

Author Guidelines and Style Guide for NECTFL Review Manuscript Submission

<https://bit.ly/NECTFLReviewGuidelines>

All articles submitted to the *NECTFL Review* will be evaluated by the editor(s) and at least two peer reviewers. Elements to be considered in the evaluation process are the article's overall quality and relevance and priority for publishing. This includes appropriateness for the journal's readership, its contribution to 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. Only original articles are considered for publication. Manuscripts cannot be submitted to or be under review at multiple journals at the same time. Articles will not be accepted if they appear to endorse or sell software, hardware, books, or any other products.

The *NECTFL Review* contains two distinct, yet interconnected sections in each issue.

- **Research**
 - This section contains qualitative, quantitative, or mixed-methods research articles. It publishes research related to current topics focused on language teaching and learning, as well as teacher education. The manuscript length is 5,000–8,000 words.
- **The Language Classroom**
 - This section contains classroom ideas and experiences informed by research. It has a practical and praxis-based focus (e.g., curriculum design, student experiences, feedback and assessment). The manuscript length is 1,500–3,000 words.

As you prepare your manuscript for submission to the *NECTFL Review*, examine previous journal issues for models of articles and adhere to the following guidelines. See also recent issues of the *Modern Language Journal* and *Foreign Language Annals*. Below, you will find a summary of the Guidelines for the Preparation of Manuscripts and their submission. The complete documents in PDF format may also be downloaded at <https://www.nectfl.org/nectfl-review/>

General Guidelines

- Follow APA 7th Edition style (except where contradicted below!).
 - Use the *NECTFL Review* templates available on our website:
 - A handy overview of APA 7 guidelines can be found on the Purdue Online Writing Lab website: https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/general_format.html
- Prepare 2 documents for submission (both as .docx files):
 1. Article (include title, abstract, and 3-5 keywords)
 2. Author information/affiliation and short bio - send to the editor

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- Ensure your article does not contain any identifying information (e.g., your name, your institution, your own published research). Use X Middle School or X University instead.
- Submit your 2 documents, as follows:
Research article: <https://nectfl.wufoo.com/forms/authorarticle-information-form-nectfl-review/>
Language Classroom article: <https://bit.ly/langclassnectfl>

Mechanics

- Use U.S. letter size pages (8.5 x 11 in.) with one inch margins on all sides.
- Double-space all text.
- Use Times New Roman 12-point font throughout your article.
- Do not justify your text; use align left throughout.
- Number your section headings (1., 1.1, 1.1.1). This will help both you and the editor clearly understand your intentions. Your article should start with 1. Introduction.
- Use past tense when referring to previous studies (even your own).
- Use active voice as much as possible.
- Avoid general terms such as "recent"—specify the year/time instead.
- Avoid footnotes. Put URLs in parentheses, rather than footnotes.
- Do not use endnotes. [Do not use your word processor's automatic footnoting or end-noting tool.]
- Do not submit an article that includes tracking in Word
- When providing a list of items in your text, use double parentheses surrounding the numbers: (1), (2), or (3).
- Images should be included in-line in the first draft.
- Double check that all citations in your text appear in the reference list and that all literature in the reference list is cited in the text. Double check for APA 7th compliance throughout.
- Cite relevant literature to show the relationship of your article to previous work.
- Do not use tabs or spaces to indent paragraphs. Use the indent formatting feature instead.
- The manuscript length includes appendices and references.

Structure

- Include a descriptive, brief title (no longer than 15 words), preferably without a subtitle. Although catchy titles are permissible, even desirable in some cases for conference presentations, the title of your article should be more academic in nature, allowing the reader to determine at once what subject the author(s) will be addressing.
- Include an abstract of no more than 200 words.
- Include 3-5 keywords.
- Include a paragraph at the end of the introduction that signposts the structure of the article for the reader. Headings should clearly correspond to this signposting.
- In many cases, some connective language between sections is helpful. How does the next section follow logically from the previous one? Help the reader by using transitions.
- Your conclusion should not merely summarize the content of the article but discuss further studies, challenges and opportunities, and next steps

as appropriate for your topic and for the journal section. The conclusion needs to look forward.

Punctuation

- Punctuation generally goes inside quotation marks.
- Do not use spaces around dashes or hyphens.
- Use en dashes (–) for ranges. In particular, check your reference list for page ranges that require an en dash.
- Use em dashes (—) to separate thoughts within sentences. Use this device *sparingly* because it makes your writing sound more casual.
- Use hyphens (-) to hyphenate words.
- Follow APA style in hyphenating compound words. In general, this means hyphenating less (and making more unbroken words, such as “coauthor”).
- Use a single space after a period at the end of the sentence.
- Do not use spaces at the beginning of paragraphs or for hanging indents in your references. Use the indent formatting feature instead.
- Use Oxford commas (e.g., We have bread, milk, and eggs.)
- Eliminate contractions (e.g., don’t → do not).
- Avoid “scare quotes.” When necessary, use double quotes (“), not single (‘).
- Long quotations (40+ words) need to be indented in a free-standing block of typewritten lines. Omit quotation marks. Use long quotations sparingly.

