# Author Guide

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*Note.* In this guide, text that looks like [this](#) is a clickable hyperlink. Text that looks like [this](#) indicates a link that is clickable on the webpage, but not in this guide. Text that looks like [this](#) is an important heading on the webpage or important information.
Types of Submissions

IIPJ welcomes scholarly articles that relate directly to Indigenous Peoples and have policy-relevance. Articles may focus on a single country or population but must have policy implications or lessons that are relevant to other Indigenous Peoples or countries. Work that involves international comparisons is a priority.

IIPJ publishes four types of articles:

**Research** articles use a systematic methodology, which should be described in the article, to analyse a specific research question. The article structure should typically include an introduction; literature review and/or theoretical framework; method; results or findings; discussion, including policy recommendations; and references. Articles should be less than 10,000 words. Longer papers will be considered under special circumstances.

**Policy** articles analyse or evaluate a program or policy. The author(s) may draw upon primary and/or secondary sources. The article structure should typically include an introduction; background, literature review, or theoretical framework; analysis; discussion, including policy recommendations; and references. Articles should be less than 10,000 words. Longer papers will be considered under special circumstances.

**Editorial** articles provide a short commentary or opinion on an issue or policy that may aim to interpret or explain, criticize, or persuade. Editorials must contribute to scholarly discourse. Articles that are simply intended to be inflammatory, libellous, slanderous, or derogatory will not be considered. Articles should be less than 2,500 words.

**Book reviews** provide a brief description and critique of a published work related to Indigenous issues. Authors are encouraged to submit a proposal prior to the completion of the book review in order to ensure the book is not currently under review or outside of the scope of IIPJ. Priority will be given to books published in the last 2 years.

**Proposals** should be 1-2 pages double-spaced. They should include:

1. Information about the book (title, author(s), publisher, publication date);
2. An overview of the book’s content;
3. The relevance of the book to Indigenous policy;
4. A brief summary of your analysis or what you would look for in your analysis of this book if you have not read it; and
5. Proposed timeline (i.e., when you expect the completed book review will be ready to submit to the IIPJ).

**Book review manuscripts** should provide information about the book, including the title, author(s), publisher, and publication date; provide an overview of the book’s content, including the central argument, thesis, and/or goals; an analysis or evaluation that may include how well the book accomplishes its stated goals, contributes to the literature, and addresses divergent perspectives with examples from the book to illustrate; and a conclusion.
that addresses the extent to which the book is relevant to Indigenous policy and of interest to an international audience. Book reviews should be less than 2,500 words.

All articles must include a section in the conclusion or discussion that considers the policy-relevance or lessons learned as it relates to Indigenous Peoples internationally. Research and policy articles should make specific policy recommendations.

Policies

Publication Ethics and Publication Malpractice Statement
IIPJ is committed to ethical publishing practices that:
- Are fair, impartial, and transparent
- Maintain editorial independence
- Promote high quality scholarship
- Adhere to ethical standards in research and scholarship, including those specific to work with Indigenous Peoples
- Support academic freedom and intellectual property rights
- Respect copyright and other legal standards in publishing

Our publication ethics and publication malpractice statement is based on the Code of Conduct and Best Practice Guidelines for Journal Editors (Committee on Publication Ethics [COPE], 2011, see the COPE website for full details).

Duties and Responsibilities of Editors
IIPJ’s Editors are responsible for:
- Setting, in consultation with the editorial and advisory boards, the policies of the Journal and ensuring these policies are adhered to in practice.
- Overseeing the peer review process, including adherence to double-blind peer-review procedures.
- Making decisions, based on the results of peer review and/or editorial board review, about which submissions should be accepted and published in IIPJ. These decisions will be based on the extent to which the work falls within the scope of IIPJ; the scholarly merit of the work, including adherence to ethical standards; its originality, clarity, and potential to contribute to knowledge in the area; and legal requirements that include copyright and plagiarism.
- Investigating and resolving issues related to submitted and published content, including allegations of misconduct. IIPJ follows the COPE Flowcharts for handling allegations of misconduct.
- Maintaining editorial independence by preventing commercial and financial needs from influencing intellectual and ethical standards.
- Keeping information about submissions confidential. Information about a submission will only be shared with the authors, peer reviewers and potential peer reviewers, IIPJ staff
and editors, and members of the editorial board, as appropriate, to carry out the publishing policies of IIPJ. Editors may not disclose or use materials that have been submitted to IIPJ but are not yet published without permission from the author(s).

