**Guideline – JUTLP Manuscript Preparation (Authors)**

Manuscripts are to be submitted in English and use spelling and punctuation as per the Macquarie Dictionary. Please use these Guidelines in conjunction with the JUTLP Template provided for authors (the most up-to-date version of our template is linked to from the submissions page of the journal website). Correct use of the provided template will ensure formatting and style guidelines are met.

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| **File format** | * Submit your manuscript as a single Word or RTF file.
* All submissions must be in English.
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| **Submission portal** | * Articles must be submitted in two versions. One with identifying information and one without. We conduct double blind review so please pay attention to removing identifying information throughout our article for the de-identified version of your submission.
* The [JUTLP Submission Portal](https://open-publishing.org/journals/index.php/jutlp/submission) will prompt authors to enter the following information:
	+ Article title and short title
	+ Journal section (More information regarding the formation of these sections and guidance is available in an [Editorial](https://doi.org/10.53761/1.17.5.1) and on the Journal’s [Aims & Scope](https://open-publishing.org/journals/index.php/jutlp/about) page)
	+ Keywords
	+ Document type
	+ Abstract
	+ Cover letter
	+ Full text manuscript
* Authors do not need to complete the journal information (e.g., Academic Editor) in the template, but should leave this blank.
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| **Page setup** | * The JUTLP Template includes the following style requirements:
	+ Page size must be 21.59 x 27.94 cm (US Letter size).
	+ Orientation must be portrait, except where single page rotation is used for large tables.
	+ All margins (left, right, top, and bottom) should be 2.54 cm including your tables and figures.
	+ Use a single-column layout.
	+ Use spacing of 1.15 for all parts of the manuscript, including: the main text; block quotations; table and figure numbers, titles, and notes; and reference list (including between and within entries).
	+ There should be 6pt extra space before or after paragraphs.
	+ Block quotations of more than 40 words should be indented by 1.27cm from the left margin.
* No page should have more than a quarter of the page as empty space.
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| **Manuscript structure** | * Your manuscript should be compiled in the following order: introduction, literature review, methods, results, discussion, conclusions, and references.
* Research questions should normally be included at the end of the introduction section and before the methods. Please refer to the template for more guidance about research questions.
* The JUTLP Template provides further guidance as to the structural and style requirements. The template has been designed to support you producing a paper that is consistently styled.
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| **Word limit** | * A manuscript for this journal should be between 4,000 – 8,000 words, excluding references. Senior Editors may accept manuscripts exceeding this limit, by direct and exceptional request.
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| **Spelling** | * Use Australian spelling.
* Refer to the [Macquarie Dictionary](https://www.macquariedictionary.com.au/) as the reference source for Australian spelling.
* Refer to the [APA Guideline](https://apastyle.apa.org/style-grammar-guidelines/spelling-hyphenation) on spelling.
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| **Author names and institutional affiliation** | * Do not include author names and affiliations in your deidentified manuscript.
* Include author names and affiliations only in your identifiable manuscript.
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| **Abstract** | * Abstracts should be a maximum of 250 words. Please see the JUTLP Template for further guidance on word and line count limits.
* No headings or citations are to be used within the abstract
* The abstract is entered during the submission process.
* [APA Guideline](https://apastyle.apa.org/instructional-aids/abstract-keywords-guide.pdf)
* [Purdue Online Writing Lab](https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/general_format.html) (OWL)
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| **Practitioner Notes** | * The practitioner notes are designed to engage practitioner readers in your paper. The JUTLP Template provides further details and example statements.
* The notes are 5 short statements that are summary points, action orientated and align your paper to impact in practice
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| **Keywords** | * A maximum of five keywords that differentiate the paper and maximises search engine results.
* Keywords should not exceed 1 line in the JUTLP Template.
* Keywords should represent the content of your manuscript and be specific to the discipline.
* Keywords are entered during the submission process.
* APA Guidelines: <https://apastyle.apa.org/instructional-aids/abstract-keywords-guide.pdf>
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| **Headings** | * Use no more than 3 levels of headings and apply them consistently throughout the manuscript.
	+ Heading Level 1: **Centred, Bold, Title Case Heading, Arial, 14pt**
	+ Heading Level 2: **Flush Left, Bold, Title Case Heading, Arial, 11pt**
	+ Heading Level 3: ***Flush Left, Bold Italic, Title Case Heading, Arial, 11pt***
* APA Guideline: <https://apastyle.apa.org/style-grammar-guidelines/paper-format/headings>
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| **Body text** | * Use 11pt, black, 1.15 spaced, justified, Arial for the main body. The template includes these style settings for you.
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| **Paragraphs** | * Align the text of the manuscript to the left margin.
* Do not indent paragraphs
* APA Guideline: <https://apastyle.apa.org/style-grammar-guidelines/paper-format/paragraph-format>
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| **Footnotes** | * Do not use footnotes.
* Any information you want the reader to know should be in the manuscript.
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| **In-text citations** | * In-text citations must comply with APA 7 standards
* APA Guideline: <https://apastyle.apa.org/style-grammar-guidelines/citations>
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| **Reference list** | * Reference List entries must comply with APA 7 standards
* APA Guideline: <https://apastyle.apa.org/style-grammar-guidelines/references>

