

## Instructions for Authors

### Open Access Policy

*Prototyping Across Disciplines* is an open access publication. There are no article processing charges for publishing. We believe that open access is a public good as it promotes sharing of knowledge. Such access is associated with increased readership and increased citation of an author's work.

### Preparing Your Article

*Prototyping Across Disciplines* welcomes the following high quality, original articles:

1. Research Article
  - 5,000—7,000 words
  - contains a 250-word abstract
  - contains 5 —10 keywords
2. Student Researcher Study Report
  - provides an opportunity for undergraduate and graduate researchers and PhD candidates to describe their ongoing research work as opposed to a completed piece of research as would be expected if publishing in full article route
  - 2,000—3,000 words
  - contains a 250-word abstract
  - contains 2 —5 keywords
3. Contextualised prototypes
  - A collection of images with one-sentence descriptions
    - Your prototype (min 1 image)
    - Your other related prototypes (min 3)
    - Other people's related prototypes (min 3)
  - 250-word abstract on why this prototype adds to expert knowledge

- contains 2 —5 keywords

### **Anonymization of Articles**

The article abstract and metadata should be anonymized at the point of submission.

### **Third-party Material**

Following acceptance, authors are responsible for obtaining permission to use any third-party material included in their articles.

### **Ethics Clearance**

A statement in the article should indicate that ethics clearance was granted, where required.

### **Style Guidelines**

We encourage submissions written in English using the active voice; for example, it is fine to use the first person when describing your study (“We interviewed ten participants” rather than “Interviews of ten participants were conducted”).

Please try to avoid most abbreviations and disciplinary specific jargon. If you want to use an abbreviation, please write the phrase in full the first time, followed by the abbreviation in brackets.

### **Formatting**

- 1.5 spaced, Arial, 10.5 pt.
- Use italics instead of underlining (unless it’s a URL).
- Include page numbers.
- Use 2.5 cm page margins.
- Indent paragraphs to 1.27 cm, using the paragraph function in Word, rather than the “tab” key.
- Left-align all text.
- Insert any images, charts, tables, or figures into the document where they would appear in the published version.
- Use the latest style guidelines of your discipline (for example, APA, MLA, Chicago).

We are open to alternatives to traditional research articles. You may submit using an alternative format if it is called for by your topic and is consistently implemented. You should

explain your rationale in the cover letter. Decisions about alternate formats will be made on a case-by-case basis by the editorial team.

## Headings

- 1      **Bold, 14 pt., Title Case Heading**  
Text begins as a new paragraph.
- 2      **Bold, 12 pt., Title Case Heading**  
Text begins as a new paragraph.
- 3      **Bold, 10.5 pt., Title Case Heading**  
Text begins as a new paragraph.
- 4      **Bold, 10.5 pt., Title Case Heading, Ending with a Period.** Text begins on the same line and continues as a regular paragraph.
- 5      *Italic, 10.5 pt., Title Case Heading, Ending with a Period.* Text begins on the same line and continues as a regular paragraph.

## Abstract and Keywords

Your article should include an abstract of no more than 150 words and a list of 3-5 keywords.

## Spelling and Expression

*Prototyping Across Disciplines* uses the strange hybrid known as Canadian spelling, which blends British and American spelling. Please follow these examples:

- Use British spelling for words ending in “our” (e.g., colour) and “re” (e.g. centre).
- Use American spelling for words ending in “ize” (e.g. legalize).
- Use American spelling for “practice” (i.e., both the verb and the noun should end in “ce”) and “defense”
- If including a proper noun, use the original spelling.

Use gender-neutral, non-discriminatory language.

## Numbers and Dates

- Spell out numbers less than 10 unless they are used in the same sentence with larger numerals or unless the number refers to a section, page number, currency, time, measure, weight, or percentage.
- Always use the % sign with numerals (67%; not 67 percent).

- If a numeral appears at the beginning of a sentence, spell it out. Example: Thirty-two of the students mentioned that they enjoyed collaborating with other students on the project.
- Write dates as January 31, 2021, in the nineteenth century, in the 1990s.

