

The CSCTFL *Report* Guidelines for Authors — 2012

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*. The CSCTFL *Report* is a refereed volume of selected papers. All submissions are read and evaluated by at least three persons: the editor(s) 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make one of three recommendations regarding each article: (1) publish as is; (2) publish after revision/rewriting; (3) do not publish.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(s) 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.

General Policies

1. In order to be considered for publication, a paper must conform to the following policies:
 - a. The manuscript must be submitted electronically by **October 15, 2011**.
 - b. 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**. Please italicize all examples or quotes in languages other than English.
 - c. The manuscript must conform to the style and format outlined below.
 - d. The manuscript 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 2012 CSCTFL *Report* will be able to submit their manuscripts elsewhere.
2. All manuscripts accepted for publication pending revision will have to prepare the revision with a relatively fast turn-around time between when the author(s) receive the manuscript with comments, suggestions, and recommendations and when it is to be returned to the editor(s).
3. Time constraints make it impossible to furnish galley proofs to authors.
4. 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 program.

Instructions for Preparing Manuscripts

1. Use Microsoft Word when preparing your article. Use **10-point Times New Roman with justified margins in your manuscript**. The manuscript should be at least **15 pages long, double-spaced**. Note: If you are using Microsoft Word 2007 or 2008, please save the document in .doc format such that it can be opened by earlier versions of Word.
2. In addition to the stylistic guidelines stated below, **use the APA Guidelines (6th edition) to resolve questions of stylistics**.
 - a. APA Formatting and Style Guide: <http://owl.english.purdue.edu/owl/resource/560/01/> — this excellent site offers guidelines for using the 6th edition of the APA guidelines.
 - b. APA Documentation Guide: <http://writing.wisc.edu/Handbook/DocAPA.html> — this is another excellent site based on the 6th edition of the APA guidelines.
 - c. Writer Resources: APA: <http://www.cws.illinois.edu/workshop/writers/citation/apa/> — this is yet another great site from the University of Illinois at Urbana-Champaign to guide you through the APA style.
 - d. APA — <http://www.apastyle.org/> — This is the very source...the APA, with all sorts of help and assistance.

- e. APA Style Essentials: <http://psychology.vanguard.edu/faculty/douglas-degelman/apa-style/> — this handy reference guide based on the APA sixth edition comes from the Vanguard University of Southern California.
- f. APA Reference Style Guide: http://library.nmu.edu/guides/userguides/style_apa.htm — this site from Northern Michigan University offers a quick overview of styles from the APA sixth edition.

Specific notes on preparation:

1. There is a **10-word title maximum**. Make sure that the reader can see from the title what the article is about.
2. Primary section headings should be in **boldface, left justified**.
3. Subheadings should be **centered, boldface, in italics**.
4. Paragraph indents should be 0.25" throughout the entire manuscript.
5. **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, as in this listing of specific notes.
6. If you refer to an article by John Smith, you should simply insert the last name of the author, the date of the publication and the page number after your reference, i.e. (Smith, 2001, p. 24). Any additional references *within the same paragraph* use the same form but omit the publication year.
7. **Italicize** all words and phrases in the manuscript that might be **underlined** in other formats.
8. There should be only **one space after each period**.
9. **Punctuation marks appear within quotation marks**.
10. All **numbers** above "nine" must appear as **Arabic numerals** ["nine school districts" vs. "10 textbooks"].
11. Your **References** MUST follow APA guidelines (please consult the APA Guidelines) and should consist only of sources you actually use in your article. If the nature of your article absolutely requires a longer list of reference works that you do not cite in the body of the article, please provide a section of "Suggested Readings" separate from your references.
12. **All pictures and graphics must be sent in TIF [TIFF] or PDF format, in grayscale, not in color**. If you do not start with a high-resolution graphic, the final quality will be very poor. Downloads from the Internet are usually JPG (JPEG) at 72 ppi [pixels per inch] — a very low resolution and are therefore **not acceptable for publishing/printing**.
13. 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 will be rejected. Use the spell check and the grammar check features in the Word program, in order to be sure that your article is as error-free as possible, but do not rely solely on the proofreading tools. If you are not a native speaker of English, you should have a native speaker read your article for appropriate language use and spelling.

Instructions for Submitting Manuscripts

1. In writing your article, you must prepare it for the reviewers:
 - a. 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.
 - b. You should send a cover letter along with the article so that the editor(s) can get in touch with you if needed. The cover letter should include:
 - (1) the names of all authors and their professional affiliation
 - (2) the addresses of the primary author (office, home, e-mail and FAX numbers)
 - (3) e-mail addresses for each co-author, if any
2. Send an electronic version of both the cover letter and the manuscript as e-mail attachments to the editor.