- Disclosing conflicts of interest. In cases where an editor has a vested interest in a submission that would prevent a fair and impartial assessment, he or she will not be permitted to participate in decision making about the submission.

Duties and Responsibilities of Reviewers

Individuals who agree to serve as a reviewer are responsible for:

- Providing the editor and author(s) with a detailed written report that outlines the strengths and weaknesses of the submission, as well as recommended revisions. The report should provide justification for the reviewer’s recommendation to the editors as to whether the submission requires no revision, minor revision, major revision, or should be rejected. Personal criticism of the author(s) or criticisms that are not constructive in terms of improving the manuscript are not appropriate.
- Bringing evidence of misconduct to the attention of the editor promptly.
- Informing the editor if he or she is unable to carry out his or her duties as a reviewer. Reasons include, but are not limited to, being unqualified to provide an assessment, being unable to review the submission objectively because of a conflict of interest or because the author(s) is/are known to the reviewer, or he or she is unable to complete the review in the agreed upon timeframe.
- Submitting the review within the specified timeframe so that the editors can provide the author(s) with their decision in a timely manner.
- Keeping submissions under review in confidence. No unpublished material from a submission may be used without the permission of the author(s).

Duties and Responsibilities of Authors

Authors are responsible for:

- The content of the submission. Should errors or inaccuracies in the work be identified by the author(s), these must be brought to the attention of IIPJ’s editors immediately.
- Adhering to reporting standards. For research submissions, this includes providing a description of the methods and results that is detailed and accurate. It should allow the veracity of the work to be evaluated and the study to be replicated. Ethical issues should be described, including ethics approvals as required. Policy submissions should present an accurate and comprehensive description of relevant cases or literature. Editorial submissions should be clearly identified as such. For all types of submissions, making false or misleading statements is unethical and unacceptable.
- Ensuring the submission is entirely original; that is, it must not present work that is essentially the same as a submission to another publisher or previously published work. Authors must notify the editors in writing if a submission duplicates sections of another published work or an entire published work. Authors are responsible for securing written permission from the copyright holder(s) prior to submitting the work to IIPJ.
• Citing materials paraphrased or quoted from other sources, including the author’s own work, appropriately. Individuals or works that have been influential in shaping the work described in the submission should also be credited.

• Ensuring the submitted manuscript has only been submitted to IIPJ and is not submitted elsewhere until it has been released by the editors of IIPJ via a decision letter.

• Ensuring the list of authors is complete and accurate. Only individuals who have made a significant contribution to the work, were involved in the drafting or revising of the manuscript, and have approved the final draft for submission should be listed as an author. Others who made contributions but do not meet the criteria for being an author should be listed in the acknowledgements.

• Disclosing any conflicts of interest that may be seen as influencing the work.

• Retaining raw data, where applicable, in the event that it is required to support the published work. The data should be accessible for a period of 10 years unless prohibited by other legal or ethical requirements.

Submission of Articles

IIPJ uses an online submission system. Click here to go to the website and upload your article. You may also go to www.iipj.org and click on the Make a Submission button.

You will need to login to make a submission. On the login page, use the Register link beside the Login button if you have not previously registered with IIPJ. Alternatively, you can use the Register link on the top right of IIPJ’s main page.

On the next screen, you will fill out your profile information. Your account will be linked to the email address you provide and the password that you create.

At the bottom of the page, you must check the box to agree to the privacy statement. You have the option to (a) be notified of new publications and announcements and/or (b) be contacted as a reviewer for submissions to IIPJ. You can check the boxes for the statements to which you agree and leave blank those to which you do not agree. Click the Register button at the bottom of the page.

The information you provide during registration will only be available to the editors and staff of IIPJ and will not be shared publicly or with third parties without your permission.

Users who have previously registered on the system can use the Login section to access their account using their email address and password.

Please note: All correspondence will be delivered via email. Please ensure that you register with an active and monitored email account. You will need to update your email if it changes while your submission is being processed by IIPJ.

