[](https://creativecommons.org/licenses/by-nc/4.0/)

*The Creative Commons-Attribution-Noncommercial License 4.0 International applies to all works published by IASSIST Quarterly. Authors will retain copyright of the work and full publishing rights.*

# Template for authors of the IASSIST Quarterly – Place Title Here

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

## Abstract

*This is a template for authors of the IASSIST Quarterly (IQ). Its purpose is to ease the processing of submissions to the journal. The template is in Microsoft Word format. The editors recommend authors use this file by overwriting the content, or copying and pasting their content into each section. If copying in text, please use the ‘paste without formatting' to apply the template’s formats.*

*To be clear, notes that appear below in italics are comments from the editors and can be deleted. (****Do please retain the license statement*** *at the top of this page.)*

*If you have special requirements or questions, do not hesitate to contact the editor (*[*editor.iassistquarterly@gmail.com*](mailto:editor.iassistquarterly@gmail.com)*).*

Abstracts are expected to be **one brief paragraph** outlining the topic of the paper. It should not be divided into sub-sections, and does not need to address design, methodology, or originality/value of the research. If any of those subjects fit within the one brief paragraph, it is acceptable to include them, but they are not required.

## Keywords

*These should be three to five terms that authors feel best describe the topics covered by the paper.*

template, author, journal submission, style

## 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 must do that first. When you submit you are asked to enter title, abstract, keywords, and author(s). Remember to enter information about *all* authors, and be sure to select which author will handle correspondence with our editors. It is the responsibility of the corresponding author to inform co-authors about reviews, any questions from the editors, and status of the submission. Submittors can change the order of authors’ names within the system if needed. Please address such order changes early—the order in which the names appear in the submission record is the order in which they will appear upon publication.

Submitted papers are expected in Microsoft Word document file format and the current template document provides information about *IQ*’s style requirements. Submissions that do not employ this template will be returned to the author for reformatting: such submissions will not proceed to the review stage until they are correctly formatted. Authors must also include a signed publication agreement with their submission. Both the template and the publication agreement are available for download from the Author Guidelines section of the [Submissions page](https://iassistquarterly.com/index.php/iassist/about/submissions). An acknowledgement email will be sent to the author after having submitted a paper for the IQ.

Regular quarterly issues of the IQ (as opposed to special issues) are filled by first-come, first-served, so there are no deadlines for individual issues. The editors will summarize and forward reviewers’ comments on the manuscript usually within about 6 weeks. There are delays sometimes, though—please reach out to [the editors](mailto:editor.iassistquarterly@gmail.com) if you are concerned. Reviews vary so authors should expect variance in the amount of revision requested. We use double-blind review but will anonymize your submission, so you do not need to produce an anonymized version of the paper.

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). ☺ Do please note, though, the scope of IQ is focused on data, including relevant societal, legal, and ethical issues. We welcome submissions on topics including (but not limited to) data sources, data management, data repositories, [TRUST](https://ardc.edu.au/resource/trust-principles/), metadata and metadata standards, data archiving/preservation, data instruction, data literacy, data sharing and reuse, [FAIR](https://www.go-fair.org/fair-principles/), [CARE](https://www.gida-global.org/care), data tools and products, data services, education and workforce issues, understanding data from an historical and/or geographic perspective, quantitative/qualitative/geospatial data, and structured/unstructured/semi-structured data. We do not accept pieces which have the main objective of promoting commercial products.

## 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 must do that first. Also located at the top right at 'Register'.
3. From the front page you choose 'Authors' and in the drop-down menu you choose 'Submissions'.
4. The Submissions page includes a 'Submission Preparation Checklist.' This template is more detailed and can be downloaded in the section below the Checklist, 'Author Guidelines.’ At the top of the page you click on 'Make a new submission'.
5. At the top of the page is also a link to ‘view your pending submissions.’

### Basics for the submitted document

The easiest ways to achieve the correct formatting of your submission is to begin composing within this template or to copy and paste your text (using ‘paste without formatting') into it. Below is a screenshot showing the styles:   
  
Showing the styles for paragraphs in the template


The license statement sits at the top of the first page. The article title should appear just below it using Heading 1 style. *IQ* uses *sentence-case capitalization* for article titles, so only the first word (and any proper nouns) should be capitalized.

The title is followed by the author's(s’) name(s) in plain/Normal style. Please note that names should never appear in all capital letters: only capitalize the first letter of first and surnames. Authors’ affiliations and contact email addresses should be included as endnotes. 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.

Author(s) and title is also part of the page footer that on each page shows the reference for the article, but **please leave out the author name(s) there** to speed our anonymizing your paper for review. And of couse you will not know the additional information: volume, issue, year, and DOI—these will be added later in the process. By keeping the page footer in this template you will know in advance where pageshifts will be relative to both the text and any figures/tables/charts/images.

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

Keywords follow the abstract: 3-5 keywords of the author’s choice.

Articles are normally about 2,000-7,000 words.

We publish on the web and sans serif fonts work best for online reading, so we use Word’s default font.

Please refrain from using bold or underline in the text. Use of italics is acceptable. (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 Styles are used for all section headers. As previously noted, the Title is the only one that uses Heading 1. Abstract, Keywords, References, Endnotes and other high level sections, e.g., Introduction and Methodology, should all be in Heading 2. In Microsoft Word, these can be applied from the Styles section of the Home menu. Header 3 should be applied to lower level sections, e.g., if you have subsections in the literature review, results/findings, or conclusions sections. This enables navigation by the headings\* and automatically nests the headings appropriately, a boon for those reading our articles via screen-reader software. (\*Open the Find menu [click Control-F] and then click on Headings instead of Results to see the nested headings on the left side of the screen—there should be no blank lines in that menu. If you see any, please click on the blank line to jump to its position, click on it in the text to highlight the whole line and either click Normal in the Styles menu, or Clear All Formatting in the Font menu [the A with an eraser icon].)

