

IBAGE MANUSCRIPT TEMPLATE & GUIDE FOR AUTHORS

This single document combines the IBAGE manuscript template, formatting rules, citation and reference requirements, publication-ethics declarations, and the final pre-submission checklist. Authors should write directly in this file, replace all sample content, and remove all grey italic instructions before submission.

A. Essential submission requirements

- Submit the manuscript as an editable Microsoft Word file (.docx) prepared using this template.
- The manuscript must be written in clear academic English. Use either British or American English consistently throughout the article.
- A4 page format; margins: 2.5 cm on all sides.
- Main body text: Times New Roman, 12 pt (Abstract – 10 pt), justified, single line spacing, 8 pt spacing after paragraphs.
- Number the main sections and subsections clearly. Each heading should appear on a separate line.
- Do not manually alter the core layout, margins, font family, or basic paragraph settings of the template.
- Define non-standard abbreviations at first use and use them consistently thereafter. Use SI units where applicable.
- The manuscript must comply with the IBAGE Ethical Standards for Authors. Submission confirms that all authors have read and accepted those standards.

B. Formatting at a glance

Element	Font	Alignment	Spacing
Article title	Times New Roman, 16 pt, bold	Centered	24 pt after; single spacing
Level 1 heading	Times New Roman, 12 pt, bold	Left	24 pt before; 8 pt after; single spacing
Level 2 heading	Times New Roman, 10 pt, bold	Left	12 pt before; 8 pt after; single spacing
Body text	Times New Roman, 12 pt	Justified	8 pt after; single spacing

For tables, use Times New Roman, 10 pt, single spacing. Keep typography and font sizes consistent in original graphics.

C. Reference management and APA 7th edition - mandatory Mendeley workflow

IBAGE requires authors to manage all in-text citations and the reference list using Mendeley Reference Manager and Mendeley Cite in Microsoft Word. Select the “American Psychological Association 7th edition” (APA 7) citation style in Mendeley.

- Do not type citations or bibliography entries manually. Insert and maintain them through Mendeley Cite.
- APA 7th edition governs citation and reference conventions; the IBAGE typographic settings in this template take precedence over the generic APA manuscript-layout rules.
- Before submission, refresh the Mendeley bibliography and verify every imported record. Check author names, publication year, title, journal/book title, volume, issue, pages or article number, publisher where applicable, and DOI/URL.
- Use DOI links in the form <https://doi.org/xxxxx> whenever a DOI is available. Do not provide a database URL when a DOI is available.
- For webpages and online reports without a DOI, provide the direct, stable URL. Include a retrieval date only when the content is designed to change over time, in accordance with APA 7.
- Every source cited in the text must appear in the reference list, and every reference-list entry must be cited in the text.

- Arrange the reference list alphabetically by the first author's surname. Works by the same author(s) in the same year must be distinguished as 2026a, 2026b, etc., when required by APA.
- The reference list should rely primarily on relevant peer-reviewed and internationally recognised scholarly publications. Domestic/local literature should be used when scientifically relevant but should not dominate the evidence base without justification.
- Avoid excessive self-citation. As a general IBAGE rule, authors should normally cite no more than two of their own publications unless additional self-citations are essential to the scientific context and clearly justified.
- Avoid bare URLs, generic homepages, press releases, promotional material, unpublished company documents, and inaccessible/dead links unless they are indispensable primary sources.
- Authors remain fully responsible for the accuracy of bibliographic data imported or generated by Mendeley.

D. APA 7 in-text citation examples

- Narrative, one author: Kowalski (2017). Parenthetical: (Kowalski, 2017).
- Two authors: Kowalski and Nowak (2017) in narrative text; (Kowalski & Nowak, 2017) in parentheses.
- Three or more authors: Kowalski et al. (2017); (Kowalski et al., 2017).
- Several works in one parenthesis: (Kowalski, 1995, 2016a, 2016b; Krupski & Paleari, 2015).
- Direct quotations must include a page number or another appropriate locator, e.g., (Kowalski, 2017, p. 25). Use direct quotations sparingly.

