

Journal Styles:

International Journal of Work-Integrated Learning

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Each journal has their own style for presenting content. The journal style is important for the journal's professional presentation. Where possible, IJWIL has followed default Microsoft Word settings and APA 7 style.

IJWIL has no direct income and the main IJWIL cost is the copy editing and correcting APA 7 referencing. We ask authors to help keep IJWIL costs low by submitting manuscripts that carefully follow the IJWIL styles.

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1. General: Writing style

1. All text in US English, unless as quoted or within the reference list.
2. Formal writing style is required. First and second person writing should be avoided, unless the nature of the content cannot avoid it.
3. Pronouns are discouraged – it is preferred that the author's name is used instead. If pronouns need to be used, please ensure the pronoun is correct.
4. Acronyms are generally discouraged and should be limited to well-known acronyms (e.g., WIL).
5. Total word count should be between 4,500 and 6,500 words (excluding reference list and appendices). In special cases, with permission from the editors, the word count may exceed 6,500.
6. Use two spaces after a sentence full stop.

2. General: Formatting style

1. Page size is A4.
2. Margins: 2.54 cm top, left and right (default MS Word margins) (provides useable width of 16 cm).
3. Bottom margin: 4.5 cm (provides overall usable length of 22.7 cm length). This allows for US Letter page size printing.
4. All font in Palatino Linotype.
5. Single line spacing throughout.
6. Paragraph and heading spacing of 10 points.
7. All text justified alignment, except for reference list.
8. Images should be around 300dpi or 1,500 X 1,500 pixels.
9. Figures reproduced from another source must have permission from the source owner (often a publisher) or cite the relevant Creative Commons license. Permission needs to be provided at the point of submission of the manuscript. Figures that have been adapted, amended, or modified from original only need to cite the source (e.g., adapted from Smith, 2019).

3. Use of artificial intelligence

IJWIL allows the use of artificial intelligence (AI) as a tool for idea generation, language improvements and, where appropriate, for data analysis. If AI is used for this purpose, this must be declared in the paper (usually either in the methods or acknowledgements, or where appropriate), and must include:

1. What AI tool was used, including the version.
2. How it was used.
3. Why it was used.

It is the responsibility of the authors to ensure compliance with appropriate safeguards and protections (e.g., intellectual property rights, confidentiality, and security), human research ethics conditions, accuracy of the interpretation of the data, and that research outcomes meet the rigorous expectations of scholarly assessment. Statements to such an effect may be required in the manuscript.

IJWIL does not allow the use of generative AI (GenAI) to create scholarly content, write script, or interpret and create meaning from the research outcomes. AI is a tool and cannot be an author or be used as an author because AI is not able to take responsibility of the accuracy, reliability, and validity of the interpretation of the research outcomes and the importance of the scholarly meaning – these are uniquely human responsibilities.

4. Main text

1. Font: size 10, Palatino Linotype, justified.
2. Spacing, single line, paragraph spacing of 10 points.
3. No blank line between paragraphs (use 10 point paragraph spacing instead).
4. Use two spaces after a full stop.
5. Emphasizing a word within the main text through formatting is generally discouraged, but permissible if specifically required to avoid the reader misreading the text, with italicization formatting preferred over bolding.

5. Paper headings

1. Generally, headings should be:
 - a. Short but informative.
- b. Never more than one line (paper title [level 1] is allowed two lines).
 - c. Use of abbreviation and acronyms in headings are discouraged but may be used to avoid a heading from spilling into a second line.
2. Paper title (level 1)
 - a. Sentence capital case. Use of colon permissible. Use of commas discouraged but permissible in special cases.
 - b. Font: Palatino Linotype, bold, size 16, centered.
 - c. Spacing: single line space, 10 point paragraph/line spacing.
 - d. Paper title must provide enough details to accurately reflect the content of the paper.
 - e. Paper title length is ideally between 1 and 2 lines, and no more than 3 lines
 - f. Paper titles that are questions are discouraged.
3. Heading (level 2 - main heading within the text).
 - a. Font: size 10, Palatino Linotype, full capitals, no bolding, no italics, left align.
 - b. 10pt spacing above and below.
4. Subheading (level 3).
 - a. Font: size 10, Palatino linotype, italicized, no bolding, each significant word starting with capital.
 - b. 10pt spacing above and below.
5. Sub-subheading (level 4) are discouraged but may be necessary at times.
 - a. Font: size 10, Palatino Linotype, italicized, only first letter of first word capitalized, 1cm indented.
 - b. 10pt spacing above, 0pt spacing below.
6. Sub-sub-subheading (level 4) are not accepted.

6. Referencing style

1. APA 7th edition. No exceptions. Any departures from APA will require amendments. Please ensure you are not still using APA 6.
2. Any citations followed by '*cited within*' or '*quoted by*' will be challenged. Authors should seek the original source where possible to ensure the accuracy of what is cited.

