

**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/>).

<b>File format</b>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• All submissions must be in English.</li> </ul>
<b>Submission details</b>	<ul style="list-style-type: none"> <li>• Submit your manuscript <i>via</i> the <a href="https://ibilta.vu.edu.au/index.php/jbilt/about/submissions">https://ibilta.vu.edu.au/index.php/jbilt/about/submissions</a></li> <li>• Submissions must include the following:             <ul style="list-style-type: none"> <li>○ Cover letter</li> <li>○ Title page including article title, author names and affiliations, abstract, keywords</li> <li>○ Full text manuscript – authors identified</li> <li>○ Full text manuscript – authors de-identified; remove all reference to authors, replace with author, year in body of text and references</li> </ul> </li> </ul>
<b>Page setup</b>	<ul style="list-style-type: none"> <li>• Page size must be set to A4.</li> <li>• Orientation must be portrait, except where single page rotation is used for large tables.</li> <li>• All margins (left, right, top, and bottom) should be 2.54 cm including the tables and figures.</li> <li>• Page Numbers – bottom of page and right margin.</li> <li>• Headers and Footers – please do not include headers and footers in your submission other than the inclusion of page numbers in the footer.</li> <li>• Font – all text should be Times New Roman font 12.</li> <li>• Justification – align text to both left and right margins for the abstract, body and acknowledgement.</li> <li>• No page should have more than a quarter of the page as empty space.</li> </ul>
<b>Line spacing</b>	<ul style="list-style-type: none"> <li>• 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).</li> <li>• Add 6 pt extra space before and after paragraphs.</li> <li>• APA Guideline: <a href="https://apastyle.apa.org/style-grammar-guidelines/paper-format/line-spacing">https://apastyle.apa.org/style-grammar-guidelines/paper-format/line-spacing</a></li> </ul>
<b>Manuscript structure</b>	<ul style="list-style-type: none"> <li>• Normally, the manuscript should be compiled in the following order: title, introduction, methods, results, discussion, conclusions, acknowledgements, declaration of conflict of interest and references.</li> </ul>
<b>Word limit</b>	<ul style="list-style-type: none"> <li>• 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.</li> </ul>
<b>Spelling</b>	<ul style="list-style-type: none"> <li>• Spelling and punctuation as per the Oxford English Dictionary.</li> </ul>

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

	<p><b>Digital Object Identifier (DOI)</b></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• 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: <a href="https://www.crossref.org/guestquery/">https://www.crossref.org/guestquery/</a></li> </ul>
<p><b>Self-citation</b></p>	<ul style="list-style-type: none"> <li>• While self-citations are permitted these must not be <a href="#">self-plagiarism</a>, 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)’).</li> </ul>
<p><b>APA7 guidance</b></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 (<a href="http://www.apastyle.org/">http://www.apastyle.org/</a>) 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"> <li>• <a href="#">Abbreviations</a></li> <li>• <a href="#">Bias-free language</a></li> <li>• <a href="#">Capitalisation</a></li> <li>• <a href="#">Grammar</a></li> </ul>
<p><b>Tables</b></p>	<ul style="list-style-type: none"> <li>• Tables should appear in the document near where they are first referenced in the text.</li> <li>• Large tables should be placed on separate pages.</li> <li>• All tables must fit within the journal’s margin requirements on all sides (top, bottom, left and right).</li> <li>• 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.</li> <li>• 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.</li> <li>• Font size must be between 8 and 11 pts in tables.</li> <li>• The table body (cells) may be single-spaced.</li> <li>• APA Guideline: <a href="https://apastyle.apa.org/style-grammar-guidelines/tables-figures">https://apastyle.apa.org/style-grammar-guidelines/tables-figures</a></li> </ul>
<p><b>Figures and diagrams</b></p>	<ul style="list-style-type: none"> <li>• Figures and diagrams should appear in the document near where they are first referenced in the text.</li> <li>• Large figures and diagrams should be placed on separate pages.</li> </ul>

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