Once you have logged into the system using your account, click the New Submission button on the right side of the Submissions page. The system will walk you through article submission process. There are five steps:
1. Start
2. Upload submission
3. Enter metadata
4. Confirmation
5. Next steps

You will need to have the following ready to enter into the system:
1. Article title
2. An abstract (separate from article body)
3. Keywords for your article
4. Article in Microsoft Word or Rich Text (RTF) format – Please see formatting instructions under Manuscript Preparation below

* Please ensure that the article body does not include any identifying information. IIPJ uses a double-blind peer-review process.

The submission process is not completed until you hit the Finish Submission button followed by the OK button in the popup box. The review process will begin as soon as IIPJ receives your submission. If the editorial staff requests that you revise your article, you may upload a revised version by logging into the system using the Login link located at the top right of the webpage.

Submit an Article

Step 1: Start
Section

Use the dropdown menu to select the section that your submission falls under:
- Letter from the Editor
- Editorial
- Book Review
- Research
- Policy

Submission Requirements
You must read and acknowledge that you've completed the requirements below before proceeding.

☐ You are the author, or the authorized agent of the author(s) and copyright holder (if different from the author(s)).
☐ The Article is the author(s) original work and all individuals who made substantive professional contributions to the work described in the Article and/or writing of the Article are listed as authors.
☐ The author(s) have approved the work for publication.
☐ The author(s) has/have agreed to submit the article to the International Indigenous Policy Journal.
The author(s) accept(s) full responsibility for the content of the Article.

☐ The Article or any sizeable part of the Article has not have been previously published, is not pending review elsewhere, and will not be submitted for review elsewhere pending the completion of the editorial decision process at the International Indigenous Policy Journal.

☐ You hereby agree that, upon publication, the following is automatically assigned to the publisher: all copyright in and to the Article for the full term of the copyright and all renewals and extensions.

☐ The Article does not contain any libellous or unlawful statements or infringe on the rights or privacy of others or contain material or instructions that might cause harm or injury.

☐ The body of the Article has been blinded so as to remove any potentially identifying information.

☐ The text adheres to the stylistic and bibliographic requirements outlined in the Author Guidelines.

☐ Where available, references should include Digital Object Identifiers (DOIs) or URLs for references that do not have a DOI.

☐ The submission file is in OpenOffice, Microsoft Word, or RTF document file format.

Check each box to indicate that the requirement has been met or you agree to the requirement.

Comments to the Editor (optional)
Here you may write a cover letter for your submission. If there are any special circumstances to which you want to make the editors aware, you can disclose them here. For example, if the submission contains previously published material, you can include a disclosure statement. If you would like your submission to be considered as part of a call for special issue papers, include that statement here.

Submit As
Select Author.

Acknowledge the Copyright Statement
Read the copyright and privacy statements and, if you agree, check the boxes at the bottom.

Click the Save and Continue button at the bottom of the page to move to the next step.

Step 2: Upload Submission
A popup box will appear.

1: Upload File—Select the article component that you are uploading. Most often, you will use the Article Text option to upload the body of the manuscript. The Supplementary Files option can be used for supporting materials such as appendices that are too large to include in the manuscript, media files, etc. Click the Ensuring a Blind Review link at the bottom of the box to review the guidelines.
If you select the wrong file, you can use the Change File button to replace it with the correct file.

Click the Continue button.

2: Review Details—Review that the correct file appears. Use the Edit link to change the file. Click the Continue button.

3: Confirm—Click the Add Another File button to include additional files, such as supplementary files or click Complete to finish.

Click Save and Continue to move on to Step 3.

Step 3: Enter Metadata
Here you will enter the metadata for the submission. First, you will enter the title for the submission. If the first word in the title is “the,” “a,” “an,” etc., enter it in the Prefix box. This will ensure the title is alphabetized by the first major word. All other words in the title go in the Title box.

Enter the abstract for the submission in the Abstract box.

List of Contributors is where you can enter all co-authors. Click the Add Contributor link on the right side to add the names, email addresses, and country for each co-author. The other fields are optional. Indicate the role of each author as either Author or Translator. Check the box if the author is the principal contact about the submission. Click the Save button. Repeat this process until every co-author has been added.

In the box labelled Type, indicate what the submission type is. In most cases, it will be text.

Include keywords that apply to your submission in the Keywords box. Keywords help readers find published articles.

