Formatting Instructions for AI Agents4QualResearch 2025

Font: Times New Roman

Title: 18 points, centered

Text: 12 points, 1.5 spaced, spacing before 6

Header 1: 16 points, bold, spacing before 24

Header 2: 14 points, bold, spacing before 10

Header 3: 12 points, bold, spacing before 10

Margin: standard normal A4 (preferred)

Abstract: 200 words

Article length: max. 3500 words excluding references and author reflection

Author reflection: max. 1000 words, mandatory

Don’t forget to add the AI Involvement Checklist at the end of your paper. It is mandatory.

See the following page for an example.

Title

Abstract

Your text goes here, max. 200 words. your text goes here, max. 200 words. your text goes here, max. 200 words. your text goes here, max. 200 words. your text goes here, max. 200 words. your text goes here, max. 200 words. your text goes here, max. 200 words. your text goes here, max. 200 words. your text goes here, max. 200 words. your text goes here, max. 200 words.

Add two empty lines after the abstract.

# Headings: first level

All headings should be lower case (except for first word and proper nouns), flush left, and bold. First-level headings should be in 16-point type.

## Headings: second level

Second-level headings should be in 14-point type, flush left, and bold.

### Headings: third level

Third-level headings should be in 12-point type, flush left, and bold.

# Citations, figures, tables, footnotes

## In-text citations

[**Use APA style (7th edition) for in-text citations**](https://apastyle.apa.org/style-grammar-guidelines/citations/basic-principles/author-date)

* Use the **author–date format**.  
  Example: (Smith, 2021)
* When you quote directly, include the **page number**.  
  Example: (Smith, 2021, p. 45)
* If the author’s name appears in your sentence, only include the year in parentheses.  
  Example: Smith (2021) found that...
* For **two authors**, include both names with an ampersand.  
  Example: (Smith & Jones, 2020)
* For **three or more authors**, use the first author’s name followed by et al.  
  Example: (Brown et al., 2019)
* When citing **multiple sources** together, list them alphabetically and separate with semicolons.  
  Example: (Brown, 2019; Smith, 2021; Taylor, 2020)
* For **organizations** as authors, spell out the name the first time, then abbreviate if well known.  
  Example: (World Health Organization [WHO], 2020) and later (WHO, 2020)

## Figures and Tables

[Use APA style](https://apastyle.apa.org/style-grammar-guidelines/tables-figures) (7th edition)

* **Number each** in the order they appear in the text: *Table 1, Table 2*, *Figure 1*, *Figure 2*.
* **Title** goes in italics, in title case, placed **above** tables and **below** figures.
* Include a **note** below if needed to explain abbreviations or details.
* Always **refer to each table or figure in the text** (for example, “see Table 2”).
* Keep them **simple, clear, and self-explanatory.** Readers should understand them without reading the text.
* Use **consistent fonts** (same as the main text) and avoid vertical lines in tables.
* If reproduced or adapted from another source, include **a copyright note** and full citation in the reference list.

## Footnotes

Footnotes should be used sparingly. If you do require a footnote, indicate footnotes with a number[[1]](#footnote-1) in the text. Place the footnotes at the bottom of the page on which they appear.

# References

**[Use APA style (7th edition) for references](https://apastyle.apa.org/style-grammar-guidelines/references)**

* Start on a new page titled References (header 1).
* List entries alphabetically by the first author’s last name.
* Use hanging indents (first line flush left, rest indented).
* Follow the author–date–title–source order.  
  Example for a journal article:  
  Smith, J. A., & Brown, L. M. (2021).Understanding AI in research*. Journal of Data Studies, 12(3), 45–60.*
* Include DOIs or URLs when available, written as links (no “Retrieved from”).
* For books, include the publisher name but not the location.  
  Example: Jones, P. (2020). *Thinking with Data.* Oxford University Press*.*

[References Examples](https://apastyle.apa.org/style-grammar-guidelines/references/examples)

# Author Reflection

Add the Author Reflection (max 1000 words) after the references, followed by the AI involvement checklist.

# AI Involvement Checklist

Papers not including the checklist will be desk rejected!

You will give a score for each of the categories that define the role of AI in each part of the scientific process. The scores are as follows:

|  |  |
| --- | --- |
| **Explanation** | **Score** |
| **Human-generated:** Humans generated 95% or more of the research, with AI being of minimal involvement. | 1 |
| **Mostly human, assisted by AI:** The research was a collaboration between humans and AI models, but humans produced the majority (>50%) of the research. | 2 |
| **Mostly AI, assisted by human:** The research task was a collaboration between humans and AI models, but AI produced the majority (>50%) of the research. | 3 |
| **AI-generated:** AI performed over 95% of the research. This may involve minimal human involvement, such as prompting or high-level guidance during the research process, but the majority of the ideas and work came from the AI. | 4 |

**Copy and paste this table at the end of your paper and add your scores:**

|  |  |
| --- | --- |
| **Parts of your research (add a score to any that apply)** | **Score** |
| Idea generation |  |
| Literature Selection |  |
| Literature Review |  |
| Generation of research questions |  |
| Generation of hypothesis |  |
| Research Design (choice of methods and data analysis, sampling, type of data collection, etc.) |  |
| Data Analysis and Interpretation |  |
| Writing |  |
| Other, please specify |  |
| Your average score |  |

# Summary

First page: title and abstract followed by

Body of your article

References

Author reflection

Table with your AI Involvement Score

1. Sample of the first footnote. [↑](#footnote-ref-1)