7. Authors

1. Author name in full capitals, one author per line.
2. Institutional affiliation is shown below the author, in italics. Institutional location in standard font (no italics).
3. Spacing – single line spacing, 0 points between paragraphs/lines.
4. Font: Size 10, Palatino Linotype.
5. There should be a 10pt gap above the first author and a 10pt gap below the last author's institutional affiliations.
6. Authors should be listed in order of contribution, not alphabetical nor in order of institution. This may mean two authors from the same institution are listed with another author from a different institution in between.
7. When there are two *consecutive* authors from the same institution, list the institution only after the last author from the same institution.
8. Where an author has two relevant institutional affiliations, list each on a separate line below the author's name.

8. Footnotes and authors contact details

1. All footnotes font size 8, Palatino linotype, left aligned, using numerical numbering system (MS Word default).
2. Corresponding author footnote:
 - a. Only one corresponding author.
 - b. Corresponding author does not need to be first author.
 - c. Name and email address only. Preferably an institutional email address with hyperlink enabled.

9. Abstract and keywords

1. A single black ¼ line above abstract and below keywords.
2. Font: size 9, Palatino linotype, justified.
3. Spacing, single lined, 10 point paragraph spacing.
4. Keywords: About five key terms (a term can be more than one word, but avoid more than three words for a term), preferably limiting to one line. Avoid the keyword 'WIL', this is inherent to the journal, and overlapping keywords.
5. Abstract should be max 150 words (excluding keywords).

10. Tables

Please insert the Table in the document at the location you prefer. The table must be referred to in the text (e.g., Table

1. Note the capital 'T') prior to the table being presented.

1. Caption
 - a. Above the Table, indented to 1 cm. The word 'TABLE 1:' in full capitals, followed by table number and then colon.
 - b. Caption text in plain font, sentence capitalization. End with a full stop.
 - c. Caption text must explain table well enough to be 'standalone'. Length between 1-2 lines.
 - d. Acronyms are discouraged.
2. Table
 - a. All lines ½ width.
 - b. Use of lines should be minimal, spaces are preferred to separate components. For example, a simple table will only have a top line, line under column titles, and a line at bottom of table, with no lines in between and no column lines.
 - c. All text/numbers must be Palatino linotype. Preferably font size 10pt but 9pt will be common and it can be reduced to 8 if needed (if possible, use font size consistently within all tables).
 - d. The use of mathematical symbols are preferred in favor of words – please follow APA rules carefully.
 - e. Notes (if any) must be at bottom of table, font size 8, indented to 1cm.
 - f. Avoid tables that are longer than a page. Tables longer than a page generally are moved to the appendices.
 - g. Table can be on a landscape page only if portrait page does not work.
 - h. If the table is a reproduction or an adaptation of a table already published, the authors need to seek permission for its use from the relevant publisher.

11. Figures

Please insert the Figure in the document at the location you prefer. The figure must be referred to in the text (e.g., Figure 1. Note the capital 'F') prior to the figure being presented.

1. Caption
 - a. Above the Figure, indented to 1 cm. The word 'FIGURE 1:' in full capitals, followed by figure number and then colon.
 - b. Caption text in plain font, sentence capitalization. End with full stop.
 - c. Caption text must explain figure well enough to be 'standalone'. Length between 1-2 lines.
 - d. Acronyms are discouraged.
 - e. Figures must NOT have a title – the caption should be all that is needed.
2. Figure
 - a. All text within figure should be Palatino linotype. Font size preferably 10pt but 9pt will be common and it can be reduced to 7 or 8 if needed.
 - b. Graph legend (if any) must be located within the figure unless the graph is narrow.
 - c. No outside borders around the figure.
 - d. Color is permissible, however, colors must show as discernibly different shades of grey when printed out black and white. Images in grey scale is preferred.
 - e. It is possible to have two figures (e.g., two graphs) side-by-side. In such cases, these figures become, for example, Figure 1a and 1b, with a single caption indicating what 1a shows and what 1b shows.
 - f. Preferably graphs are Microsoft Office Graphic Object to allow copy editor to make editing changes if needed. Please avoid graphs as pictures.

- g. Pictures must be at around 300dpi or 1,500 X 1,500 pixels or higher to ensure these print legibly.
- h. Photos are discouraged, however, may be permissible for special circumstances.
- i. Figure notes (if any) must be at bottom of figure, font size 8, indented to 1cm.
- j. If the figure is a reproduction or an adaptation of a figure already published, the authors need to seek permission for its use from the relevant publisher.

12. Boxes

Boxes are intended to capture text (e.g., a paragraph) that represent a text-based example or a short case study (or similar) that needs to be separated from the main text.

Please insert the Box in the document at the location you prefer. The Box must be referred to in the main text (e.g., Box 1. Note the capital 'B'), like a Figure or Table, prior to the box being presented.

