

Institute for Transborder Studies (ITS) Working Paper Series

Working Paper Submission Guidelines

ITS welcomes unsolicited submissions of work in progress primarily from Kwantlen affiliated faculty and researchers (with faculty approval) working in any area as long as the paper submitted features a transborder related topic (please see ITS “about us” webpage for relevant information at <www.kwantlen.ca/its>).

ITS does not take on editorial tasks, so all manuscripts must be ready for web publication at the time of submission. Please ensure the paper has been carefully proof read and cite-checked, and verify that footnotes are properly numbered and that cross-references are correct and updated.

Guidelines

Cover Page - On your cover page include the article title, your name, telephone number, mailing address, e-mail address, and a fifty-word biography.

Abstract - Include an abstract of approximately 250 words.

Parts of Study - Include all charts, endnotes, footnotes, graphs, appendices, and references.

Citations - The text should be fully documented with accurate citations as set forth in the publication manual of the discipline you are working in. This corresponds to the ITS trans-disciplinary character.

Page Numbers - Please include page numbers and your name in the headline of the manuscript. Should the manuscript be submitted to anonymous review, ITS will remove the identifying information.

Length - Submissions do not normally exceed 10,000 words.

Format - Submit manuscripts as electronic files, in Microsoft Word format.

Font - Use Times New Roman 12-point font, and submit your paper in a 1½ spaced format.

Ethics - Authors should follow the Kwantlen Polytechnic University research ethics policy guidelines.

Copyright - Publication as an ITS working paper does not preclude or prejudice subsequent publication in a book or journal. Please **DO NOT submit papers that have been accepted for publication**. You have signed a copyright agreement with the publisher, thus giving up your rights to the paper. We ask that **any ITS working paper published elsewhere at a later time include a reference to ITS**. The individual authors retain copyright privileges.

General - Articles not accepted for publication with the ITS working paper series may be rewritten and resubmitted, depending on the Working Paper Series Committee comments to the author. A recommendation to rewrite is not a guarantee of future publication in ITS.

The Working Paper Series Committee consists of Noemi Gal-Or noemi.gal-or@kwantlen.ca and Francis Abiew francis.abiew@kwantlen.ca. The Committee retains the right to forward the submitted manuscript for an anonymous review.

Please address submissions, or any questions you may have, to Noemi Gal-Or, ITS Director, at noemi.gal-or@kwantlen.ca.