

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.
- All authors listed in the submission have contributed to the scientific work and vice versa. Honorary authorships and omissions are prohibited. Full author details including affiliation must be entered.
- All authors named on the submission have read the Copyright Notice, have permission for any reproduction, and will follow due process.
- At the time of submission, accurate and complete details of all authors must have been included, including names, email addresses, and affiliations. The order of authors must also be accurate.
- All authors named on the submission consent to its publication.
- Authors have obtained permission for any reproduction from other sources.
- 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	<ul style="list-style-type: none"> • 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. • All submissions must be in English.
Submission details	<ul style="list-style-type: none"> • Submit your manuscript <i>via</i> the https://www.ibilta.org/journal/ • Submissions must include the following: <ul style="list-style-type: none"> ○ Cover letter ○ Title page including article title, author names and affiliations, abstract, keywords ○ 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	<ul style="list-style-type: none"> • Page size must be set to A4. • Orientation must be portrait, except where single page rotation is used for large tables. • All margins (left, right, top, and bottom) should be 2.54 cm including the tables and figures. • Page Numbers – bottom of page and right margin. • Headers and Footers – please do not include headers and footers in your submission other than the inclusion of page numbers in the footer. • Font – all text should be Times New Roman font 12. • Justification – align text to both left and right margins for the abstract, body and acknowledgement. • No page should have more than a quarter of the page as empty space.
Line spacing	<ul style="list-style-type: none"> • 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). • Add 6 pt extra space before and after paragraphs. • APA Guideline: https://apastyle.apa.org/style-grammar-guidelines/paper-format/line-spacing
Manuscript structure	<ul style="list-style-type: none"> • Normally, the manuscript should be compiled in the following order: title, introduction, methods, results, discussion, conclusions, acknowledgements, declaration of conflict of interest and references.
Word limit	<ul style="list-style-type: none"> • A manuscript for this journal should be between 4,000 – 9,000 words, excluding references. Senior Editors may accept manuscripts exceeding this limit, by direct request.
Spelling	<ul style="list-style-type: none"> • Spelling and punctuation as per the Oxford English Dictionary.

	Refer to the APA Guideline on spelling.
Title Section	<ul style="list-style-type: none"> • 18 pt and bold, left justified and upper case for first letters. Place one blank line (12 pt not bold) after the title.
Author names and institutional affiliation	<ul style="list-style-type: none"> • Do not include author names and affiliations in your manuscript. • Author information is to be included in the title page. • After the title, give the name of each author followed by a superscript letter which corresponds to their further information. Each author's name should be in 12 pt left justified. Place one blank line (12 pt) after the authors. • Corresponding author's name and email should be included in 10 pt left justified. Below this, further information about the author includes: Department or Centre, Institution, City, State, Postcode, Country in 10 point left justified. <p>Example: Corresponding author: William Tell (will.tell@iisme.edu.au) ^aScience Department, University of Moree, Brisbane QLD 4567, Australia ^bSchool of Physics, The University of Sydney, Sydney NSW 2006, Australia ^cSchool of Chemistry, Victoria University, Bendigo VIC 3331, Australia</p>
Abstract	<ul style="list-style-type: none"> • Abstracts should be a maximum of 300 words. • No headings or citations are to be used within the abstract • The abstract is entered during the submission process. • APA Guideline • Purdue Online Writing Lab (OWL)
Keywords	<ul style="list-style-type: none"> • A maximum of five keywords that differentiate the paper. • Keywords should represent the content of your manuscript and be specific to the discipline. • APA Guidelines: https://apastyle.apa.org/instructional-aids/abstract-keywords-guide.pdf
Headings-Main text	<ul style="list-style-type: none"> • Use no more than three levels of headings and apply them consistently throughout the manuscript. <ul style="list-style-type: none"> ○ Heading Level 1: Flush Left, Bold, Title Case Heading, Times Roman, 14 pt ○ Heading Level 2: Flush Left, Bold, Title Case Heading, Times Roman, 12 pt ○ Heading Level 3: <i>Flush Left, Bold Italic, Title Case Heading, Times Roman, 12 pt</i> • APA Guideline: https://apastyle.apa.org/style-grammar-guidelines/paper-format/headings
Body text	<ul style="list-style-type: none"> • Use 12 pt, black, single spaced, justified, Times Roman for the main body.
Paragraphs	<ul style="list-style-type: none"> • Align the text of the manuscript to the left margin. • Do not indent paragraphs. • APA Guideline: https://apastyle.apa.org/style-grammar-guidelines/paper-format/paragraph-format
Footnotes	<ul style="list-style-type: none"> • Do not use footnotes. • Any information the reader is required to know should be in the manuscript.
In-text citations	<ul style="list-style-type: none"> • In-text citations must comply with APA 7 standards • APA Guideline: https://apastyle.apa.org/style-grammar-guidelines/citations
Reference list	<ul style="list-style-type: none"> • Reference List entries must comply with APA 7 standards. • Font size 10pt, single spacing • APA Guideline: https://apastyle.apa.org/style-grammar-guidelines/references