Click Save and Continue.

Step 4: Confirmation
Your submission is ready to be sent. You can click the tabs for any of the previous steps in order to review the information you have entered. When you are ready, click Finish Submission.

A popup box will ask you to confirm that you want to submit your article to IIPJ. Click OK to submit the article.

Step 5: Next Steps
You will see a page that reads Submission Complete. You will receive an email confirmation that your submission has been submitted. Check your junk mail folder if you do not receive the confirmation email.
Use the links at the bottom of the Next Steps screen to Review This Submission, Create a New Submission, or Return to Your Dashboard.

Peer-Review Process

Once you submit your article, it will be assessed for suitability and formatting by the editors of IIPJ. Authors will normally be informed within two weeks if their article is rejected without review.

Research and policy articles accepted for review will be sent to potential reviewers. For most submissions, we recruit two reviewers. IIPJ uses a double-blind review process, which means that reviewers will not receive any identifying information about the author(s) of the article.

Editorials and book reviews will be reviewed by the editorial board.

Once the article has been peer reviewed, the author(s) will receive an email from one of IIPJ’s editors informing them of the results of the editorial review. If you are asked to revise and resubmit your article, you may upload a revised version using the Login link found at the top right of the webpage.

You may track the status of your article by logging into your account.

When the article has been accepted for publication, you will receive an acceptance email that will tell you in which issue it is expected to appear.

Articles accepted for publication will be copy edited. The author(s) will be given the opportunity to review the proof before it is published. The article will be published on the IIPJ website once any final changes are made.

The IIPJ editorial board is committed to completing the initial peer review process within eight weeks of acknowledgement of receipt of a submission. The review process may take longer for special issues.

Revisions and Resubmission

You will receive an email informing you of the editors’ decision. The editors may decide to:

- **Accept Submission**: no revisions required.
- **Revision required**: minor revisions required.
- **Resubmit for review**: major revisions required.
- **Resubmit elsewhere**: the article has merit but does not fit within the scope of IIPJ.
- **Decline submission**: reject the submission without the option to resubmit.
The email will include the reviewers’ reports (where applicable) with their suggested revisions. You can also access the reviews by logging into your account using the Login link. Click the Review link next to your submission in your Dashboard.

**Uploading Your Revised Submission**

When you have completed the revisions, you will upload the revised version of your submission. Login to your account. From your Dashboard, click on the submission. You should be on the Review tab. There will be a section labelled Revisions. Click Upload File on the righthand side of this section. A pop-up box with three steps will appear.

1. **Upload File**: Select the Article Component, either Article Text or Supplementary File. Drag and drop the file into the box and click Upload File. Use the Change File button if you need to replace the file with a different one. Click Continue.

2. **Review Details**: Review the details of your resubmission to ensure they are correct. Then click Continue.

3. **Confirm**: In this step, you can Add Another File if there are additional files that you would like to submit. Otherwise, click Complete.

The editor assigned to your submission will be notified that you have submitted a revision. You will receive an email with the editors’ decision based on your resubmission following review by the editors and, if applicable, reviewers.

**Manuscript Preparation**

**General**: The submission system used by IIPJ requires that the body of your article be in Microsoft Word or Rich Text (RTF) format without a title page, abstract, acknowledgements, headers, footers, or page numbers.

Please ensure there is no identifying information anywhere in the body of the article.

You will enter information about the article’s authors, title, abstract, keywords, and cover letter using the Journal’s online submission system (Please see Submission of Articles above for more information).
Style Guidelines

IIPJ uses **American Psychological Association (APA) style**. This guide will provide general formatting guidelines. Where there are discrepancies between APA style and the instructions in this guide, please follow these instructions.

Please refer to the following for guidelines not addressed here:


**Document format:**
Page size should be 8.5” x 11.” Most pages should use portrait orientation; however, landscape orientation may be used for wide tables, figures, or images.

**Text:** 12-point Times New Roman type.

**Spacing:** Double-space all text including footnotes and references.

**Margins:** all set to 1” or 2.5 cm.

**Paragraph Alignment:** Left aligned. Do not justify lines.

**Language:** US or UK English is acceptable provided it is used consistently throughout the article. We regret that we are not able to accept articles in other languages at this time.

