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# Template for authors of the *IASSIST Quarterly*: Place title here in sentence case

Ofira Schwartz[[1]](#endnote-1) and Michele Hayslett[[2]](#endnote-2)

*(For the rest of this document, notes that appear in italics like this are for information purposes and may be deleted—they are not part of the template.) Please note that your title must be in sentence case: only the first word is capitalized (other than proper nouns and acronyms). A subtitle is fine but when uploading your manuscript in our system, please enter it in the same Title field with the title, separated by a colon (:) as shown above—if entered in the Subtitle field, it won’t appear on the published article’s landing page. Please also note that the author’s name, first and last, should use initial capital letters only. Neither title nor name should be entered in all capital letters.*

## Abstract

This is a template for authors of the *IASSIST Quarterly* (*IQ*) as of 09/12/2025. Its purpose is to ease the processing of submissions to the journal. The template is in Microsoft Word format and can be used by the author by overwriting the content. Authors can copy their text and paste into this document (using 'insert **without formatting**'), deleting the original text of the template. Apply the paragraph styles to any new sections added.

If you have special requirements or questions do not hesitate to contact the editor (editor.iassistquarterly@gmail.com).

## Keywords

template, author, *IASSIST Quarterly*, journal submission

## Introduction

Submission to the *IASSIST Quarterly* (*IQ*) is performed by uploading the paper on the *IQ* website (<https://iassistquarterly.com/>) which is an Open Journal System supported by the University of Alberta. If you have not registered on the website you have to do that first. When you submit you are asked to enter title, abstract, keywords, and author(s). Remember to enter information about *all* authors. You can also drag and drop author names to put them in the correct order for publication—just click the Order button after adding your co-authors.

Submitted papers are expected in Microsoft Word document file format. We ask that you follow APA style.

Please name your file in the format, YourLastName-first3title-words-v1. V1 refers to version 1, and you will change this part to -Rev when you submit revisions.

An acknowledgement email will be sent to the author (or lead author) after having submitted a paper for the *IQ*. Information about the review of the article can be expected within eight (8) weeks. We are using 'Anonymous Reviewer / Undisclosed Author' but the editors will anonymize your paper—please do not try to do this yourself. Regular issues of the *IQ* (that is, all others besides special issues) are filled on a first-come-first-served basis. So no deadlines! Furthermore, it should be noted that reviews, the amount of revision requested, and the number of revisions vary greatly. Please feel free to check in with the editors if you have not received revewers’ comments after eight weeks.

Most important is that you are presenting something of interest for the IASSIST commnunity and something novel. A good start is ’So far as I am aware, very little work has been done on this subject´ (Frankfurt, 2005, p. 3). ☺

## Data

*IASSIST Quarterly* strongly encourages authors to deposit datasets used in their research in data repositories to enable interlinking of articles and data and support FAIR data principles. Data could be deposited in [Zenodo](https://zenodo.org/), [OpenICPSR](https://www.openicpsr.org/openicpsr/), the author’s institutional repository, or another open repository.  Data should be reciprocally cited, i.e., the manuscript must include a citation for the data source in the Reference list, and any repository record for the dataset should include a citation for the article.  (Repository records can be edited after deposit to include retroactively a citation for the article.)

Some data sources cannot be deposited for open access, e.g., in consideration of CARE principles; due to various laws protecting privacy; because of license restrictions; etc. If data cannot be deposited, the manuscript should include a Data section at the end, just before the References, indicating why they are not available. If the reason is license restrictions, but the data are available to other researchers, the source should be noted with contact information. If the author(s) has/have deposited their data with a repository, no Data section is needed; the researchers should simply cite them in the References.

## The numbered list

Following the guidelines shown here facilitates the processing of your submission.

### Submission at https://iassistquarterly.com

1. You login at the top right corner at 'Login'
2. If you have not yet registered on the website you have to do that first (also at the top right at 'Register').
3. From the front page you choose 'Authors' and in the drop-down menu you choose 'Submission'.
4. The new page includes a 'Submission Preparation Checklist' and you can also download this template you are reading under 'Author Guidelines’. At the top of the page you click on 'Make a new submission'.
5. When you submit you can paste some sections from your document:
	1. title (sentence case capitalization) *Please do not use all caps!*
	2. abstract (maximum 250 words)
	3. keywords (3-6)
	4. author(s). **Remember to enter information about all authors. Use the Order button at the upper right to rearrange names to the correct order for publication**.

### Basics for the submitted document

The easy way to obtain a correct formatting of your submission is to copy your text (by using 'insert without formatting') into this template document and then afterwards apply the formats of paragraphs and headings for additional sections as needed. Below is a screenshot showing the Styles menu in the red box:

Depending on how you have your window arranged, it might appear down the right side of your screen or elsewhere, but it is part of the Home menu in Word.

