**Guideline for Authors**

Thank you for choosing to submit your paper to JIL. These instructions will ensure we have everything required so your paper can move through peer review, production and publication smoothly. Please take the time to read and follow them as closely as possible, as doing so will ensure your paper matches the journal's requirements. Please read the guide for authors before making a submission. Complete guidelines for preparing and submitting your manuscript to this journal are provided below.

**Author Detail**

All authors of a manuscript should include their full name and affiliation on the cover page of the manuscript. Where available, please also include ORCiDs and social media handles (Facebook, Twitter or LinkedIn). One author will need to be identified as the corresponding author, with their email address normally displayed in the article PDF (depending on the journal) and the online article. Authors’ affiliations are the affiliations where the research was conducted. If any of the named co-authors moves affiliation during the peer-review process, the new affiliation can be given as a footnote. Please note that no changes to affiliation can be made after your paper is accepted.

**Structure**

Your paper should be compiled in the following order: title page; abstract; keywords; main text introduction, materials and methods, results, discussion; acknowledgments; declaration of interest statement; references; appendices (as appropriate); table(s) with caption(s) (on individual pages); figures; figure captions (as a list).

**Word Limits**

Please include a word count for your paper. A typical paper for this journal should be around 6,000-8,000 words; this limit includes title, abstract, keywords, text, references, footnotes, endnotes, biographical notes, tables and figures etc. Please be aware that tables/figures take up more publishing space than the words/characters that they contain. Papers of more than 8,000 words will be returned to the author first to reduce to an acceptable length before re-submit for review.

**Style Guidelines**

Please use British or American spelling style consistently throughout your manuscript. Use single quotation marks, except where ‘a quotation is “within” a quotation’. Please note that long quotations should be indented without quotation marks.

**Formatting and Templates**

Papers may be submitted in Word formats. Figures should be saved separately from the text. To assist you in preparing your paper, we provide formatting template(s). Word templates are available JIL website. Please save the template to your hard drive, ready for use. If you are not able to use the template via the links (or if you have any other template queries) please contact us here.

**Abstract**

Abstract should contain no more than 250 words.

**Keywords**

No more than 6 keywords. Read making your article more discoverable, including information on choosing a title and search engine optimization.

**Funding Detail**

Please supply all details required by your funding and grant-awarding bodies as follows:

*For single agency grants*

This work was supported by the [Funding Agency] under Grant [number xxxx].

*For multiple agency grants*

This work was supported by the [Funding Agency #1] under Grant [number xxxx]; [Funding Agency #2] under Grant [number xxxx]; and [Funding Agency #3] under Grant [number xxxx].

**Disclosure Statement**

This is to acknowledge any financial interest or benefit that has arisen from the direct applications of your research. Further guidance on what is a conflict of interest and how to disclose it.

**Biographical Note**

Please supply a short biographical note for each author. This could be adapted from your departmental website or academic networking profile and should be relatively brief (e.g. no more than 200 words).

**Data Availability Statement**

If there is a data set associated with the paper, please provide information about where the data supporting the results or analyses presented in the paper can be found. Where applicable, this should include the hyperlink, DOI or other persistent identifier associated with the data set(s). Templates are also available to support authors.

**Data Deposition**

If you choose to share or make the data underlying the study open, please deposit your data in a recognized data repository prior to or at the time of submission. You will be asked to provide the DOI, pre-reserved DOI, or other persistent identifier for the data set.

**Supplemental Online Material**

Supplemental material can be a video, dataset, fileset, sound file or anything which supports (and is pertinent to) your paper. We publish supplemental material online via Figshare. Find out more about supplemental material and how to submit it with your article.

**Figures**

Figures must be embedded into the manuscript at the appropriate position. Figures should be high quality (1200 dpi for line art, 600 dpi for grayscale and 300 dpi for colour, at the correct size). Figures should be supplied in one of our preferred file formats: EPS, PS, JPEG, GIF, or Microsoft Word (DOC or DOCX).

**Tables**

Tables must be embedded into the manuscript at the appropriate position. Tables should present new information rather than duplicating what is in the text. Readers should be able to interpret the table without reference to the text.

