### *CSCTFL Report* Guidelines for Authors
### 2018

## Review and acceptance procedures

Presenters at the annual meeting of the Central States Conference on the Teaching of Foreign Languages are invited to submit an article for inclusion in the annual volume of the *CSCTFL Report,* a refereed volume of selected papers. The volume is an electronic publication available on the CSCTFL website (www.csctfl.org).

All submissions are read and evaluated by at least three persons: the editor and at least two members of the Editorial Board of reviewers. The reviewers represent as many areas of the foreign language teaching profession as possible. Every attempt is made to send the article to reviewers who have a degree of expertise in the subject addressed in the article.

Submission of an article for publication does not guarantee that it will be a part of the volume. Each of the reviewers will be asked to make one of three recommendations regarding each article: (1) publish as is; (2) publish after revision/rewriting; (3) do not publish. When all of the reviewers' ratings have been received, the editor will make the final decision regarding which articles will be published. The decision may be based on considerations such as balance among articles of various types and their estimation of the article's interest to both CSCTFL conference attendees and the larger audience that the *Report* reaches.

The decision to accept an article will be based primarily on the ideas presented in the article. However, papers that follow the policies and guidelines listed below will receive preference. The fact that a presenter's article is not accepted for inclusion in the *CSCTFL Report* will in no way affect the author's participation in the conference or listing in the conference program.

## Manuscript submission

Presenters who wish to submit an article should notify the editor of their intention to submit by September 1, 2017, following the instructions in the invitation email.

Manuscripts must be submitted electronically by **November 1, 2017** to jfoss@svsu.edu. Include a separate cover letter along with the article including:

- the names of all authors and their professional affiliation as you wish them to be published
- e-mail address for each author, including co-authors
- phone number for each author, including co-authors

The article should be prepared for a "blind" review, i.e., the names of the authors and any references to their academic affiliation should be omitted from the paper that will be copied and sent to reviewers. Use XXX for authors' names and XX College/School, High School, or XX University/University of XX.

**General policies**

In order to be considered for publication, manuscripts must adhere to the following policies:

**Original work:** The article must present original work that has not previously been published in its entirety or in part and is not currently being considered for publication elsewhere. The editor will make decisions regarding the manuscripts in a timely fashion so that the authors of articles not chosen for inclusion in the *Report* will be able to submit their manuscripts elsewhere.

**Language:** The manuscript must be written in English. Examples within the manuscript may be written in other languages, but English translations of examples or quotations in languages other than English are required.

**Style and formatting:** The manuscript must conform to guidelines the *Publication Manual of the American Psychological Association* (6th edition), as well as the style and formatting guidelines outlined below.

**Abstract:** An abstract not to exceed 250 words must be included. See section 2.04 of the APA guidelines for information on writing an abstract.

**Revision:** All manuscripts accepted for publication pending revision will have to prepare the revision with a relatively fast turnaround time between when the author receives the manuscript with revisions, suggestions, and recommendations and when it is to be returned to the editor. The editor will make the final decision on whether the revised article will be published. Time constraints make it impossible to furnish galley proofs to authors.

**Specific instructions for preparing manuscripts**

**Style:** APA style, as described in the *Publication Manual of the American Psychological Association* (6th edition), as well as the style guidelines below should be used when preparing your manuscript. See the resources on APA style listed at the end of this document.

**Font, length, format:** Use Microsoft Word and 10-point Times New Roman or Minion Pro font. The manuscript should be at least 15 pages long, double-spaced. Manuscripts can be submitted as either .doc or .docx texts.

**Title:** Titles may not exceed 10 words and should tell readers what the article is about.

**Headings:** The first word of the heading and any proper names in it are capitalized. Short prepositions and the remaining words are not capitalized. Use the following conventions for formatting headings:

- Level 1: Bold, left-justified.
- Level 2: Italicized, centered.
- Level 3: Bold, indented 0.25". Text should follow on the same line.

**Indents:** Paragraph indents should be 0.25" throughout the manuscript. Do not use the space bar to indent a paragraph; set the tab stops appropriately.

**Spacing after periods:** There should be only *one* space after each period or other punctuation that ends a sentence.

**Numbers:** All numbers above "nine" must appear as Arabic numerals (e.g., "nine school districts" vs. "10 textbooks"). See the APA guidelines for more information on formatting numbers.

**Non-English words:** Italicize all words, phrases, and quotations that are in languages other than English, and provide an English translation.

**Footnotes and endnotes:** Do not use the footnotes or endnotes features of Microsoft Word. If you include notes, put the number immediately after the point in the text where you want the note and add the appropriate number; then use the superscript feature in the fonts menu. At the end of the article, simply use an Arabic numeral and a period.

**Citations and references:** In-text citations and the References page must follow APA style. The References page should consist only of sources you cite in your article. If your article requires a longer list of reference works that you do not cite in the body of the article, please provide an appendix of "Suggested Readings" separate from your references.

**Tables and figures:** Use the APA guidelines for formatting tables and figures. They should be numbered and should include a descriptive title (tables) or caption (figures).

**Images:** All pictures and graphics may be submitted in TIF/TIFF, PNG, or PDF format, in color. All illustrations should have a resolution of at least 150 ppi, preferably higher. Downloads from the internet are usually JPG/JPEG or GIF at 72 ppi, a very low resolution that will not reproduce well.

It is the author's responsibility to obtain permission to reprint any copyrighted images. A statement that they are being reprinted with permission of the copyright holder and image author must be included in a caption.

**Appendices:** Appendices should be lettered (e.g., Appendix A) and include a descriptive title.

**Proofreading:** Please remember that you have only one chance to make a first impression. If your article is poorly prepared with numerous misspellings and obvious lapses in proofreading, it is unlikely to be accepted. Use the spellcheck and grammar check features in Microsoft Word in order to ensure that your article is as error-free as possible, but do not rely solely on the proofreading tools. It is strongly recommended that all authors have their manuscript read by a proofreader who is proficient in academic writing before submitting it, preferably a native English speaker if your native language is not English.

## APA Style Resources

APA Style Center
http://www.apastyle.org/

APA Formatting and Style Guide
http://owl.english.purdue.edu/owl/resource/560/01/

APA Documentation Guide
http://writing.wisc.edu/Handbook/DocAPA.html

Writer Resources, APA
http://www.cws.illinois.edu/workshop/writers/citation/apa/

APA Reference Style Guide
http://library.nmu.edu/guides/userguides/style_apa.htm

APA Style Blog, Navigating Copyright for Reproduced Images
http://blog.apastyle.org/apastyle/2016/01/navigating-copyright-part-1.html