The top of the first page should contain the article title. ***IQ* uses sentence case capitalization**.

The title is followed by the author's name / authors' names.

Author(s) and title are also part of the page footer that on each page shows the reference for the article. Of couse you cannot decide the additional information: volume, issue, year, and DOI. These will be edited to the correct information later in the process. By having inserted a page footer like the one in this template, though, you will know in advance where pageshifts will be placed. Be aware these may shift with revisions; we can rework the positioning of figures and tables near the end of the process.

Further information about the author(s) including affiliation and email should be included as the first endnote(s). We invite authors to enter their ORCID iD (if they have one) in their account profile if you would like it to appear in the article. [*more detail on where*] There should always be contact information for at least one of the authors. The contact author is for readers to contact and does not have to be the same as the author that the *IQ* editor is corresponding with. It is the responsibility of the corresponding author to inform co-authors about reviews and status of the submission.

Articles should begin with an abstract (max 250 words).

Keywords follow the abstract: 3-6 keywords of the author’s choice.

Articles are normally about 2000-7000 words.

We are publishing on the web and sans serif fonts work best so we are using Calibri size 11 in the regular text paragraphs.

Please refrain from use of bold or underline in the text paragraphs. Use of italics is not prohibited. (Underline is reserved for web links).

Use only one type of quotation marks and preferably the single quotation mark for both start and end: ‘like this‘.

### Headings

Headings are used for Abstract, Keyword, References, Endnotes and the separation of text into sections. In Microsoft Word, please use Styles to apply Header 1 (to the title only); Header 2 (to the main segments only: Abstract, Keyword, References and Endnotes and high level sections, e.g., Introduction); and Header 3 (to lower level sections). This enables navigation by the headings and automatically nests the headings appropriately, a boon for those reading our articles via screen-reader software.

Bold and larger size fonts are to be used in headings. Two levels of headings should normally suffice. Please make the types of headings easily distinguishable by using bold&size14 (heading 1, only for the paper title) and bold&size13 (heading 2) and bold&size11 (heading 3).

Titles of headings can include numbering, with sequential numbering of lower level headings as well (e.g. ’1. Heading,’ ’1.1 Subheading’).

### Notes

Footnotes placed at the foot of the page are not used. Instead please use endnotes.

Endnotes: authors are asked to use only numeric endnotes and to keep them to a minimum. The Endnotes section should follow the References section. If you by mistake have made footnotes these can in Microsoft Word be transformed into endnotes. Beware that Google Doc might display Word endnotes incorrectly.

### References

Bibliographic citations should be consistent in style following the Harvard standard (author, year) in the text paragraphs. You can google many instructions for this standard e.g. the [instructions](http://www.staffs.ac.uk/support_depts/infoservices/learning_support/refzone/harvard/)[[3]](#endnote-3) from the University of Stafford came up first on the result list.

References in the text are given as author(s) and year e.g. (Frankfurt, 2005).

If a reference is considered as a proper article, but only available on the web, it should be listed regularly in the text e.g. (Bosak, 1997). In References the URL should be added to the bibliographic information.

Machine-readable data files should also be cited in the References section.

The list of entries in the References section should be sorted by author and year.

Wherever possible, references must be accompanied by a digital object identifier (DOI) link (i.e., http://dx.doi.org/10.xxxx/xx.xxxx). If needed, authors are encouraged to use the DOI lookup service offered by CrossRef: <http://www.crossref.org/guestquery>.

## Embedded web links

As the *IQ* is available online, authors are encouraged to have links in the article. However, be cautious as deep links to other websites are not always permitted e.g. a link directly into a paper of another journal, instead use DOIs.

A link in the text can be embedded as ’[Minutes](http://www.ddialliance.org/DDI/committee-info/minutes/2003-02-08.html)‘ in the text. Here however, we will need more information because the *IQ* might be printed. Therefore there should be a note number like: ’[Minutes](http://www.ddialliance.org/DDI/committee-info/minutes/2003-02-08.html)[[4]](#endnote-4)’, and the Endnotes section should contain the full link e.g. ’3. <http://www.ddialliance.org/DDI/committee-info/minutes/2003-02-08.html>‘.

## Accessibility

We strive to produce articles that can be read easily by screen-reading software. For this reason, no formatting should be used whose sole purpose is to make something “look right.” For instance, tables may not have merged cells, and images should not be embedded within tables.

As noted in the next section, all images and tables should include alt-text describing the content of the object. Descriptions for tables should be short, no more than two or three sentences, but should describe the content of the table and also any pattern the author wishes to point out to the reader. If alt-text is missing, editorial staff will ask the author to provide it, delaying publication.

## Illustrations, tables and figures (and how to add Alt-Text)

The Word file may include graphics and tables.

