

Teaching & Learning Inquiry Style Guide for Authors



Materials that don't follow this Style Guide will be delayed in moving through editorial processes, as our Editorial Manager will remind authors to ensure the readiness of all materials.

We appreciate your attention to these details: we are a small editorial office of two volunteer co-editors and a graduate student Editorial Manager.

Thank you,
The small but mighty *TLL* Editorial Team

This document provides important information regarding the formatting and grammatical style of submissions to *Teaching & Learning Inquiry*. For information about appropriate content, submission types and length, and procedures for submissions of manuscripts and supplementary materials, visit TLLjournal.com and click "ABOUT."

FORMATTING & LAYOUT

To encourage submissions from all disciplines, research traditions, and genres, the body of the manuscript need not follow a prescribed structure. However, authors should take care to ensure that the structure is appropriate for the manuscript's thesis and purpose.

The technical formatting and layout of all written submissions should follow the guidelines below:

- Manuscripts should be submitted as a single Word, OpenOffice, or RTF file. (*Please, no PDFs.*) Audio or video files should be submitted according to the "Supplementary Files, Data, or Multimedia" instructions in the journal's Author Guidelines section.
- Use Times New Roman 12-point type on an 8.5 x 11" page setting with simple (and anonymous) page numbering.
- Single-space (without extra spacing between paragraphs) and left-align your document throughout with one-inch (2.5cm) margins.
- Please don't include a title page or running heads.
- If you used any of your word processor's auto-formatting functions (e.g., the Reference function that formats your citations, making them uneditable), please ensure that your submission is fully editable by copying and pasting those pieces into the document regularly and then removing the formatting templates.
- When submitting for review, make sure all materials you upload into OJS are anonymized: remove all bylines and biographies, as well as identifying information in the manuscript. Do not upload a cover page. If your manuscript is accepted for publication, then include all of this information. (See the sample formatted manuscript at the end of this document for details.)

Please use the sample formatted manuscript at the end of the Style Guide.

SAMPLE FORMATTED MANUSCRIPT

(Submissions for review should exclude author's name, institution, email address, and biography.)

Firstname Lastname. INSTITUTION, email@address
(This identifying information should be added only when accepted for publication.***)

Title in Sentence Case

ABSTRACT

Abstracts of approximately 150-250 words should be indented 0.5" and single-spaced. The whole document should be left-justified. Please use 12-point Times New Roman font.

KEYWORDS

five lowercase keywords, each separated by commas, keyword

FIRST-LEVEL HEADINGS IN ALL CAPITAL LETTERS, FLUSH LEFT

Indent the first sentence of all new paragraphs. All notes—rather than using the word processor's endnote function—should be manually copied and pasted into a Notes section (see below) with manually superscripted numbers.¹

- Make sure that all pieces of the manuscript appear in the correct order, as relevant—title, abstract, keywords, article body, acknowledgements, notes, references, appendices—and use headings and subheadings as illustrated in the sample formatted manuscript at the end of this document.

PUNCTUATION

- Make sure all URLs are [hyperlinked](#).
- Use the **Oxford comma** (the highlighted comma in the following sentence). I like bananas, apples, and oranges.
- Periods and commas always go inside of **quotation marks**. For instance, “here is a quoted passage,” “here is a quote within a quoted passage,” and “here’s the end of a quoted passage.”
- Single **space after periods, commas, question marks, colons, and semi-colons**. (Use Word’s Find & Replace function for convenience.)
- **Titles** mentioned in the article: **capitalize** all words that are four letters long or more: “Permanence and Change.” Exceptions apply to short words that are verbs, nouns, pronouns, adjectives, and adverbs: *Writing New Media*, “There Is Nothing Left to Lose.”
- Use **hyphens** and **dashes** correctly, and don’t surround them with spaces. Use a single dash for hyphens, and an em dash or two dashes with no spaces before the following word as dashes.
- If the manuscript identifies the research question(s), put it in bold and italics. For instance, see below:

The overarching question this study attempts to address is ***How are transfer of learning and beliefs about vocationalism related to GE goals?*** This question is answered....
- For abbreviations, please use the following conventions:
 - SoTL (and the Scholarship of Teaching and Learning)
 - MA, PhD, CD, HTML, APA, US, USA, UK
 - For other abbreviations, see <http://bit.ly/ABBREVS>.

ILLUSTRATIONS, FIGURES, & TABLES

Include all relevant figures, tables, and illustrations with titles and captions *within the text of the manuscript*, rather than at the very end or submitted separately as supplementary files. Each should be discussed or mentioned in the text and numbered (with Arabic numerals) in order of mention. Each should have a brief descriptive title, should be understandable even without reference to the text, and should not simply duplicate explanations in the text.

- See <http://bit.ly/FIGURES> for figures and graphs and <http://bit.ly/TABLEstyle> for tables.

PARENTHETICAL CITATIONS (APA CITATION STYLE)

- **Please make sure all in-text citations correlate with a full entry in your Reference list, and vice versa.**
- The basic parenthetical or in-text citation of a direct quote is (AuthorLastName, date, p. pagenumber), which looks like (Prosser, 1994, p. 144).
- Sources with two authors are cited with an ampersand (Smith & Jones, 1994), and with the page number for direct quotes (Smith & Jones, 1994, p. 28).