1. Caption
 - a. Above the Box, indented to 1 cm. The word 'BOX 1:' in full capitals, followed by box number and then colon.
 - b. Caption text in plain font, sentence capitalization. End with full stop.
 - c. Caption text must explain figure well enough to 'standalone'. Length between 1-2 lines.
 - d. Acronyms are discouraged.
 - e. Box must NOT have a title within the Box – the caption should be all that is needed.
2. Box
 - a. Must be a single box or a single table cell (if using indentation within the text, a single table cell is easier to work with than using borders).
 - b. The box lines are ½ pt line thickness, surrounding the text at all sides.
 - c. All text/numbers must be Palatino Linotype. Preferably font size 10pt but 9pt will be common and it can be reduced to 8 if needed (if possible, use font size consistently within all boxes).
 - d. A box can be created by highlighting the text and adding a border, or by creating a single cell table. Do not insert a box as a floating Textbox.

13. List items/bullet points

1. Use either rounded black bullets or numbers, whichever is appropriate. If using numbers, use Arabic numbers (European digits), not Roman numerals.
2. Bullets/numbers should have hanging indent of 0.63 cm (MS Word default indent).
3. There is a 10pt gap above the list.
4. Each bulleted line is single line spaced, without gap (like paragraph text).
5. There is a 10pt gap below the list.

14. Quotes

1. <40 words.
 - a. Located within sentence, using double quotation marks.
 - b. Standard text format, no italics.
 - c. Quotes from published work requires a citation with a page number.
2. >40 words.
 - a. Standard text formatting, no italicizing or bolding, unless part of the original quote (in which case add the words 'original emphasis').
 - b. Left margin independent to 1 cm for all lines.
 - c. Right margin as document standard.
 - d. Quotes from published work requires a citation with a page number. Citation can be shown as part of the lead-in text or at the end of the quote.
3. Italicizing can be used by the author to empathize a word within, for example, a participant's quote (in which case add the words 'emphasis added') – however, such practice needs to be used very sparingly.

15. Use of numbers and mathematical units within text

1. Within sentence, all numbers less than 10 are expressed as words unless it is followed immediately by a mathematical unit/symbol (e.g., 5 mm, or 5%).
2. Numbers less than 10 with a decimal point value are shown as numbers, not words (e.g., Likert value of 5.4).

3. Numbers used for Figures and Tables are always numbers (e.g., Table 2).
4. If starting a sentence with a number, it is always a word no matter how big the number. IJWIL encourages authors to avoid starting a sentence with a number.
5. Numbers in thousands are separated with a comma (e.g., 9,000).
6. Mathematical units are preferred in short form or symbol form rather than in full (e.g., 'mm' is preferred over 'millimeters', '%' is preferred over 'percent').

16. Acknowledgements

1. Use of acknowledgements should be limited to acknowledging funding sources and to acknowledge if the work (in part or full) has been, for example, presented at a conference. Acknowledgement of other people should be reserved for special circumstances (e.g., contributed significantly to the work but not enough to warrant being listed as an author).
2. Acknowledgements are shown after the Conclusion/Implications section and before the Reference section.
3. Acknowledgment section must remain short, often limited to two or three sentences, and is included in the paper overall word-count.

17. References list

1. Font: size 8, Palatino Linotype.
2. Spacing: Single line, 0 point paragraph spacing, left aligned.
3. Second line indentation of 1 cm.
4. For journals published online, do not show the URL - only show pagination details. If there are no pagination details, there will be a DOI number.
5. Reports published online should include a direct URL to the report. Please check that the URL is correct and accessible to people outside your institution.
6. Please include DOI details if these are provided. Please note that the 7th edition of APA requires DOIs to be presented as <https://doi.org/.....> If a DOI is shown, do not include a URL.

18. Appendices

1. Generally discouraged.
2. If included, must use standard IJWIL styles.
3. Appendix heading is in full capitals and numbered using letters (e.g., APPENDIX A).
4. Appendices are shown after the Reference list.

19. Header and running head title

A running paper title head for within the header is generated through the copy-editing process, however, if the authors wish they can suggest a running head.

1. Font: size 7, Palatino Linotype type, centered, no bolding or italics.
2. All authors' last names are presented in full capitals (use et al. after first author if there are many authors).
3. Running head text should be an abridged version of the article title without the use of a colon. Use of common abbreviations is permissible (e.g., WIL).
4. Must remain on one line using default article margins.
5. Use 'different first page' function of headers and footers, and keep first page header blank.
6. Editor reserved the right to amend heading if required.

20. Footer and pagination

The footer along with pagination is generated by the copy-editing process.

1. Font; size 7, Palatino Linotype, centered.
2. Page number on far right.

21. Declaring funding sources

Where research was directly funded by an external funding organization, this needs to be stated in the Acknowledgment section.

22. Declaring prior conference presentations of the work

It is common for work to be presented at conference and, in part, published in conference proceedings. For transparency, this needs to be mentioned in the Acknowledgements section. The journal manuscript cannot be identical to the proceedings paper – there need to be substantive changes and additions to the journal manuscript. The Editors can advise the authors and run a check if the author is unsure.

23. Declaring ethics approval of the research

Journals are expected to publish research that has been conducted ethically. Where human research ethical approval was needed to undertake the work (e.g., research involving human participants), a statement is needed in the methods section declaring that ethical approval was obtained (along with a reference code, if one was provided). If the research required human research ethics approval, however, ethics approval was not obtained, IJWIL cannot publish the research and the submission will be rejected.