	<p>Digital Object Identifier (DOI)</p> <ul style="list-style-type: none"> • Include the DOI in each reference list entry where available. If the article or source does not have a DOI, and the source is online, use the URL. Include all DOIs whenever these have been assigned. • If the DOI for a source cannot be found, crossref.org provides a DOI look-up service that will search for a DOI based on citation information: https://www.crossref.org/guestquery/
<p>Self-citation</p>	<ul style="list-style-type: none"> • While self-citations are permitted these must not be self-plagiarism, nor should these be irrelevant to the content, or be identifiable to the reviewer as a self-citation. For example, refer to previous work in the third person (e.g., Crawford (2020) states) rather than ‘our previous study’ or d-identifying processes that could allow an expert reviewer to identify the authors (e.g., ‘Author (2023)’).
<p>APA7 guidance</p>	<p>In-text citations and references need to conform to the latest edition of the Publication Manual of the <i>American Psychological Association</i> (APA style manual, 7th edition).</p> <p>Authors are expected to visit the APA website (http://www.apastyle.org/) to locate examples of the APA style by following the links provided in these Guidelines. Some quick links include:</p> <ul style="list-style-type: none"> • Abbreviations • Bias-free language • Capitalisation • Grammar
<p>Tables</p>	<ul style="list-style-type: none"> • Tables should appear in the document near where they are first referenced in the text. • Large tables should be placed on separate pages. • All tables must fit within the journal’s margin requirements on all sides (top, bottom, left and right). • Table number (e.g., Table 1) appears above the table and in bold and in italic. Number tables in the order in which they are mentioned in the manuscript. • The table title next to the table number. Give each table a brief but descriptive title and capitalise the table title in italic title case and in bold. • Font size must be between 8 and 11 pts in tables. • The table body (cells) may be single-spaced. • APA Guideline: https://apastyle.apa.org/style-grammar-guidelines/tables-figures
<p>Figures and diagrams</p>	<ul style="list-style-type: none"> • Figures and diagrams should appear in the document near where they are first referenced in the text. • Large figures and diagrams should be placed on separate pages.

	<ul style="list-style-type: none"> • All figures and diagrams must fit within 3.8 cm margins on all sides (top, bottom, left and right). • Figure number (e.g., Figure 1) appears before the figure title. Number figures in the order in which they are mentioned in the manuscript. • Give each figure a brief but descriptive title, and capitalise the figure title in bold: https://apastyle.apa.org/style-grammar-guidelines/tables-figures/figures • For visual clarity, do not use fonts smaller than 10 pt in figures and diagrams. • Words within the image part of a figure may be single-spaced. • Figures and diagrams must be high-resolution, preferably in the high-quality .jpg or .png format. • APA Guideline: https://apastyle.apa.org/style-grammar-guidelines/tables-figures
Human Research Ethics	<ul style="list-style-type: none"> • Contributors are expected to conform to generally accepted international standards of human research ethics, such as the Australian National Statement on Ethical Conduct in Human Research, and state this in the methods section of the manuscript. • Evidence of institutional review and approval of human research protocols should be provided in the methods section of the manuscript, when describing the preparation for the research. See Benson et al. (2022) for an example of provision of ethical approval.
Acknowledgments	<ul style="list-style-type: none"> • This is an optional section in which people who helped with the research but did not qualify for authorship are acknowledged, size 10pt
Disclosures	<ul style="list-style-type: none"> • Please declare any conflict of interest. • Example: No conflicts of interest, financial or otherwise, are declared by the authors.
Appendices	<ul style="list-style-type: none"> • Avoid using appendices unless essential to the communication of the manuscript.
Editing prior to submission	<ul style="list-style-type: none"> • Please carefully edit the manuscript prior to submission. • If the manuscript has been reviewed prior to submission and contains track changes and/or comments, please ensure that these are removed in the final version of the manuscript that is submitted. • Purdue Online Writing Lab (OWL): https://owl.purdue.edu/owl/graduate_writing/graduate_writing_top_ics/graduate_writing_topics_editing_proofreading_new.html
Cover Letter	<ul style="list-style-type: none"> • When uploading a manuscript, include a clear cover letter. • Clearly state the purpose of the paper, its expected contribution, and how it meets the overarching aims of the Journal in the cover letter. • APA Guideline: https://apastyle.apa.org/style-grammar-guidelines/research-publication/cover-letters