- Multiple citations in a single sentence appear alphabetically and are separated by semicolons (Chen, 1983; Johnson, 2002; Martensson, 2010).
- Sources with many authors are initially cited with all last names (Smith, Jones, Sun, Holloway, & Globe, 1993), and subsequent citations include only use the first author's last name followed by "et al." in the signal phrase *or* in the parenthetical citation, such as Harris et al. (2001) argued.... (Kernis et al., 1993).
- Electronic sources without page numbers are cited just with the author's last name and the year of publication, like Kenneth (2000).
- For more, see <http://bit.ly/IN-TEXT>.

REFERENCE LIST (APA CITATION STYLE)

- **Please make sure all entries in the Reference list correlate with an in-text citation, and vice versa.**
- When available, references should include DOIs (or stable URLs, if DOIs are unavailable), which should be hyperlinked.
- Use hanging indent for all lines after first of each entry.
- Invert authors' names.
- For multiple articles by the same author, or the same authors listed in the same order, list the entries in chronological order from earliest to most recent.
- Capitalize all major words in journal titles, and maintain all punctuation used by the journal in its title.
- When referring to books, chapters, articles, or web pages, capitalize only the first letter of the first word of a title and subtitle, the first word after a colon or a dash in the title, and proper nouns. Do not capitalize the first letter of the second word in a hyphenated compound word.
- Italicize titles of longer works, such as books and journals.
- Do not italicize, underline, or put quotes around the titles of shorter works, such as journal articles or essays in edited collections.
- See examples below for journal articles and books, and refer to the options in the left-hand navigation column at <http://bit.ly/REFERENCES> for other source types.

Journal Article

Harlow, H. F. (1983). Fundamentals for preparing psychology journal articles. *Journal of Comparative and Physiological Psychology*, *55*, 893-896. <http://dx.doi.org/10.0000/0000>.

Book

Calfee, R. C., & Valencia, R. R. (1991). *APA Guide To Preparing Manuscripts For Journal Publication*. Washington, DC: American Psychological Association.

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FIRST-LEVEL HEADINGS IN ALL CAPITAL LETTERS, FLUSH LEFT

Indent the first sentence of all new paragraphs. All notes—rather than using the word processor's endnote function—should be manually copied and pasted into a Notes section (see below) with manually superscripted numbers.¹

Lorem ipsum dolor sit amet, in augue laudem per. Vero erat an mea, cum ei meis etiam repudiandae. Vero erat eleifend an mea, cum ei meis etiam repudiandae. Eam ne ferri animal iuaret, quo ex quando causae eligendi.

First-level subheadings bold, indented, with only the first letter capitalized

Indent the first sentence of all new paragraphs. Lorem ipsum dolor sit amet, in augue laudem viderer per. Vero erat eleifend an mea. Eam ne ferri animal iuaret, quo ex quando causae eligendi.

Block quotes of more than 40 words should be indented ½-inch, double-spaced, and italicized.

Do not surround them with quotation marks.

Lorem ipsum dolor sit amet, in augue laudem viderer per. Vero erat eleifend an mea, cum ei meis etiam repudiandae. Eam ne ferri animal iuaret, quo ex quando causae eligendi.

1

Second-level subheadings italicized, indented, only the first letter capitalized

Indent the first sentence of all new paragraphs, like this (Jones, 1989). Lorem ipsum dolor sit amet, in augue laudem per. Vero erat an mea, cum ei meis etiam repudiandae.

Lorem ipsum dolor sit amet, in augue laudem per. Vero erat an mea, cum ei meis etiam repudiandae. Vero erat eleifend an mea, cum ei meis etiam repudiandae. Eam ne ferri animal iuaret, quo ex quando causae eligendi.

Epigraphs at the beginning of or embedded in the manuscript should be italicized and indented, and not surrounded by quotation marks. The source's author and title should be bold, like the sample below.

Author Name, "Title of Epigraph's Origin Piece"

FIRST-LEVEL HEADING

Again, please indent the first sentence of all new paragraphs (Smith, 2014; Jones, 1989; Doe and Shaw, 2010). Lorem ipsum dolor sit amet, in augue laudem per. Vero erat an mea, cum ei meis etiam repudiandae.

First-level subheading

Lorem ipsum dolor sit amet, in augue laudem per. Vero erat an mea, cum ei meis etiam repudiandae. Vero erat eleifend an mea, cum ei meis etiam repudiandae. Eam ne ferri animal iuaret, quo ex quando causae eligendi.

Table 1. Lorem ipsum

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dictas singulis ex	dictas singulis ex	dictas singulis ex	dictas singulis ex

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Second-level subheading

Lorem ipsum dolor sit amet, in augue laudem per. Vero erat an mea, cum ei meis etiam repudiandae. Vero erat eleifend an mea, cum ei meis etiam repudiandae. Eam ne ferri animal iuaret, quo ex quando causae eligendi.

ACKNOWLEDGEMENTS

Acknowledgements are optional, but if you want to thank someone who inspired your project, colleagues who offered feedback on your manuscript, or the office that funded your project, please do so here.

Author Lastname is Title at the University of Xxx (CAN). Focus on current biographical information, and avoid extending beyond two lines of text. Include a biography for each author. (This identifying information should be added only when accepted for publication.)

NOTES

¹ This is the first note, beginning with the number 1 as superscript. Indent five spaces, and then use normal paragraph spacing. Remember, notes are manually typed, NOT composed with the word processor's footnote/endnote function.

² This is the second endnote.

REFERENCES

Last, F.N. (2008). Title of article. *Title of Journal*, 22, 160-185. <http://dx.doi.org/10.0000/0000>
Last2, F.N. (2013). [Hyperlinked title of book](#). City, State: Press.

APPENDICES

Include appendices here, if relevant.