Submission Preparation Checklist

As part of the submission process, authors are required to check their submission's compliance with all the following items, and submissions may be returned to authors that do not adhere to these guidelines.

- The submission has not been previously published, nor is it being considered for another journal.
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- Where appropriate, Information regarding ethics approval from relevant institution(s) must be included in the manuscript.
- At the time of submission, two versions of the manuscript must have been uploaded; one where the authors are identified and one where they are de-identified.
- The text must adhere to the formatting and referencing requirements outlined in the Author Guidelines.
Guideline – Manuscript Preparation (Authors)

Manuscripts are to be submitted in English and use spelling and punctuation as per the Oxford English Dictionary. In-text citations and references need to conform to the latest edition of the *Publication Manual of the American Psychological Association* (APA style manual, 7th edition). Examples can be found on the APA site (http://www.apastyle.org/).

| File format | Submit your manuscript as a single Word file. Please do not submit it as a pdf file. The most appropriate file format - Microsoft Word generated using Microsoft Office.  
| Submission details | Submit your manuscript via the https://www.ibilta.org/journal/  
| • | All submissions must be in English.  
| Submission details | Submissions must include the following:  
| • | Cover letter  
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| • | Full text manuscript – authors identified  
| • | Full text manuscript – authors de-identified; remove all reference to authors, replace with author, year in body of text and references  
| Page setup | Page size must be set to A4.  
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| Page setup | Page Numbers – bottom of page and right margin.  
| Page setup | Headers and Footers – please do not include headers and footers in your submission other than the inclusion of page numbers in the footer.  
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| Page setup | No page should have more than a quarter of the page as empty space.  
| Line spacing | Please use single spacing for all parts of the manuscript, including: the main text; block quotations; table and figure numbers, titles, and notes; and reference list (including between and within entries).  
| Line spacing | Add 6 pt extra space before and after paragraphs.  
| Manuscript structure | Normally, the manuscript should be compiled in the following order: title, introduction, methods, results, discussion, conclusions, acknowledgements, declaration of conflict of interest and references.  
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| Spelling | Spelling and punctuation as per the Oxford English Dictionary.  

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<th>Section</th>
<th>Description</th>
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<td><strong>Title Section</strong></td>
<td>• 18 pt and bold, left justified and upper case for first letters. Place one blank line (12 pt not bold) after the title.</td>
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Acknowledgments
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