**Equations**

If you are submitting your manuscript as a Word document, please ensure that equations are editable or it could be submitted as PDF format. More information about mathematical symbols and equations.

**Units**

Please use SI units (non-italicized).

**File type**

Please submit your manuscript in PDF file through Open Journal Systems via the provided link.

**References**

Please use the 7th APA reference style when preparing your paper. You can refer to the 7th APA edition style.

**Using Third-Party Material in Your Paper**

You must obtain the necessary permission to reuse third-party material in your article. The use of short extracts of text and some other types of material is usually permitted, on a limited basis, for the purposes of criticism and review without securing formal permission. If you wish to include any material in your paper for which you do not hold copyright, and which is not covered by this informal agreement, you will need to obtain written permission from the copyright owner prior to submission. More information on requesting permission to reproduce work(s) under copyright.

**Conflict of Interest Declaration**

The manuscript submitted to JIL must be an author’s original work that has not received prior publication in whole or in part elsewhere and is not under consideration for publication elsewhere. On behalf of all Co-Authors, the corresponding Author shall bear full responsibility for the submission. All Authors listed on the title page have contributed significantly to the work, have read the manuscript, attest to the validity and legitimacy of the data and its interpretation, and agree to its submission to the JIL. All authors agree that author list is correct in its content and order and that no modification to the author list can be made without the formal approval of the Editor-in-Chief, and all authors accept that the Editor-in-Chief's decisions over acceptance or rejection or in the event of any breach of the Principles of Ethical Publishing in the Journal of Innovative Learning being discovered of retraction are final. No additional authors will be added post submission, unless editors receive agreement from all authors and detailed information is supplied as to why the author list should be amended.

**Submitting Your Paper**

This journal uses Open Journal Systems Manuscripts to manage the peer-review process. If you haven't submitted a paper to this journal system before, you will need to create an account in Open Journal Systems. Please read the guidelines above and then submit your paper in the relevant Author Centre, where you will find user guides and a helpdesk.

**Data Sharing Policy**

Authors are encouraged to share or make open the data supporting the results or analyses presented in their paper where this does not violate the protection of human subjects or other valid privacy or security concerns.

Authors are encouraged to deposit the dataset(s) in a recognized data repository that can mint a persistent digital identifier, preferably a digital object identifier (DOI) and recognizes a long-term preservation plan. If you are uncertain about where to deposit your data, please see this information regarding repositories.

Authors are further encouraged to cite any data sets referenced in the article and provide a Data Availability Statement.

At the point of submission, you will be asked if there is a data set associated with the paper. If you reply yes, you will be asked to provide the DOI, pre-registered DOI, hyperlink, or other persistent identifier associated with the data set(s). If you have selected to provide a pre-registered DOI, please be prepared to share the reviewer URL associated with your data deposit, upon request by reviewers.

Where one or multiple data sets are associated with a manuscript, these are not formally peer reviewed as a part of the journal submission process. It is the author’s responsibility to ensure the soundness of data. Any errors in the data rest solely with the producers of the data set(s).

**Peer Review**

JIL is committed to peer-review integrity and upholding the highest standards of review. Once your paper has been assessed for suitability by the editor, it will then be double blind peer reviewed by independent, anonymous expert referees. Find out more about what to expect during peer review and read our guidance on publishing ethics.

**Publication Charge**

There are no submission fees, publication fees or page charges for this journal.

Colour figures will be reproduced in colour in your online article free of charge. If it is necessary for the figures to be reproduced in colour in the print version, a charge will apply.

**Open Access Policy**

This journal implements open access policy to all published manuscripts making it free to access online immediately on publication. Many funders mandate publishing your research open access; you can check open access funder policies and mandates here.

**Copyright Option**

Copyright allows you to protect your original material, and stop others from using your work without your permission. JIL offers a number of different license and reuse options, including Creative Commons licenses when publishing open access. Read more on publishing agreements.

**Queries**

Should you have any queries, please contact us via these e-mails:

editor\_jil@mahidol.ac.th

assist\_jil@mahidol.ac.th