Headings should *not* be numbered.

### Notes

Footnotes (placed at the bottom of each 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. (Don’t be concerned if Endnotes does not show up in your Navigation headings outline. Also, Word adds a line above the Endnotes heading; you may ignore it.) Be aware that if you are composing within Google, GoogleDoc might display Word endnotes incorrectly.

If you by mistake have made footnotes, Microsoft Word can transform these into endnotes.

### In-Text References

References in the text are given as author(s) and year, e.g., (Franklin, 2005). As with the final References list, *IQ* follows APA style, which states, ”... brief in-text citation directs readers to a full reference list entry.”[[3]](#endnote-3)

See the **References list** section below for more information, a link to the online APA Style guide, and a few example citations. It is followed by our example Endnotes for this document.

## Embedded web links

As the *IQ* is available online, authors are encouraged to include links in the article. However, be cautious as deep links to other websites are not always permitted. A link using a DOI is better practice than trying to link to a paper on another journal’s (or publisher’s) website.

A link within the text, where the URL is hidden, is acceptable; however, the text should be descriptive of what the reader would arrive at, such as ’[meeting minutes](http://www.ddialliance.org/DDI/committee-info/minutes/2003-02-08.html)‘. An endnote and the citation in the References list should both contain the full URL, e.g. ’3. <http://www.ddialliance.org/DDI/committee-info/minutes/2003-02-08.html>‘.

## Illustrations, tables and figures

Manuscripts may include figures that contribute to the reader’s understanding of the content, such as tables, charts and/or images. Graphics that are merely decorative are usually not acceptable. Please contact [the editors](mailto:editor.iassistquarterly@gmail.com) if you would like to request an exception, and provide a justification. Each figure should have a title and be numbered numerically. Text should refer to the appropriate figure by number to call the reader’s attention to it at the appropriate point, e.g., ’See Table 2 for results...’ or ’Refer to Figure 5 to see ....’ Do *not* include ’positional’ words, e.g., above, below, on page #.

Tables are often made with Word-tables and inserted at appropriate places in the text. You can also make tables outside of Word and include as graphics. Please be sure that such graphics have at least 300 dpi resolution.

Although some journals request illustrations, figures, and other graphics be submitted as a separate file, we ask that *IQ* submissions place such items within the text—*embedded* graphics—using ’In Line with Text’ alignment (*not* any of the text-wrapping options) and placed as close as possible to where the text refers to them, usually at the end of the paragraph.

***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). Type in no more than three sentences about what the illustration adds to the text. *Descriptions need to be brief but should comment on the implications of the figure, not merely what the content is*. For tables, enter the table title in the alt-text form as well. If you have permission to use an item that is only decorative, simply enter the word Decorative or, on Macs, click that checkbox.

Figures are presented in color, but be aware that some readers might print your paper in black and white. Be sure that all figures that use color have good contrast. Using white text on a colorful background is discouraged.

Use TIFF or JPEG format image files at the best possible resolution. 300 dpi resolution is the minimum acceptable.

## Final

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

## Review process

Hopefully, the review process will give the author(s) useful hints to improve the article.

Most likely you will be asked to upload a revised version of your submission. *Do not start a new submission to upload the new version*—instead use the ’view your pending submissions’ link at the top of the [Submissions page](https://iassistquarterly.com/index.php/iassist/about/submissions). If you have problems, please contact [the editors](mailto:editor.iassistquarterly@gmail.com).

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

Be aware that information mails from the Open Journal System–i.e. from the editors—might go to your spam box. So please inspect that and mark them Not Spam. Please let us know if you do not receive the acknowledgment of submission email and do not find it in your spam folder.

The Creative Commons-Attribution-Noncommercial License 4.0 International applies to all works published by *IASSIST Quarterly*. Authors retain copyright of the work.

Your contribution will be available at the *IASSIST Quarterly* website when announced on the IASSIST list.

## References list

*Authors should use APA format for their references (but not for other parts of their manuscripts). Authors may refer to the* [*online guide for references from APA*](https://apastyle.apa.org/style-grammar-guidelines/references) *for guidance. A few examples are provided below.*

***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 then 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*](http://www.crossref.org/guestquery)*.*

American Psychological Association ([2020]). Basic Principles of Citation. *APA Style* (7th ed.). <https://apastyle.apa.org/style-grammar-guidelines/citations/basic-principles>

Bosak, J. (1997). XML, Java, and the future of the Web. *XML* <http://www.xml.com/pub/a/w3j/s3.bosak.html>

Frankfurt, H. G. (2005) *On Bullshit*. Princeton University Press.

1. ## Endnotes

   Ofira Schwartz is the co-editor of IASSIST Quarterly. She can be reached by email: [oschwart@princeton.edu](mailto:oschwart@princeton.edu). [↑](#endnote-ref-1)
2. Michele Hayslett is the co-editor of IASSIST Quarterly. She can be reached by email: [michele\_hayslett@unc.edu](mailto:michele_hayslett@unc.edu). [↑](#endnote-ref-2)
3. <https://apastyle.apa.org/style-grammar-guidelines/citations/basic-principles> [↑](#endnote-ref-3)