grant number, or "This research received no external funding."
- **Ethics:** for research involving people, the approving ethics committee and approval number.
- **Acknowledgements (optional):** people or organisations who contributed but do not meet authorship criteria.

Declare any use of generative AI in your cover letter, not in the article (see Cover Letters).

Identified and Deidentified Versions

COLLEGIA uses double-blind peer review. Prepare two versions of your manuscript in the template:

- **Identified version:** the complete manuscript, with all author names, affiliations, corresponding author details, and declarations.
- **Deidentified version:** a copy of the same manuscript with every identifying detail removed. This is the version sent to reviewers.

Preparing the Deidentified Version

1. Save a copy of your completed identified manuscript.
2. Replace the author names, affiliations, and corresponding author line with "[Author details removed for review]".
3. Remove identifying details from the declarations, for example "[Funding details removed for review]" and "[Acknowledgements removed for review]".
4. Cite your own work in the third person. Where a citation would reveal your identity, write "(Author, 2024)" in the text and "Author. (2024). [Details removed for review]" in the references.
5. Remove personal information from the file properties. In Word for Windows, go to File > Info > Check for Issues > Inspect Document. In Word for Mac, go to Word > Preferences > Security > Remove personal information from this file on save.

In both versions, leave the "For editorial use" sidebar blank.

Cover Letters

Initial Cover Letter

Submit the Initial Cover Letter with every new manuscript. It should:

- state the manuscript title, contribution type, and word count
- explain briefly how the manuscript fits COLLEGIA's aims and scope and what it contributes
- confirm that the manuscript is original and not under consideration elsewhere
- disclose any preprint, with a link
- **declare any use of generative AI:** name the tool and version and describe how it was used (for example, language editing or summarising literature), or state that no generative AI tools were used. Authors remain fully responsible for the content, and AI tools cannot be listed as authors.

Revision Cover Letter

Submit the Revision Cover Letter with every revised manuscript. Summarise the main changes, declare any use of generative AI in the revision, and respond to every editor and reviewer comment in the tables provided, stating where in the manuscript each change was made. Where you disagree with a comment, explain why. Highlight the changes in the revised manuscript.

Submitting

1. Save each file as .docx, not PDF, named with a short title only: "Short title_identified.docx", "Short title_deidentified.docx", and "Short title_cover letter.docx".
2. Click **Submit an article** on the journal website and register or log in.
3. Enter every author, with affiliation, email address, and ORCID iD, in the submission form.
4. Upload all three files.

After Acceptance

You will be asked for a final identified version addressing any editorial requests. Check it carefully: the editors will add the sidebar details and publication information, but the text is published as you submit it.

Book Reviews

Use the Book Review Template. Everything above applies, with these differences:

- **Title:** the title of the book being reviewed.
- **Book details:** complete every line of the Book Reviewed block: author or editor, full title including subtitle, publisher and city, year, number of pages, ISBN, and format and price (or "open access").
- **No abstract or keywords.**
- **Length:** 800 to 1,200 words. Headings are optional.
- **Content:** summarise the book's purpose and argument, assess its contribution and limitations, and consider its relevance to higher education governance, quality, or teaching and learning.

- **Quotations from the book:** cite the page number only, for example (p. 45). List other works cited under References.
- **Declaration:** state any relationship with the author or publisher.

Book reviews are reviewed by the editors and are not sent for double-blind peer review. Submit one identified file with an Initial Cover Letter; no deidentified version is needed.