**Abstract:** The article abstract should be separate from the body of the article. The abstract should be a single paragraph in block format (i.e., no paragraph indentation). It should not exceed 120 words.

**Headings:** The body of the article should be divided using headings and subheadings. Below are guidelines for three heading levels. The formatting details are in parentheses.

**Heading Examples**

**Level One** (Centred, **Bold**, Capitalized)

**Level Two** (Flush left, **Bold**, *Italicized*, Capitalized)

**Level three.** Paragraph text… (Indented, **bold**, *italicized*, only the first word and proper nouns Capitalized, ending with a period, text begins on the same line)

For articles with more than three levels of headings, please refer to the APA manual.
Tables, Figures, and Images: Include figures, tables, and images at the end of the article. Each should start on a new page.

Tables are numbered consecutively in the order in which they are mentioned in the text. Tables are identified in text by the word Table and its number. Tables are double-spaced. Table titles should begin with the word Table and its number. On the next line, begin a concise, descriptive title of the table’s contents using italics with principal words capitalized.

Column heads and subheads are centred and only the first word is capitalized unless subsequent words are proper nouns. If the table is longer than one page, column heads should be repeated on subsequent pages.

Table notes are flush left, double-spaced and appear underneath the table.

Tables use horizontal rules to separate title, headings, and the body. No vertical rules are used.

Figures are number consecutively in the order in which they are mentioned in the text. Figures are identified by the word Figure and its number. Each figure must have a caption that is placed outside of and below the figure. It includes the word Figure and its number followed by a period in italics. On the same line provide a concise, descriptive title. Images must be at least 150 dpi.

Citations and Referencing

Citations refer to in-text identifiers of other works the authors have used in their article. The reference list should include all citations for which there is a publicly available record (e.g., personal communications do not appear on the reference list) and provide the publication information (even for informally or self-published works) so that readers can find the original source if desired. **Do not include references for works that are not cited in the paper.** Authors may append a suggested reading list at the end of the article for additional works not cited, but that may be of interest.

All statements of fact that are not common knowledge should be supported with an appropriate citation. In addition, authors should cite works they have drawn upon in their article whether providing definitions, ideas, critiques, theories, data, research, etc. Citations are required for both paraphrasing of the ideas or works of others, as well as direct quotations.

APA Format for Citations

Sources must be cited when paraphrasing or quoting. The basic format includes the **last name of the author(s) and year of publication. Page numbers are only included when using a direct quotation.**

Examples are provided for illustration purposes.
Within the text:

Fleras and Maaka (2010) … (*Note the use of “and” instead of “&” for in text citations).

If the work has **three to five authors**, the first citation includes all of their names and subsequent citations list only the first author followed by et al.:

**First citation:**

White, Anderson, Morin, and Beavon (2010)…

**Subsequent citations:**

White et al. (2010) …

If the work has **six or more** authors cite only the first author’s last name followed by et al. and the year for all citations.

**If the citation is at the end of a sentence:**

The contention that Indigeneity-Grounded Analysis should guide policy-making is increasingly supported (Fleras & Maaka, 2010).

*Note the use of “&” instead of “and” for end of sentence citations.

The same rules regarding the use of et al. for three to five and six or more authors apply to citations at the end of a sentence.

**Two or more works are cited in the same parentheses:** the citations should be in the same order as the reference list—alphabetical by last name with two or more works by the same author(s) arranged in chronological order by publication year.

Citations by different authors are separated by a semicolon. Two or more works by the same author(s) use the format last name, year, year.

… (Fleras & Maaka, 2005, 2010; White et al., 2010).

**Citations with same author and year:** If there are two or more works by the same author with the same publication year, the citations are distinguished by adding a, b, … behind the year in the same order as reference list, which will be alphabetical according to title.

… (Statistics Canada, 2010a, 2010b).
References


Direct quotes include a page number:

Fleras and Maaka (2010) stated, “an IGA framework provides an indigeneity sensitive tool for policy development by analyzing and assessing the potentially differential impact of government policies and programs on Aboriginal communities, then responding accordingly” (p. 13).

OR

“An IGA framework provides an indigeneity sensitive tool for policy development by analyzing and assessing the potentially differential impact of government policies and programs on Aboriginal communities, then responding accordingly” (Fleras & Maaka, 2010, p. 13).