E. Tables, figures, and electronic artwork

- Number all tables and figures consecutively in the order cited. Every table and figure must be referenced in the main text.
- Use tables for detailed numerical results and figures for patterns, comparisons, relationships, or visual synthesis. Do not duplicate the same data in prose, tables, and figures.
- Place table titles above tables. Figure captions must be clear and informative and follow the placement shown in this template. Add a source/note where appropriate.
- Tables must remain editable and must not be submitted as images. Table data: Times New Roman, 10 pt, single spacing.
- Use consistent typography, symbols, labels, and scales. Figures must remain legible at publication size and understandable in black and white/grayscale unless the Editor explicitly agrees otherwise.
- Name separate graphic files using the figure number and a short title (e.g., Figure_1_Airport_connectivity.tif). Figures larger than 10 MB should also be supplied as separate source files.
- Artwork: PDF for vector drawings (embed fonts or convert text to outlines); TIFF/JPG for raster images. Minimum resolution: photographs/halftones 300 dpi; bitmap line drawings 1000 dpi; mixed line art and halftones 500 dpi.

TITLE OF THE ARTICLE: concise, informative, and specific

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¹ Department / Faculty, University / Institution, Street and number, Postal code City, Country
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Corresponding author: Name and Surname (e-mail address)

Title: concise and informative; avoid abbreviations and formulae whenever possible. Provide the full name of every author and check spelling carefully. Provide the full institutional postal address, country, e-mail address, and ORCID iD for each author where available. Clearly identify the corresponding author, who is responsible for correspondence during peer review, publication, and post-publication queries. If an author has moved since the work was carried out, add a “Present address” or “Permanent address” note; retain the affiliation where the research was actually conducted as the primary affiliation.

Abstract: Maximum 250 words. The abstract should briefly and clearly present the research context/background, objective, research question(s) or hypotheses where applicable, methodology/data, principal results, and the main conclusion or contribution. It must accurately reflect the article and should indicate the novelty and implications of the study without subjective promotional claims. Do not include references, undefined abbreviations, or references to tables/figures.

Keywords: 3-5 specific keywords, separated by commas; avoid merely repeating the title where possible.

JEL Classification: Provide the relevant JEL code(s) according to the American Economic Association classification.

1. Introduction

Move from the general research context to the specific problem. The Introduction should establish why the study is necessary and how it extends existing knowledge; it should not contain a detailed Results or Discussion section.

- Define the research problem and explain its scientific and/or practical significance.
- Summarise what is already known and identify the specific research gap.
- State the main research objective and, where appropriate, the research questions and/or hypotheses.
- Briefly indicate the methodological approach and data source(s).
- State the originality and expected contribution of the article to the literature.
- At the end of the Introduction, clearly formulate the research objective and the main research question(s) and/or hypotheses.

2. Literature Review and Theoretical Background

Provide a critical synthesis of the literature rather than a list of publications. Focus on sources directly relevant to the research problem.

- Prioritise current peer-reviewed articles from reputable international journals, systematic reviews, and relevant scholarly monographs.
- Include seminal studies when needed to establish the theoretical foundation.
- Compare concepts, theories, and empirical findings; identify unresolved questions or inconsistencies.
- Explain how the present research extends, tests, or challenges previous findings.
- If hypotheses are used, derive them logically from the theoretical background and prior evidence.

3. Materials and Methods / Methodology

Describe the study in sufficient detail for an independent researcher to understand and, where feasible, replicate it. Adapt the subsections to the research design (quantitative, qualitative, mixed-methods, conceptual, case study, systematic review, etc.).

- Research design and justification for the selected approach.
- Study setting and research context.
- Population, sample, sampling method, sample size, and control/comparison group where applicable.
- Data sources, data collection period, and method of collecting research material.
- Questionnaire/interview structure, variables, indicators, measurement scales, or coding framework where applicable.
- Selection criteria for countries, regions, organisations, airports, firms, documents, publications, or cases, where applicable.
- Analytical methods, models, statistical procedures, software, and relevant assumptions.
- Potential methodological challenges, limitations, reliability/validity procedures, robustness checks, or sensitivity analysis where relevant.
- Ethical approval and informed consent where required.
- For systematic/structured literature reviews: databases, search strings, inclusion/exclusion criteria, screening process, and search date/period.

