

Guidelines for the Preparation of Manuscripts — NECTFL Review

Below, you will find a summary of the Guidelines for the Preparation of Manuscripts and the Checklist for Manuscript Preparation. The complete documents for both in PDF format can be downloaded at

- Guidelines for the Preparation of Manuscripts: http://www.nectfl.org/wp-content/uploads/2017/07/Guidelines_complete_Final.pdf
- Checklist for manuscript preparation: http://www.nectfl.org/wp-content/uploads/2017/07/Checklist_complete_Final.pdf

All articles submitted will be evaluated by at least two, normally three, members of the Editorial Review Board. Elements to be considered in the evaluation process are the article's appropriateness for the journal's readership, its contribution to foreign language education and the originality of that contribution, the soundness of the research or theoretical base, its implications for the classroom, and finally, organization, focus, and clarity of expression.

As you prepare your manuscript for submission to the NECTFL Review, please keep the following guidelines in mind:

1. We use the most recent **APA [American Psychological Association] Guidelines** (<http://www.apastyle.org/>), and not those of the Modern Language Association (MLA) or the *Chicago Manual of Style*. **Please use the latest edition (7th ed., 2020) of the *Publication Manual of the American Psychological Association* or the *Concise Rules of APA Style* as your guide.** For models of articles and references, examine *The NECTFL Review*, recent issues of the *Modern Language Journal*, or *Foreign Language Annals*. These journals follow the APA style with minor deviations (and those being primarily changes in level headings within articles). Citations within articles, bibliographical entries, punctuation, and style follow the APA format very closely.
2. In order for an article to be processed and sent to outside reviewers, please follow these guidelines carefully to expedite the review and publishing process. Submit your article electronically to NECTFL at <https://nectfl.wufoo.com/forms/authorarticle-information-form-nectfl-review/>, uploading it in the **Author/Article Information Form**.
3. Please think carefully about the title of your article. It should be brief, preferably without subtitles, and *no longer than 12 words*.
4. **We require an abstract of your article.** See p. 13 [Section 1.10] in *Publication Manual of the American Psychological Association* (2020) for clear guidelines for writing an abstract.
5. Articles will not be accepted if they appear to endorse or sell software, hardware, books, or any other products.
6. **Do not include the names of the author(s) of the article on the first page of the actual text.**

7. Include a short biographical paragraph (this will appear at the bottom of the first page of the article, should it be published). Please include this paragraph on a separate page at the *end* of the article. This paragraph should be **no longer than 4-5 lines**.
8. Please note that the typical length of manuscripts averages approximately 20-25 double-spaced pages, including notes, charts, and references. This does not mean that a slightly longer article is out of the question.
9. Authors should read the manuscript very carefully before submitting it, verifying the accuracy of the citations (including the spelling of names, page numbers, and publication dates); the accuracy of the format of the references; punctuation, according to the APA Guidelines; spelling throughout the article.
10. Please consult the **Checklist for Manuscript Publication** [<http://www.nectfl.org/wp-content/uploads/2017/07/Review-Checklist.pdf>]. Promising articles have been rejected because authors did not spend enough time proofreading the manuscript. Proofreading includes not only reading for accuracy but for readability, flow, and clarity.
11. Remember: Authors must complete the **Author/Article Information Form**, which is found at <https://nectfl.wufoo.com/forms/authorarticle-information-form-nectfl-review/> for the article to be processed and sent to outside reviewers. This form matches the author's description of the article with the appropriate reviewers according to (1) instructional level; (2) areas of interest; (3) the type of content; (4) relevant language(s); (5) keywords that best describe the article content [no more than four should be indicated].

Checklist for Manuscript Preparation

Here are a few reminders, many of which are taken directly from the APA Guidelines:

- ☐ Please remember to use the spell check and grammar check on your computer before you submit your manuscript. Any portions of text in a foreign language must be followed immediately by an English translation in square brackets.
- ☐ Do not submit an article that includes tracking in Word.
- ☐ Remember that in the APA guidelines, notes (footnotes or endnotes) are discouraged.
- ☐ Do not use automatic footnoting or endnoting available with your word processor.
- ☐ Do not use automatic page numbering.
- ☐ Please double-space everything in your manuscript.
- ☐ Use left justification only; do not use full justification anywhere in the article.
- ☐ The required font throughout is either Times New Roman 12 pt. or Minion Pro 12 pt.
- ☐ There should be only one space after each period.
- ☐ Punctuation marks appear inside quotation marks.
- ☐ In listing items or in a series of words connected by *and*, *but*, *or*, use a comma [the Oxford comma] before these conjunctions.
- ☐ When providing a list of items, use double parentheses surrounding the numbers or letters: (1), (2), or (3) or (a), (b), and (c).

- ❑ All numbers above nine must appear as Arabic numerals ["nine school districts" vs. "10 textbooks"]; numbers below 10 must be written out.
- ❑ Page number references in parentheses are not part of the actual quotation and must be placed outside of the quotation marks following quoted material.
- ❑ Use standard postal abbreviations for states in all reference items [e.g., NC, IL, NY, MS], but not in the text itself.
- ❑ Do not set up automatic tabs at the beginning of the article (i.e., as part of a style); rather you should use the tab key (and *not* the space bar) on your computer each time you begin a new paragraph. The standard indent is only ¼ [0.25"] inch.
- ❑ Please reflect on the title of the article. Quite often titles do not give readers the most precise idea of what they will be reading.
- ❑ According to APA guidelines, the References section contains only the list of works you actually use in your article. Check all Internet addresses before submitting the manuscript.
- ❑ Be judicious in using text or graphic boxes or tables in your text.
- ❑ Please make certain that the components you submit are in the following order:
 - ❑ First page—with the article title, names and titles of authors, their preferred mailing , addresses, home and office phone numbers, e-mail addresses, and the name of the primary contact person [also, times in the summer when regular and E-mail addresses may be inactive];
 - ❑ First page of the manuscript—containing the title of the article and the abstract
 - ❑ The text of the article
 - ❑ Notes; References, Appendices—in this order
 - ❑ A short, biographical paragraph (no more than 4-5 lines).
- ❑ Authors must complete the **Author/Article Information form**, uploading the submission via this form: <https://nectfl.wufoo.com/forms/authorarticle-information-form-nectfl-review/>