Tables are often made with Word-tables and placed at appropriate places in the text. You can also make tables outside of Word and include as graphics.

Illustrations, figures, and other graphics are placed within the text – embedded graphics - at the appropriate points (rather than at the end).

Authors must add alt-text for the benefit of vision-impaired readers to all figures, tables, and other illustrations. (Alt-text enables screen-reading software to describe the effect or point of inserted objects.) To add such descriptions, right-click on the item, select Edit Alt-Text directly (or Table Properties for tables, then the Alt-text tab), and type in no more than three sentences about what the illustration adds to the text. For tables, the table title should also be included. If an item is only decorative, simply enter the word Decorative or, on Macs, click that checkbox.

Images and figures are presented in color. Be aware, though, that some readers may print your paper in black and white. Check whether the point of a graph or illlustration is apparent this way.

Use TIFF or JPEG formatted files at the best possible resolution. If editors determine resolution of an object is not high enough, the author will be asked for a replacement, delaying publication.

### Table notes

If table items require adding notes below the table, please format said notes in this manner:

* Table notes should follow directly below the table. Do not use endnotes for these.
* Enter a symbol in the table to indicate there is a note. These may be symbols like asterisks, double asterisks, swords, etc., or the author may choose to use lowercase letters (a, b c, etc.). Whatever symbol is chosen should be formatted in both the table and at the start of the note as superscript. The note itself should *not* be superscripted.
* The start of the note section below the table should be indicated by including the italicized word *Note* (or *Notes* if there is more than one), followed by an italicized colon, e.g., “*Note:*” or “*Notes:*” followed by the first symbol and its related note. This is a header and does not need to be used for each additional note, only to start the section.

To set such notes apart from the rest of the article text, employ the following formatting.

* Font size one point smaller than the article text (i.e. Calibri 10).
* Smaller spacing between paragraphs: standard is 0 pt before a paragraph and 10 pt after. Please use 0 pt before notes paragraphs and 5 pt after.

It is best to apply this formatting after adding all of the table notes in order that it will not be carried forward into the text of the following paragraph, i.e. highlight just the table notes and then change the font size and paragraph spacing.

## Appendices

Content that is material to an article but would overwhelm the text may be included as a separate appendix. Such material might include a survey instrument; detailed statistical analysis results; text of solicitation messages or consent forms; references to where to find code and/or markdown files; etc. (Note that, unlike survey instruments, neither code nor markdown files should be listed full-text in an appendix, but rather posted to an online repository such as github. An appendix entry for code or markdown files should only list the url[s] to locate them.)

**Appendices must be incorporated into the same file as the article text**. This is to keep such material together with the article in case it is downloaded and shared in some way other than through the *IQ* web site. If an author has difficulty creating a single integrated file, they should contact the *IQ* editors.

## Final

You are advised to have a look at the finished versions of articles on the *IASSIST Quarterly* website.

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## Review process

The review process is intended to give the author(s) useful guidance to improve the article.

Most likely you will be asked to upload a revised version of your submission. You should **not** start a new submission, but rather use the link in the editor’s email to upload revisions. If you have a problem in uploading please contact the editors.

When getting ready to upload your revised file, ***please rename it in this format***: change -v1 at the end of the filename to -Rev.

Review notes may also include suggestions for changes to the language as a service to (especially) non-native English writers.

Be aware that information mails from the Open Journal System - and from the editors - might be routed your spam box. So please inspect that. Editors always send duplicate messages directly as well to attempt to get messages through. Please feel free to contact us, though, if it has been a while since you heard anything.

Your contribution will be available on the *IASSIST Quarterly* web site when announced on the IASSIST list server.

## References

If you are using a citation manager, ***please unlink*** the references in your manuscript, so they are editable text. Editorial staff frequently find errors in citations that must be corrected, so must be able to edit individual references. (Such mistakes might include broken hyperlinks, unlinked DOIs, misspelled author names, incomplete citations, etc.) There are too many citation managers for us to provide directions here, but you may Google ”unlink references” together with the name of the software you are using to find the proper procedure.

**If your paper is based on a dataset, don’t forget to include a citation for the data source in the Reference list.**

Bosak, Jon (1997) ‘XML, Java, and the future of the Web’, (Available at <https://www.xml.com/pub/a/w3j/s3.bosak.html>)

Frankfurt, Harry G. (2005) ‘On Bullshit’, Princeton University Press, Woodstock.

1. ## Endnotes

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3. <http://www.staffs.ac.uk/support_depts/infoservices/learning_support/refzone/harvard/> [↑](#endnote-ref-3)
4. <http://www.ddialliance.org/DDI/committee-info/minutes/2003-02-08.html>

*(version: September 2025)* [↑](#endnote-ref-4)