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Author Stylesheet and Guidelines

General Format

- Please use .doc or .docx for your text submission. Do not use Google Docs. You will send your single .doc or .docx file to the CTL GA, CC'ing Maura. The GA will then upload your document to a Google Drive Folder titled with your name.
- Use Times New Roman 12 point font
- Submissions should be between 1,000-5,000 words
- Submit one document for the main text (except for image submission requirements)
- Please embed and label images, handouts, tables, graphs, charts and the like where they belong within your submitted .doc or .docx, and be prepared to submit high resolution images with your final submission: 300 dpi and in jpeg, png, tiff, or pdf formats (using title format to match their in-text label, ex: "Image 1: peer review chart")
- Please note that we don't require abstracts aside from the initial intention to submit form
- Please use APA (American Psychological Association) style for your references
- If your paper includes figures and tables please provide numbered captions as instructed in APA formatting guides (using title format to match their in-text label, ex: "Image 1: peer review chart")
- Regarding student work/writing:
 - It is the author's responsibility to obtain all necessary permissions to use work that is not their own (this refers to student or colleague work like writing, correspondence, images, and so on).
 - Student-generated material (writing, survey feedback, reflections, etc) is subject to copy/line-editing *unless* you indicate otherwise by including "[sic]"
 - Student material is to be formatted like a block quote—double indented, double spaced, no italics, bold, or underline
 - Please note: If it's an artistic or creative choice to showcase student work otherwise, please reach out before submission and we can talk through formatting options

Peer Review Submission

- Be sure to include each of your appendices at the end of your document for the peer review process.
- Once peer review assignments are made, you will receive access to the folder of your assigned contributor. Contributors are asked not to access their own article during the designated peer review period.

- Within the assigned contributor's folder you will see: 1) the text submission as a Google Doc; 2) a subfolder titled "Peer Feedback"; and 3) a subfolder titled "[Submission Title] Images]"
- Reviewers may provide feedback in one of two ways:
 - Inline feedback: Make a COPY of the original document, save it in the contributor's "Peer Feedback" folder, and leave comments and suggestions directly in that copy.
 - Feedback letter: Create a NEW DOCUMENT in the "Peer Feedback" folder and provide feedback in the form of an overview or response letter.

Final Submission

- Once the peer review period concludes, contributors may return to their folders, review the feedback in the "Peer Feedback" folder, and revise their original submission directly.
- When revisions are complete, contributors should send their single .doc or .docx file to the CTL GA, CC'ing Maura. The GA will then upload your document to a Google Drive Folder titled with your name.
- At this point in the process, your individual folder should contain the following:
 - doc or .docx file with a cover page (see below) and your final text, with the images in place in the text as desired
 - An additional subfolder labeled "[Submission Title] Images]", with all images in high resolution: 300 dpi and in jpeg, png, tiff, or pdf formats (using title format to match their in-text label, ex: "Image 1: peer review chart")
 - If relevant, an additional folder labeled "[Submission Title] Appendix", with each appendix as its own Google Doc, (using title to match their in text label, ex "appendix 1: assignment handout)
- Cover Page: Please include a cover page with your title, author name(s) and affiliations, and email addresses, author bio(s), and keywords as part of your ONE document
 - Your bio
 - Please include a short 150 word bio under your title, on your cover page
 - Somewhere in the bio text, please state your academic position and department, in addition to the other information you'd like to include
 - Author image in jpeg, png, tiff, or pdf formats
 - Keywords
 - Please include a list of 5-7 keywords for your writing on your cover page

AI Statements

Written materials

For the use of artificial intelligence in submission to *iteratio li.te'ra:ti.ol' – Inquiries in Teaching Art and Design*, we make the distinction between Assistive AI and Generative AI.

Assistive AI writing tools are increasingly embedded in word processing software (i.e., spellcheck, autocompletion, or grammar line-editing). You are not required to disclose the use of these assistive AI tools in your submissions.

Generative AI writing tools include ChatGPT, Gemini, Claude, and other Large Language Models / ChatBots. These tools can be used to generate text, generate outlines, create images, and edit and refine existing content. While we recognize that these tools have some benefits, *iteratio li.te'ra:ti.ol' – Inquiries in Teaching Art and Design* joins other journal publishers in adopting the COPE (Committee on Publication Ethics) standards around Artificial Intelligence authorship in academic writing:

The use of artificial intelligence (AI) tools such as ChatGPT or Large Language Models in research publications is expanding rapidly. COPE joins organisations, such as WAME and the JAMA Network among others, to state that AI tools cannot be listed as an author of a paper.

AI tools cannot meet the requirements for authorship as they cannot take responsibility for the submitted work. As non-legal entities, they cannot assert the presence or absence of conflicts of interest nor manage copyright and license agreements.

Authors who use AI tools in the writing of a manuscript, production of images or graphical elements of the paper, or in the collection and analysis of data, must be transparent in disclosing in the Materials and Methods (or similar section) of the paper how the AI tool was used and which tool was used. Authors are fully responsible for the content of their manuscript, even those parts produced by an AI tool, and are thus liable for any breach of publication ethics.

COPE Council. COPE position - Authorship and AI - English.

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Editing and Reviewing

To protect the confidentiality of authors' work and the peer review process, editors and peer reviewers are not permitted to upload unpublished manuscripts to AI tools.