

Editors Checklist

Developed by Team AJSS



Formatting	A .docx file 1.5 line spacing
Citations	Apa 7 Always include DOI or URL if possible
Font size	10 for content 12 for titles
Font Type	Times New Roman (consistent) Colour: Black Bold for titles
Language	English, formal and academic written or spoken submission. Proper use of grammar, punctuation, and spelling. Non-English quotes must be translated into English (included in brackets behind the original name of the source)
Structure	Title page (incl. Title, Author's name(s), date, institutional affiliation) Abstract (made clear that it is the abstract), (incl. Key points of the research), min 100 words and max 300 words, allowed in other languages if an identical English translation is provided. All submissions should include a short section discussing the epistemological and ontological position and/or positionality of the author(s) of a minimum of 100 and a maximum of 500 words.

	<p>Main body (Intro, Theory, Analysis, Conclusion (incl. discussion of wider societal impact))</p> <p>Conflict of Interest and/or Ethics Section if required.</p>
<p>Coherence</p>	<p>Text</p> <p>There is a logical flow to the text, meaning ideas are connected and the connection is explained in a logical manner.</p> <p>There is a logical flow between concepts and sentences. Ensure it is easy for the reader to follow the development of ideas. Make sure the text reads like one unit.</p> <p>Arguments are logically structured and arranged, adding to the logical development of ideas. Paragraphs are conceptually linked (if an idea changes, a new paragraph begins). Each paragraph has a focus and a goal.</p> <p>Photo's and Tables:</p> <p>Make sure photos and tables are of good quality and numbered correctly</p>
<p>Academic Standard</p>	<p>Honesty and Integrity: reporting the report honestly regarding the methods used, data, and results.</p> <ul style="list-style-type: none"> ● Objectivity: prevent avoidable biases ● Carefulness: careless mistakes are avoided ● Openness: everything done is reported <p>Respect for intellectual property: Any suspected case of plagiarism is communicated to the examination board.</p>
<p>Ethical Concerns</p>	<p>No harm is done to the participants nor intentionally due to the publishing of the work. Consent forms/audios are complete.</p>

Submission	File titled as follows: Name of author _ Title
Accepted Submissions	Any submission that does not comply with the general author's guidelines is declined by the editors immediately. The works should be submitted clean and ready for the reviewing process. Submissions could require minor revisions before proceeding for review. The reasons for the decisions of the editorial team will always be constructively communicated to the author

*Please communicate any inconsistencies or missing points of editing to ajss@uva.nl.