Previously published methods must be summarised and properly cited. Explain modifications to established methods. Direct quotations must be placed in quotation marks and cited in APA 7 format.

4. Results

Present findings objectively and in a logical sequence aligned with the research objective, questions, or hypotheses. Do not repeat the same information in prose, tables, and figures.

- Report the key empirical or analytical findings clearly and precisely.
- For quantitative studies, report appropriate descriptive and inferential statistics, sample sizes, coefficients/effect sizes, uncertainty measures, and significance levels where relevant.
- For qualitative studies, present evidence systematically and transparently, using anonymised quotations or coding outputs where appropriate.
- Refer to every table and figure in the text before or near its appearance.
- Reserve broad interpretation for the Discussion unless a combined Results and Discussion structure is used.

Example table

Table 1. Concise and informative title

Mode / indicator	2015	2016	2017	2018
Sea transport	10.8	16.7	15.8	18.5
Rail transport	13.6	12.2	31.0	32.0
Air transport	2.0	3.7	6.6	7.9

Source/Note: State the source or “Authors’ own calculations”, as appropriate.

Example figure

[Insert Figure 1 here. Ensure all text, axes, legends, and symbols are legible. The figure must remain interpretable in grayscale.]

Figure 1. Concise and informative title

Source: Provide the source or state “Authors’ own elaboration” as appropriate.

5. Discussion

Interpret the findings and explain their scientific and practical meaning. Do not simply repeat the Results.

- Relate the findings directly to the research objective, questions, and/or hypotheses.
- Compare the results with previous studies and explain important similarities and differences.
- Identify what new knowledge has been obtained.
- Discuss theoretical, methodological, managerial, policy, and/or practical implications as relevant.
- Explain unexpected findings and plausible alternative interpretations.
- Discuss the study's main limitations and their implications.
- Indicate realistic directions for future research.
- State whether the hypotheses were supported, if hypotheses were formulated.

A combined "Results and Discussion" section is acceptable when it is more appropriate for the nature of the study.

6. Conclusions

Provide a concise synthesis of the main findings and contribution. Do not introduce new data or an extensive new literature review.

- Answer the central research problem and state the main conclusion(s).
- Emphasise the article's original contribution to knowledge.
- Where relevant, state key implications for policy, management, business practice, or further research.
- Avoid claims that extend beyond the evidence presented.

Declarations

Complete every subsection below. Do not delete a heading. If a subsection does not apply, state "Not applicable" or use the suggested declaration of absence.

Author Contributions

State the individual contributions of all authors. Use the CRediT taxonomy where possible, e.g., Conceptualization; Methodology; Software; Validation; Formal analysis; Investigation; Resources; Data curation; Writing - original draft; Writing - review & editing; Visualization; Supervision; Project administration; Funding acquisition.

Funding

Example: This research was funded by [full name of funding body], grant number [XXXX]. If no external funding was received, state: "This research received no external funding."

Ethics Statement

For studies requiring ethical oversight, provide the approving committee/institution, approval or decision number, and date where applicable. If ethical approval was not required, state this and briefly justify it when appropriate.

Informed Consent Statement

Where applicable, state that informed consent was obtained from participants. Otherwise state: "Not applicable."

Data Availability Statement

State where the data supporting the findings can be accessed, preferably with a repository name and persistent identifier/URL. If the data cannot be shared publicly, explain the reason (e.g., confidentiality, legal/contractual restrictions, protection of personal data).

Conflicts of Interest

Disclose any financial, professional, institutional, or personal interests that could be perceived as influencing the research. If none exist, state: “The authors declare no conflict of interest.”