Quotes that are more than 40 words are formatted as a double-spaced paragraph with a ½” block indentation from the left margin. The quotation marks are omitted. A period is placed at the end of the quotation and the citation and/or page number is placed after in parentheses.

Fleras and Maaka (2010) stated:

The rationale for this proposal is drawn from an existing gender-based analysis framework: just as a GBA is employed to empower women by engendering government policy(-making), so too does an IGA framework put the principles of indigeneity into the policy picture. An IGA framework provides an indigeneity sensitive tool for policy development by analyzing
and assessing the potentially differential impact of government policies and programs on Aboriginal communities, then responding accordingly. Proposing five key constituents for an indigeneity perspective provides a provisional basis for operationalizing the concept of IGA framework as policy lens. (p. 13)

Direct quotes from sources without page number include a paragraph number (with the section heading for longer sources):


Crown–Indigenous Relations and Northern Affairs Canada (n.d.) define treaties as “agreements made between the Government of Canada, Indigenous groups and often provinces and territories that define ongoing rights and obligations on all sides” (What are Treaties with Indigenous People section, para. 1).

Reference List: References cited in text must appear in the reference list and vice versa. Text citations and reference lists must be identical in terms of spelling and year. Authors are responsible for ensuring the accuracy of all citations and references.

The reference list begins on a new page with the word References centered at the top of the page. References are double-spaced. Each reference uses a hanging indent in which the first line is flush left and all others are indented by ½”.

References are alphabetized by the surname of the first author. References by the same author(s) are listed in chronological order. References with the same first author but different co-authors are alphabetized by the surname of the second and subsequent authors. References with the same author and year are distinguished by adding a, b, c, etc. at the end of the year in alphabetical order by title.
APA Format for References

Periodical (e.g., journal)


*Note the article title uses lowercase letters except for the first word in the title, proper nouns, and after a colon.

Non-Periodical (e.g., book)

Author, A. A. (year). *Title of work*. Location: Publisher.

*Note the title uses lowercase letters except for the first word in the title, proper nouns, and after a colon.

Part of a Non-Periodical (e.g., book chapter)

Author, A. A., & Author, B. B. (year). Title of chapter. In A. Editor, B. Editor, & C. Editor (Eds.), *Title of book* (pp. page-page). Location: Publisher.

Online Periodical


Online Document

Author, A. A. (year). *Title of work*. Retrieved from URL.

**Reference software:** Referencing software such as Endnote and Reference Manager include a template for APA 6th Edition style. If you have an older version of the software, you may need to download an updated template from the software manufacturer’s website.
Digital Object Identifiers (DOIs)

IIPJ is a member of CrossRef, an association of scholarly publishers that provide citation linking services for scholarly information. This information is linked and tracked using a Digital Object Identifier (DOI), which is a unique alphanumeric string assigned to a digital object. In the CrossRef system, each DOI is associated with a set of basic metadata and a URL pointer to the full text, so that it uniquely identifies the content item and provides a persistent link to its location on the internet.

By providing DOIs for articles published in IIPJ, we can track the dissemination and impact of our articles using software plugins that track citations of articles. Unlike traditional impact factors, these metrics track citations of articles in both traditional scholarly publications, such as journals, as well as mainstream sources, such as newspapers, magazines, websites, social media, blog posts, and government and non-governmental organization (NGO) policy documents. This type of citation tracking fits with IIPJ’s mandate to reach beyond academia in order to engage governments, Indigenous organizations, non-Indigenous organizations that work for and with Indigenous Peoples, and Indigenous Peoples and communities worldwide.

As a member of CrossRef, we are obligated to ensure that each article IIPJ publishes includes DOIs for every reference on the reference list for which a DOI is available.

Authors are responsible for checking all of their references for DOIs. Where a reference has a DOI associated with it, the DOI must be included as part of the reference.

CrossRef provides a simple online form for checking your entire reference list. Go to https://search.crossref.org/references

Copy and paste your reference list into the search box and click the Match to DOIs button at the bottom of the page. Each reference must appear on a new line. If you encounter an error, try entering the references in smaller blocks.

APA Format for References with DOIs


Thank you for your interest in the International Indigenous Policy Journal (IIPJ). For more information, please see our website (www.iipj.org) or contact the Managing Editor at (swingert@uwo.ca).