

Journal of Research in Interprofessional Practice and Education

JRIPE Author Checklist for Manuscript Submission

Thank you for choosing to submit your paper to JRIPE. This checklist will support you in moving your manuscript through peer review, production, and publication smoothly. Please take the time to read and follow the checklist and refer to the [For Authors](#) page for more details.

1. General Manuscript Preparation

Please ensure that your manuscript:

- ☐ Aligns with the journal scope and aims.
- ☐ Has not been published previously and is not under consideration elsewhere.
- ☐ Is one of the accepted [article types](#) (empirical research, short report, review article, theoretical or conceptual, book review, letter to the editor).
- ☐ Follows journal guidelines for [formatting](#):
 - For [Empirical Research Articles](#), [Short Reports](#), [Review Articles](#), follow format: Abstract [150 words], Introduction, Background, Methods, Results, Discussion, and Conclusion.
 - For [Theoretical/Conceptual Articles](#), follow format: Abstract [150 words], Introduction, Background, Theory development or Conceptual framework, Implications and Discussion, and Conclusion.
 - For [Book Reviews](#) & [Letters to the Editors](#), follow [formatting](#).
- ☐ Adheres to word limits for [article types](#).
- ☐ Is provided in a standard word-processing Word format, in 12-point Times New Roman font, and is double-spaced.
- ☐ Uses American Medical Association (AMA) Manual of Style with journal-specific formatting modifications (e.g. for in-text references, use numbers in square brackets, rather than superscript numbers). See [JRIPE Style Guide](#) for details.
- ☐ Uses the JRIPE Manuscript Templates provided ([one with all author details](#), one [anonymized](#)).
- ☐ Includes two versions for submission: [one file](#) with all author details included and [one file](#) anonymized for the double-blind review process. Both versions should include the title, abstract, body, and references. The anonymized version should not include author details on the cover page or anywhere within the text (e.g. if author institutions or other identifying information is referenced, please redact for the anonymized version).
- ☐ Includes data availability statement, if applicable.
- ☐ Authors are aware of [article processing charges](#), should the manuscript be accepted for publication.

2. Title Page and Authorship

- ☐ Concise and accurate title.
- ☐ Author names, credentials, affiliations, and ORCID numbers (where applicable).
- ☐ Corresponding author and contact email identified.
- ☐ Author contributions are described/listed.
- ☐ Any use of artificial intelligence (AI) is disclosed.
- ☐ All authors have approved submission.
- ☐ Sources of funding are identified.
- ☐ Acknowledgements are included.
- ☐ Permissions provided for any copyrighted material, including figures, tables, or substantial quotations.

3. Abstract and Keywords

- ☐ Structured abstract adheres to word limits.
- ☐ Key findings are summarized.
- ☐ 3-5 keywords identified.

4. Ethics and Compliance

- ☐ Includes statement of ethical approval, where applicable.

5. Methods and Results

- ☐ Study design clearly described.
- ☐ Methods are clearly documented and justified.
- ☐ Analysis clearly described.
- ☐ Tables and Figures referenced in the text:
 - ☐ Are numbered in the order they are mentioned.
 - ☐ Are double-spaced, use Times New Roman, 12-point font.
 - ☐ Are each given a Table or Figure number and title.
 - ☐ Define all measurement units and abbreviations in the Table Notes.
 - ☐ Submitted as a separate Word file from the main Manuscript file.

6. Discussion and Conclusions

- ☐ Interprets findings appropriately.
- ☐ Integrates theoretical constructs and literature in interprofessional education and practice.
- ☐ Identifies contribution to advancing knowledge, practice, and learning in interprofessional contexts.
- ☐ Discusses limitations.
- ☐ Supports conclusion with data and evidence.

7. EDIA (Equity, Diversity, Inclusion, Accessibility)

- ☐ Includes how principles of equity, diversity, inclusion, and accessibility informed the research process, where applicable. If not addressed, discuss how this may limit conclusions.

8. Partner Engagement

- ☐ Provides a brief statement regarding meaningful engagement of people with lived experience, community members, or other knowledge users in the research process, where applicable.

9. References and Citations

- ☐ References and citations are formatted in AMA style (see [JRIPE Style Guide](#)).
- ☐ Citations are accurate.
- ☐ All in-text citations appear in the reference list and vice versa.

10. Final Submission Checks

- ☐ Cover letter is prepared and uploaded.
- ☐ Two versions of the manuscript files are uploaded using the provided JRIPE Manuscript Templates: [one file with all author details included](#) and [one file anonymized](#) for the double-blind review process.
- ☐ Any additional files uploaded (e.g. Tables, Figures) in Word format, as a separate file from the Manuscripts.
- ☐ Submission completed correctly.