Introduction

Welcome to the *ISPI Performance Improvement Journal (PIJ)* author guidelines! This handout will guide you through the process of preparing and submitting your manuscript for consideration. Following these guidelines will increase the likelihood of your submission being accepted and ensure a smooth publication process.

Who We Are

The *Performance Improvement Journal (PIJ)* is a peer-reviewed journal dedicated to advancing the field of human performance technology. It publishes original research, case studies, and articles that contribute to the understanding and improvement of workplace performance. The journal targets practitioners, researchers, and academics interested in enhancing individual, team, and organizational performance.

Manuscript Preparation

Key Considerations:

- Originality
- Relevance
- Clarity
- Impact

Before you begin writing, consider these important aspects:

- **Originality:** Ensure your work is original and has not been previously published or submitted elsewhere.
- **Relevance:** Your manuscript should address a topic relevant to the field of performance improvement and of interest to PIJ readers.
- **Clarity:** Write in a clear, concise, and well-organized manner. Use proper grammar and spelling.
- **Impact:** Your work should contribute to the field, either by presenting new knowledge, offering practical insights, or challenging existing assumptions.

Submission Guidelines

File Formats:

- Word (.doc, .docx)
- PDF

Word Count:

- 5,000 - 7,000 words

Formatting:

- APA 7 style required

Please adhere to the following guidelines when preparing your submission:

- **File Formats:** Manuscripts should be submitted in Microsoft Word (.doc or .docx) or PDF format.
- **Word Count:** The recommended word count is between 5,000 and 7,000 words, including abstract, text, tables, figures, and references.
- **Formatting:** Use APA 7 style for all citations, references, and formatting. Refer to the Publication Manual of the American Psychological Association for detailed guidelines.

Key Components of a Manuscript

A typical manuscript should include the following components:

1. **Title Page:** Include the title of the manuscript, author name(s), affiliation(s), and contact information.
2. **Abstract:** Provide a concise summary of the manuscript (no more than 250 words).
3. **Keywords:** Include 3-5 keywords that accurately reflect the content of your manuscript.
4. **Introduction:** Please make sure to clearly state the purpose of the study, provide relevant background information, and outline the research questions or hypotheses.
5. **Literature Review:** Summarize and critique existing literature relevant to your topic.
6. **Methods:** Describe the research design, participants, data collection procedures, and data analysis techniques.
7. **Results:** Present the findings of your study clearly and concisely. You can use tables and figures to show your results.
8. **Discussion:** Interpret your findings, discuss the implications of your study, and suggest directions for future research.
9. **Conclusion:** Summarize the main points of your manuscript and highlight the key contributions of your work.
10. **References:** List all sources cited in your manuscript using APA style.

Resources and Support

For more detailed information, please refer to the complete *ISPI PIJ Author Guidelines* available on the ISPI website. You can also contact the PIJ editor or ISPI support team for assistance with any questions you may have.

- **ISPI Website:** [⊕ International Society for Performance Improvement]
- **PIJ Editor Contact:** [kasiguillot@ispi.org]

Summary

This handout has provided a comprehensive overview of the ISPI PIJ author guidelines. By following these guidelines, you can increase the chances of your manuscript being accepted for publication and contribute to the advancement of the performance improvement field. Remember to review the full guidelines on the ISPI website and contact the PIJ editor if you have any questions. We look forward to receiving your submissions!