**Digital Object Identifier (DOI)*** You are required to include the DOI in each reference list entry, if the article or source does not have a DOI, and the source was online, use the URL. You are expected to include these whenever they have been assigned.
* If you cannot find the DOI for a source, crossref.org provides a DOI Lookup service that will search for a DOI based on citation information: <https://www.crossref.org/guestquery/>
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| **Self-citation** | * While self-citations are permitted it must not be [self-plagiarism](https://apastyle.apa.org/style-grammar-guidelines/citations/plagiarism), it must be proportionate and irrelevant to the content, and it must not make your submission identifiable to the reviewer as a self-citation.
* For example, refer to previous work in the third person (e.g., Crawford (2020) states) rather than ‘our previous study’ or you must ensure the deidentifying version of your submission does not allow an expert reviewer to identify the authors (e.g., removing the details and stating ‘author’ or ‘authors’ instead of the name(s) ‘Author (2023)’).
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| **APA7 guidance** | * In-text citations and references need to conform to the latest edition of the *Publication Manual of the American Psychological Association* (APA style manual, 7th edition).
* Authors are expected to go to the APA website (<http://www.apastyle.org/>) to locate examples of APA style by following the links provided in these Guidelines. Some quick links include:
* [Abbreviations](https://apastyle.apa.org/style-grammar-guidelines/abbreviations)
* [Bias-free language](https://apastyle.apa.org/style-grammar-guidelines/bias-free-language)
* [Capitalisation](https://apastyle.apa.org/style-grammar-guidelines/capitalization)
* [Grammar](https://apastyle.apa.org/style-grammar-guidelines/grammar)
* [Italics and quotation marks](https://apastyle.apa.org/style-grammar-guidelines/italics-quotations)
* [Lists](https://apastyle.apa.org/style-grammar-guidelines/lists)
* [Mathematical expression](https://apastyle.apa.org/style-grammar-guidelines/numbers)
* [Punctuation](https://apastyle.apa.org/style-grammar-guidelines/punctuation)
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| **Tables** | * Tables should appear in the document near where they are first referenced in the text.
* Large tables should be put on pages by themselves.
* All tables must fit within the journal’s margin requirements on all sides (top, bottom, left and right).
* Table number (e.g., Table 1) appears above the table title in bold font. Number tables in the order in which they are mentioned in your manuscript.
* The table title appears one double-spaced line below the table number. Give each table a brief but descriptive title and capitalise the table title in italic title case.
* Font size must be between 8 and 11pts in tables.
* The table body (cells) may be single-spaced, one-and-a-half-spaced, or double-spaced, depending on which is the most effective layout for the information. Double-space the table number, title, and notes.
* APA Guideline: <https://apastyle.apa.org/style-grammar-guidelines/tables-figures>
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| **Figures and diagrams** | * Figures and diagrams should appear in the document near where they are first referenced in the text.
* Large figures and diagrams should be put on pages by themselves.
* All figures and diagrams must fit within 3.8 cm margins on all sides (top, bottom, left and right).
* Figure number (e.g., Figure 1) appears above the figure title and image in bold font. Number figures in the order in which they are mentioned in your manuscript.
* Give each figure a brief but descriptive title, and capitalise the figure title in italic title case: <https://apastyle.apa.org/style-grammar-guidelines/tables-figures/figures>
* For visual clarity, do not use fonts smaller than 10pt in figures and diagrams.
* Words within the image part of a figure may be single-spaced, one-and-a-half-spaced, or double-spaced, depending on which is the most effective layout for the information.
* Figures and diagrams must be high-resolution, preferably in the format of high-quality .jpgs or .png.
* APA Guideline: <https://apastyle.apa.org/style-grammar-guidelines/tables-figures>
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| **Acknowledgments** | * This is a mandatory section in which you acknowledge conflicts of interest, funding, ethical considerations, use of AI, and contribution of authors. The JUTLP template provides guidance on how to complete this section.
* Recommended statements are provided in the template and include:
* The author(s) have/has not used artificial intelligence in the ideation, design, or write-up of this research as per Crawford et al. (2023).
* The author(s) confirm(s) that they have met the ethical standards expected as per Purvis & Crawford (2024).
* Please ensure you have read the content of these sources and that your work does align to the statements you affirm.
* This section can also include a statement about people who helped with the research but did not qualify for authorship.
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| **Appendices** | * Avoid using appendices unless essential to the communication of the manuscript.
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| **Editing prior to submission** | * Please carefully edit your manuscript prior to submission.
* Make sure you have adhered to the JUTLP Manuscript Preparation Guidelines with the emphasis on following the APA 7 publications manual.
* If your manuscript contains track changes and/or comments, please ensure that these are removed in the final version of the manuscript that you are submitting.
* Purdue Online Writing Lab (OWL): <https://owl.purdue.edu/owl/graduate_writing/graduate_writing_topics/graduate_writing_topics_editing_proofreading_new.html>
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| **Cover Letter** | * When uploading a manuscript, include a clear cover letter.
* Clearly state the purpose of the paper, its expected contribution, and how it meets 1) the [Section Aims & Scope](https://open-publishing.org/journals/index.php/jutlp/about), and 2) the overarching [Journal Aims & Scope](https://open-publishing.org/journals/index.php/jutlp/about) in your cover letter.
* An example template of these: [Initial Cover Letter Template](https://www.dropbox.com/scl/fi/iek421rk8tjce9xek0oxo/Cover-Letter-for-Initial-Submission.docx?dl=1&rlkey=bj1ml0y3uo98dsl79q0vnvz0c). [Revise and Resubmit Cover Letter Template](https://www.dropbox.com/scl/fi/96iyo623e9ev3vew3d9ds/Cover-Letter-for-Revise-and-Resubmit.docx?dl=1&rlkey=psdspac6ah8p9t43qpsvk2sit).
* APA Guideline: <https://apastyle.apa.org/style-grammar-guidelines/research-publication/cover-letters>
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