



World • Indigenous • Nations • Higher • Education • Consortium

WINHEC Author Guidelines

WINHEC* invites

- Original scholarly manuscripts across all the areas of Indigenous Education, recognizing the interdisciplinarity within and across the field of study. Manuscripts may include (but are not limited to) creative writing; position and exploratory issues' papers; report on issues of debate within the field; research study analysis and reporting; and descriptive, evaluative, or policy-oriented analyses of innovative models or practices within Indigenous Education.
- Reviews (Books, etc)

*Authors must certify that the manuscript is not being considered by another publisher or include note to the Editor with explanation.

One submission: *WINHEC* reviews only one feature length manuscript at a time from an author (or co-author). If a manuscript is under review, the Editorial Team cannot accept another manuscript (either single authored or co-authored) until the first manuscript clears the editorial review process. (Reviews are exempt from this policy.)

Ethics: All research papers must document: (1) the use of accepted ethical protocols; and (2) site-specific approvals when required, including research and/or institutional review board approvals required by Indigenous nations, tribes, or bands.

Blind review: Manuscripts not blinded or appropriately formatted will be returned.

Format Specifications as per Author Template provided:

- Must use Microsoft Word
- Double-space body of paper, and references, with standard (1") margins all around
- Use 12-point font throughout
- Spelling and Punctuation: Consistent use of either British or American spelling may be used throughout the paper
- **Paragraph spacing:** Use one hard return at the end of each paragraph.
- **Section spacing:** Use 2 hard returns to create one full space between sections.
- **Referencing:** All manuscripts be prepared according to the *APA* style, 7th ed. More information, including free tutorials, can be found at <http://www.apastyle.org>

MORE INFO ON SPECIFIC TYPES OF SUBMISSIONS

1) Feature-length Manuscripts. Original scholarly manuscripts should be prepared for blind peer review, length **6,000 to 8,000 words** including footnotes and reference list.

Submit:

(1) double-spaced, **blinded** manuscript as one **Word document (do not send a pdf)**, including the title and abstract (200 words). Do not include author name(s) on or in the manuscript. Click here for a link to "[Writing an effective abstract.](#)"

(2) Any illustrations, figures, or artwork should be sent as individual files (such as tiff or jpeg) *not* embedded in the manuscript file. Tables may be embedded within the text of the manuscript. Please include figure captions and credits in your text according to APA7. If figures were produced by the author, indicate if the images have been published before.

(3) In a separate document, biographical statement(s) for each author (50 words each), and contact information for each author, including name, affiliation, email address, physical mailing address, and phone number.

2) Reviews. *WINHEC* invites reviews of books and other materials such as films, plays, or exhibits on topics relevant to our field. The journal accepts unsolicited reviews, and otherwise check with Editor-in-Chief winhec.editor@uvic.ca

Reviews should be no more than **750 words**. We will consider essays of greater length that review multiple books, films, or other materials on a particular topic, theme, or area, but please communicate with *WINHEC* Editor-in-Chief before undertaking a longer essay.

All manuscripts must be submitted online under Submit and Make a New Submission

<https://journals.uvic.ca/index.php/winhec/about/submissions>

Permissions: It is the author's responsibility to obtain all necessary permissions before an accepted manuscript can be published. Contact the *WINHEC* Editor-in-Chief if you have any questions.

ADDITIONAL WRITING TIPS

Terminology: Please use the term most appropriate to the Indigenous group or people to whom the manuscript refers. When referring to a specific group, it is usually preferable to use the term they use to refer to themselves. Preferred general terms vary around the world; when in doubt, consult with the Editorial team.

Indigenous and other languages

As a rule, do not italicize Indigenous or other non-English words. Do use italics if the word is identical to a word in English and would confuse the reader in normal font. **We encourage the use of non-English words in the text for cultural or Indigenous concepts**, especially those that are not easily translated.

Authors are required to provide an English translation in parenthesis the first time the non-English word is used both in the abstract and within the article. A glossary listing all Indigenous words and their translations alphabetically should be placed before the references *if there are prolific use of Indigenous words* (more than 5). The glossary should also include organizations and tribal groups.

If definitions are more than a few words in length, require qualifying information (i.e. the word may be used in a slightly different context from the direct translation), or if the word requires a long explanation to its meaning that is essential to the paper, this should be in the main text and NOT in footnotes.

For words in which the context gives the plural or tense, the definition should be correct for the context in which it is used in the English sentence.

Use all diacritical marks and if you anticipate there may be problems in reproducing them in the finished article, please contact the editorial office. It is the author's responsibility to use diacritical marks correctly to ensure the correct spelling convention of the word.

Abbreviations/Acronyms

Avoid abbreviations Examples:

'that is' not '*i.e.*'

'for example' not '*e.g.*'

'percent' not %, unless presenting a lot of data or a list of percentages

Spell out acronyms on first use, placing the acronym in parenthesis immediately thereafter, for example, 'United Nations (UN)'. Use the acronym for all subsequent references, except where it occurs at the start of a sentence.

Do not use full stops in abbreviations, initials of names or acronyms ('UN' not 'U.N.').

Narrative Tips:

- Use referential pronouns as sparingly as possible (that is, 'they' 'them'. Be specific. Avoid beginning a sentence or a paragraph with a referential pronoun.
- Avoid constructions such as "it is" or "there were." Identify the actor (the 'who' or the 'what' and make that the grammatical subject; then identify the action and make that the (preferably active) verb.
- Use qualifiers and conjunctions (and, but, yet, however, moreover, indeed, etc.) sparingly at the beginning of sentences.
- Use dates rather than relative time referents such as "recently" or "last year;" once published, your article will be read for years, even decades.
- Rephrase constructions such as "this paper argues" in more direct assertions.