Use of Generative AI and AI-assisted Technologies

The manuscript must represent the authors’ own intellectual work. Generative AI and AI-assisted tools may be used only as supporting tools and may not replace scientific judgement, analysis, interpretation, or author responsibility. If such tools were used beyond basic spelling, grammar, or punctuation correction, disclose the tool name/version where available, purpose, and scope of use. Authors must verify all AI-assisted content, including facts, data, interpretations, and references, and remain fully responsible for the final manuscript. AI systems cannot be listed as authors or co-authors.

Example disclosure: “During the preparation of this manuscript, the author(s) used [tool name/version] for [specific purpose]. The author(s) reviewed and edited the output as necessary and take full responsibility for the content of the publication.”

Acknowledgements

Acknowledge individuals or organisations that made a meaningful contribution but do not meet authorship criteria, including language, editorial, or technical assistance where appropriate. Funding should be reported under Funding, not duplicated here.

Appendices

If multiple appendices are included, label them Appendix A, Appendix B, etc. Number equations, tables, and figures separately within each appendix, e.g., Equation (A.1), Table A.1, Figure A.1; Equation (B.1), etc.

References

Generate and maintain the entire reference list with Mendeley Cite using “American Psychological Association 7th edition”. References must be alphabetical and use a hanging indent. The examples below illustrate APA 7 reference conventions; replace them with sources actually cited in your article. IBAGE’s font/spacing settings apply to the final list.

Abate, M., Christidis, P., & Purwanto, A. J. (2020). Government support to airlines in the aftermath of the COVID-19 pandemic. *Journal of Air Transport Management*, 89, 101931.
<https://doi.org/10.1016/j.jairtraman.2020.101931>

Tłoczyński, D. (2016). *Konkurencja na polskim rynku usług transportu lotniczego*. Wydawnictwo Uniwersytetu Gdańskiego.

Author, A. A., & Author, B. B. (Year). Title of chapter. In E. E. Editor & F. F. Editor (Eds.), *Title of book* (pp. xx-xx). Publisher. <https://doi.org/xxxxx>

Institution Name. (Year). *Title of report*. URL

Organisation Name. (Year). *Title of dataset* [Data set]. URL

Author, A. A. (Year, Month Day). *Title of webpage*. Website Name. URL

Pre-submission checklist and author declaration

- ☐ The manuscript is original, has not been published previously in substantially the same form, and is not simultaneously under consideration by another journal or publisher.
- ☐ All authors have approved the final manuscript, agreed on the authorship order, and consented to submission to IBAGE.
- ☐ All third-party material is properly cited and all required permissions for reproduction or adaptation have been obtained.
- ☐ The title is concise and informative; full author names, full affiliations/postal addresses, e-mail addresses, corresponding-author details, and ORCID iDs where available are provided.
- ☐ The abstract does not exceed 250 words; 3-5 keywords and relevant JEL code(s) are provided.
- ☐ The research objective, research gap, methodology, and original contribution are clearly stated.
- ☐ The methodology is sufficiently transparent and replicable for the type of study conducted.
- ☐ All tables and figures are numbered, cited in the text, legible, and supplied in the required editable/high-quality form; graphics remain understandable in black and white.
- ☐ All citations and the reference list are managed with Mendeley Cite using APA 7th edition and have been manually checked for bibliographic accuracy.
- ☐ Every in-text citation appears in the reference list and every reference-list item is cited in the text.
- ☐ DOIs are included wherever available; URLs are direct, stable, and functional.
- ☐ The bibliography relies primarily on relevant peer-reviewed scholarly literature; self-citation and local/non-scholarly sources are appropriately limited and scientifically justified.
- ☐ Author Contributions, Funding, Ethics, Informed Consent, Data Availability, Conflicts of Interest, AI disclosure, and Acknowledgements have been completed as applicable.
- ☐ The authors have disclosed any use of generative AI or AI-assisted technologies beyond basic spelling, grammar, or punctuation correction.
- ☐ The manuscript complies with the IBAGE Ethical Standards for Authors, which all authors accept by submitting the manuscript.
- ☐ All grey instructional text, examples, and placeholders not intended for publication have been removed before submission.

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