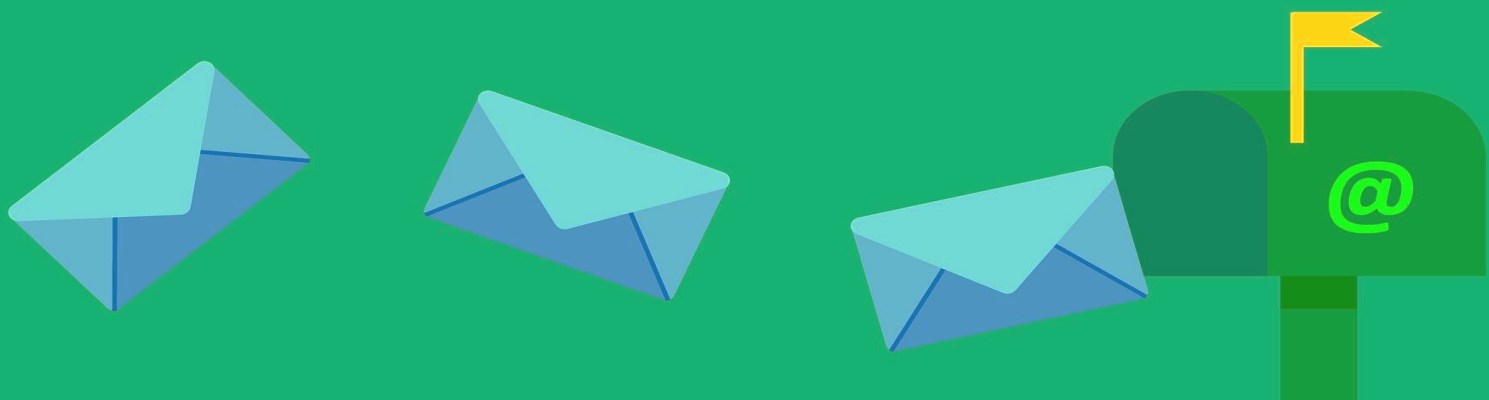


I4PL RESEARCH COMMITTEE | KNOWLEDGE HUB

March 4, 2021 (v.1)

Submission Guidelines



What We're Looking For

We welcome links to evidence-based resources and tools, as well as peer-reviewed journal articles, research reports, case studies, whitepapers, recorded presentations and podcasts.

We're also looking for original writing on learning and performance topics. Submissions can come from an academic or professional perspective—in fact, these two perspectives have much in common.

The I4PL Research Committee will review content to ensure it is relevant to the learning and development field and meets the professional standards of the I4PL.

We strive to complete review within two weeks from the date of submission. During this time, we may contact you by email with questions or to discuss revisions.

Once the material is approved it will be posted to the I4PL website.

Please read the guidelines below. When you're ready, you can submit here:
<https://performanceandlearning.ca/page/ResearchSubmission>

Academic/Scholarly Research

- Seeks to add to a larger “body of knowledge” and spur ideas and questions
- Questions tend to be more conceptual and theoretically focused
- Assessed through peer review by means of academic discipline standards
- Shared primarily through academic writings (doctoral dissertation, thesis, dissertation research, scholarly journals, academic conferences and presentations, academic articles, and other publications such as books).

Professional/Applied Research

- Seeks to find solutions to immediate, practical problems and issues
- Focus is typically on a specific industry or organization; findings are used to make decisions and take action
- Assessed by client-organization and/or industry standards
- Shared mainly through internal reports and often confidential; may also be shared more widely, e.g. through professional conferences, industry/trade publications, etc.

Common Attributes of Both Academic and Professional/Applied Research

- Questions asked and problems established
- Phenomenon observed
- Seeks to validate the field and profession
- Draws upon a much larger research community
- Results bring in new information/knowledge
- Uses widely accepted research methods (i.e., scientific methods)
- Adheres to ethical standards

Quality Standards

- Submissions must be relevant to workplace performance and learning.
- Submissions must be based on substantive professional experience or qualitative or quantitative data. Empirical studies should also have:
 - A well-formulated, testable research question.
 - A research design appropriate to the question(s) asked, including consideration of reliability and validity.
 - An explanation of methodology.
 - Conclusions that are reasonably justified by the data presented.
- Original materials should include appropriate citations that reflect awareness of others' work and respect for intellectual property.
- Links to materials on the web need to be open access (i.e., do not require sign-up).
- French language versions should be included where available.

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- All submissions must be free of conflicts of interest and must be noncommercial, meaning that there is no mention of specific brands, services, or products except as part of an independent, balanced review or discussion.
 - I4PL will not publish links or materials that promote discrimination or harassment. Research must follow appropriate ethical protocols, typically those of a sponsoring postsecondary institution or professional association.
 - I4PL will not publish links to research or articles from journals or publishers deemed predatory. Please see <https://beallslist.net/> for a current list.

Formatting Guidelines

- If submitting original work, keep blog posts between 500 to 800 words and articles no more than 3,500 words. Articles will be posted as a pdf and must include a 100 to 200 word executive summary.
- Submit content in Word format, double-spaced, using 10-point Arial font.
- Filename format: <Year> <Month> <Short title>
 - Example: 20xx March Learning Leaders and Coronavirus.doc
- If adding graphics, ensure they are original or royalty-free, using sites such as: [Unsplash](#), [Gratisography](#), [Morguefile](#), [Pixabay](#), [Stockvault](#), [Pexels](#), [Picjumbo](#), [Pikwizard](#), [Rawpixel](#), [Reshot](#), or [Flickr](#) (choose the appropriate Creative Commons option).
- For blog posts, citations can be provided as a link to the quoted or paraphrased source material. More formal pieces should adhere to the American Psychological Association (APA) style guide, 7th Ed: <https://apastyle.apa.org>.
- Previously published, external materials do not have to adhere to the APA Style provided they are copy edited to a professional standard.
- Submissions must include a one to two sentence description of the materials, including the title, type of material, author(s), publication date and publication if applicable, content or topic covered, suggested application, and length in pages. Example:

"Metacognition in Leadership Training" is an article published by Professor Jane Doe in *Harvard Business Review* on April xx, 20xx. It describes four strategies for developing metacognitive skills as part of a leadership coaching framework and can inform the practice of anyone creating leadership training. [18 pages]

