

Author Guidelines

1. Guidelines

- a. Before you start
 - i. Know your audience: you are writing for a non-specialist educated audience. You should write in such a way that someone with a CEGEP education could understand your piece.
 - ii. Keep it simple: no academic writing and jargon!
- b. Title
 - i. Your title should reflect what your article is about, while being intriguing, perhaps witty!
 - ii. Limit your title to 12 words (maximum)
- c. Author(s)
 - i. List only yourself as the author of the article.
- d. Main text
 - i. Thesis statement: what do you want your reader to take away from your article? Can you support this with evidence? Make it clear and concise.
 - ii. Hook: The first sentence or two that will get your reader's attention. Your hook can be a popular trend of the moment, a vivid/relatable story, provocative statement, etc.
 - iii. Evidence: Select the 3 strongest and most compelling pieces of evidence. Possible sources include but are not limited to statistics, peer reviewed research, personal interviews, case studies, other expert findings, historical evidence, etc.
 - iv. Strong conclusion: Reiterate your thesis statement. Strong conclusions often include a call to action or relate back to the opening statement.
- e. Citations and References
 - i. Maximum of 8 references. There should include in-text citations and a full reference list at the bottom of the submission.
 1. In text-citations should be numbered in **square** brackets (e.g., as in previous work [1], ...) which should then be organized by order of appearance in the reference list again using square brackets. (Vancouver Reference Style)
 2. Reference list should use APA formatting
(<https://guides.lib.monash.edu/citing-referencing/vancouver>)
- f. Figures/Tables
 - i. While we do not recommend that authors include figures and tables in their articles, it can be done. See <https://guides.himmelfarb.gwu.edu/APA/image-figure> for guidelines.

2. Submission Format: Blog post

- Blog posts must be submitted as a .docx document.
- Written in 12pt Times New Roman font on 8 1/2" x 11" page
- Double-spaced
- Word count: 600 to 1000 words.
- Margins must be a minimum of 1.9cm on all sides
- Page numbers included on the bottom right corner
- Line Numbers (found in the layout tab of Microsoft word)
- All submissions must include a photograph or image that fits with the content of the post. If you take the photograph, make sure all individuals in the photo have given consent to be photographed and are aware these photos will be posted online to accompany your blog post.

If you wish to retrieve an online image, please use a website that allows for the free download of images without copyrights such as *unsplash*.

Note: All image formats will be accepted. (Authors may be asked to reformat an image or to provide a different image by the editorial team).

3. Receiving Acceptance/Rejection Notification

Once you have submitted your article, the editor in chief will look over your submission to ensure it respects the submission guidelines and is of high quality.

All authors who submitted will receive an email notification from the editor in chief letting them know if their article will be going through revisions (accepted) or if it has been rejected (will not undergo the review process).

4. Response to Reviews

If your article was accepted, it will then be assigned to an Editor and 2-3 reviewers. Each reviewer will read and comment on your article in order to improve it. The editor will compile and anonymise these reviews before emailing them back to authors.

All authors are then to respond to these comments by re-submitting 3 documents to their editor:

a. The edited blog post

I. ____ The original article is to be edited according to the comments from the reviewers using track-changes.

b. Cover letter to the editor (a template will be sent to authors by their Editor)

The cover letter is addressed to your editor and summarises the main changes that were made to the article in order to improve it. These should be the main comments that came through from the reviewers, or the comments your editor

highlighted in their email to you. **Please only edit the sections of the template cover letter that are in red. Format must remain the same.**

c. Response to reviewers (a template will be sent to authors by their Editor)

Reviewer comments should be copied/pasted onto a word document and the answer to each comment should be provided below it. Note that the comments will be numbered as **C.1.1, C.1.2, C.1.3, etc.** In this numbering system, C stands for 'comment', the first number represents the reviewer number (1, 2, or 3) and the second number is the comment number.

Each response should include what was done to address the comment or a clear and compelling explanation as to why the comment was not addressed. Note that your editorial team might insist on a change being made. If this is the case, it must be addressed for your article to be published.

If any changes were made to the article in addressing comments, this needs to be noted in the response (e.g., This jargon has been removed from the current version of the article, as it was replaced by a definition. See paragraph 2). This ensures that reviewers can find the changes made to address their comments.

Similar to the numbering system for comments, responses should be numbered as R.1.1, R.1.2, R.1.3, etc., where R stands for 'response', the first number represents the reviewer number (1, 2, or 3), and the second number is the response number. See template for an example.

d. Submission format for response to reviewer documents:

- .docx format
- Written in 12pt Times New Roman font on 8 1/2" x 11" page
- Single-spaced
- Margins must be a minimum of 1.9cm on all sides
- Page numbers (excluding the cover page document)
- Date of the resubmission should be at the top right in the header