Instructions for Authors

Article Submissions:

To submit an article to IJQM, send an electronic copy of the article, via email attachment or on disk through the mail, to the appropriate regional editor or to ijqm@ualberta.ca. Articles may be in any language, and must be editted for grammar, style, and format prior to submission.

Articles should, preferably, be in MS Word .doc format; however Rich Text [rtf] and WordPerfect files will be accepted. Articles are to be formatted as per the template instructions below. Receipt of the article will be acknowledged via return email, assigning a reference number for future correspondence.

Articles submitted to IJQM will be blind reviewed prior to acceptance or rejection. This process can take up to two or three months. Reviewers are available for most of the major languages of the world, and many of the less common ones.

All authors are responsible for the content of their articles. Research published in IJQM must have been reviewed and approved by the necessary ethics review boards, and have attained all necessary participant consents and permissions. Releases from identifiable persons must be submitted with photographs or video stills. Permissions to use more than 500 words of any copyrighted text, or any portion of poetry, must be obtained from the copyright holder by the author, and notice of such permission must accompany the initial submission to IJQM.

Style:

Please use APA style for your references and citations. Here is a basic guide to APA style.

Article Template:

When submitting an article to IJQM, please download this template -- either MS Word or WordPerfect format -- and use it to format your article. The template sets out the font and paragraph characteristics for the article; the final copy that you submit electronically will be the one that will be posted to the journal site. By formatting your article for publication, you will not only be easing our workload, but you will be minimizing the risk of errors because the webmaster will not be working with the content of your article.

It is important to remember when formatting your article to not let the word processing software format it for you -- do it manually. This means do not use the automatic bullet or numbered list features, and also do not use the footnote/endnote features. These do not translate to HTML properly.

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Electronic publishing allows for a convenient and inexpensive method of publishing full color graphics, so please feel free to use photographs and illustrations where appropriate. When incorporating an image, such as a photograph, a video screen capture, a table, or an illustration into your article, please insert it into the appropriate position in the body of the article you are submitting for review.

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At this time, we are not set up to incorporate multimedia (sound or video) into our web pages. If you wish to use these, you must include them as a link to a site on which you store the clips. However, see the disclaimer below regarding links.

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