### **Acronyms and Abbreviations**

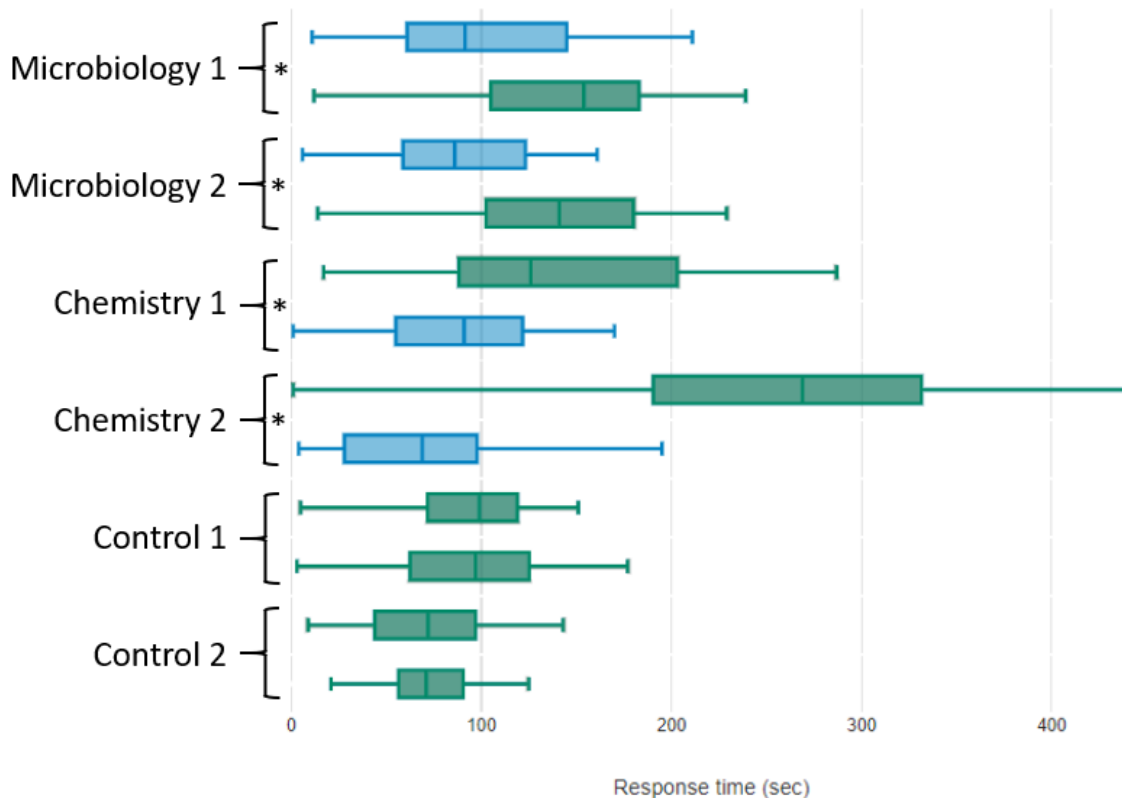
- If using an acronym in your article, spell out the full name the first time you mention it, followed by the acronym in parentheses. Then use the acronym for all subsequent mentions. Example: World Health Organization (WHO).
- Do not use periods for abbreviations. Example: US, UK, BC, etc.

### **Quotations**

- Use double quotation marks for direct quotations and single quotation marks for quotations within quotations.
- Any quotation of 40 words or more should be treated as a block quotation. Do not use quotation marks for block quotations, but rather indent them 1.27 cm.
- If omitting words from the middle of a quotation, use an ellipsis to replace the omitted words. Do not place square brackets around the ellipsis or use an ellipsis for words omitted at the beginning or end of a quotation.
- Use square brackets to indicate any alterations or additions made to a quotation. Use [sic] to indicate an obvious error in quoted material. Place [sic] immediately after the error.

### **Visuals: Images, Tables, Figures, Diagrams**

- Visuals should appear as close as possible to the text to which they relate.
- When referring to a visual, use its number, rather than referring to “the table below” or “the figure on page 5.” Example: Figure 1 demonstrates the difference in student response times to these various question types.
- The visual’s number should appear in bold with a colon. The title should follow on the same line, in italics (title case). Any notes should appear below the table or figure.
- The visual’s number and title should appear directly below the visual.



**Figure 1:** Paired Questions and Student Response Times.

*Note.* Box and whisker plots show the mean response times and quartiles of student responses for six pairs of questions. Multiple choice questions (MCQ) are shown in blue and numerical response questions (NRQ) in green. In each pair the Term 1 cohort is on the top and Term 2 cohort is on the bottom. Paired sets shown with an asterisk (\*) showed statistically significant variance in response times ( $P < 0.001$ ) by ANOVA analysis. Control question variances were not significant ( $P > 0.05$ ).

## References

Please use the latest style guidelines of your discipline (for example, APA, MLA, Chicago) for all in-text citations, notes, and your references list.

Your list of references should be called “References,” and it should only include works cited in your paper. The references list should be alphabetized, 1.5 spaced, and formatted using a hanging indent of 1.27 cm.