Spelling and Usage Conventions

- Use American spelling.
- Avoid dummy subjects (e.g., “it is,” “there are”) as much as possible.
- Do not capitalize unless strictly necessary. Just because you are creating an initialism (e.g., computer-assisted language learning, CALL), does NOT mean that you need to capitalize the words themselves.
- Do not provide an initialism for a term unless you are going to use that initialism.
- Do not use “in order to” if the sentence is clear without this phrase.
- Do not use “since” or “as” to mean “because.”
- Do not use ALL CAPS.
- In general, spell out numbers below 10 in words (seven, three), and use numerals for anything 10 and higher (10, 42). However, refer to the APA Guide for exceptions.
- Use singular “they” as needed. Avoid “him/her.”
- Do not use the term “foreign language” (unless referring to a specific department/name). Simply use “language” (or “world language”) instead.
- Refer to your writing as article (not essay, module, chapter, etc).

Images, Charts, and Tables

- Create tables in Word, rather than sending an image. Avoid long tables.
- Do not use tabs to indent or create columns or for anything else. Insert tables instead.

- Check that you have referred to each figure and table at least once in the text itself.
- Refrain from writing “As shown in Table 1 above/below...” Instead, simply write “As shown in Table 1...” Tables, figures, etc. get placed within your article depending on space.
- We need written copyright permission to republish any images that are not your own creation. You are responsible for getting permission to reproduce any images that do not belong to you, so please begin obtaining permissions as soon as possible and send the journal editor copies of the documentation.
- Check APA style usage/our template for figure captions and table titles.
- Image files will be requested later in the editing process. For the first draft, please put the images in the Word file where they should be printed.
- When you are asked to send image files:
 - Image files should be 300 dpi, sized at least as large as they will be on the page.
 - Images should be jpg files.
 - If images are from the web, they will not reproduce very well, so please send the best possible image you can get.
 - Please name these files using the numbers they are referred to in your article.
 - If figures were created in Excel, please also send the original .xlsx file.
 - Should images include personal details (e.g., student names or faces), please blur them as necessary.

AI Policy Statement

The *NECTFL Review* acknowledges the increasing use of AI (Artificial Intelligence) in writing and research and requires (1) that all submissions have a substantial human component and (2) that all human authors take full responsibility for all content of their submission. If a submission to *NECTFL Review* includes a significant contribution by AI, authors must disclose that in a statement at the end of the manuscript, including details about the name of the tool used and the manner in which it was used. EntireWhole articles generated by AI without human contribution will be rejected.

During the submission process, authors will be asked to indicate the extent of AI used in the preparation of their manuscript.

1. No use of AI
2. Minimal use of AI (Example: Generative artificial intelligence was used in the preparation of this manuscript only for brainstorming ideas or for spelling and grammar suggestions. *NECTFL Review* considers this non-significant use of AI, which does not need to be disclosed in a statement.)
3. Moderate use of AI (Example: During the preparation of this manuscript, the author(s) used AI support to generate some sections of text. After using the tool/support, the author(s) reviewed and edited the content as needed and take(s) full responsibility for the content of their manuscript. *NECTFL Review* considers this moderate but acceptable contributions by AI, which needs to be disclosed in a statement.)
4. Extensive use of AI (Example: AI support was used as an initial screening tool to extract important information from research articles (e.g.,

number of participants, analysis used, and summary of results). All articles cited in the manuscript were read to confirm accuracy. After using the tool(s), the author(s) reviewed and edited the content as needed and take(s) full responsibility for the content of their manuscript. *NECTFL Review* considers this significant but acceptable contributions by AI, which needs to be disclosed in a statement.)

For manuscripts falling in categories 3 or 4, an AI disclosure statement must be included at the end of the manuscript, containing details about the name of the tool(s) used and the manner in which it was used.

The editors of *NECTFL Review* would like to acknowledge the work of [The *FLTMAG*](#) in articulating a similar policy for their authors.

Citations and References

- For citations, include all author names for 1 or 2 authors. Include only the first author followed by “et al.” for 3 or more authors.
- Be sure to include DOIs wherever available.
- When including a URL/DOI, put it at the end of the citation without an introductory “Retrieved from,” “Accessed on,” or date. Do NOT put a period at the end of the link.

For example,

Bell, T. R., & Borden, R. (2022). Examining target language proficiency among in-service K–12 language teachers. *Foreign Language Annals*, 55(3), 815–831. <https://doi.org/10.1111/flan.12637>

Writing an Effective Article

Your original argument should be well framed, clearly organized, and presented

- Carefully craft your topic sentences to orient and guide your reader.
- Beware of jargon, overly complex sentences, and excessive abstraction.
- Provide section breaks to make the structure of your argument apparent to your reader.
- Use quotations judiciously. Introduce and explain them. Never simply insert a quotation in lieu of making your own point.
- Proofread your article carefully. Authors are encouraged to have several colleagues read the article before it is submitted. Whether you are a native speaker of English or not, please ask a colleague whose native language is English to proofread your article with an eye toward readability, flow, and clarity and to ensure that punctuation and spelling are standard.

Submission

To submit an article for consideration, authors should complete the appropriate Author/Article Information form online:

- **Research article:** <https://nectfl.wufoo.com/forms/authorarticle-information-form-nectfl-review/>
- **Language Classroom article:** <https://bit.ly/langclassnectfl>

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DATABASE LISTINGS

The *NECTFL Review* is included in several research databases, as follows:

Education Resources Information Center (ERIC) of the U.S. Department of Education: <https://eric.ed.gov>



The Modern Language Association *Directory of Periodicals*: <https://apps.mla.org/dop>

EBSCO host service: <https://www.ebsco.com>



Databases provide comprehensive, easy-to-use, searchable, internet-based bibliographic access to educational research.