

Guidelines for Submission: *CALICO Journal*

Author Guidelines

Articles submitted for publication should address research on the use of digital technologies in language learning and language teaching. Articles previously published or accepted for publication elsewhere will not be considered.

Language of submission

The language of submission is English. Please follow the present guidelines when you first submit your article for consideration by the journal Editor(s). If accepted, we will send you more detailed instructions for preparation of your final manuscript.

Articles

Articles may vary in length, but the length of submissions should not exceed 7,000 words (including bibliography, tables, notes, abstract, bio statement, and appendixes). The Editors consider submissions that exceed this length only in very special cases. If you intend to submit a manuscript that exceeds the above-mentioned limit, please contact the Editors in advance for feedback on whether the manuscript can be considered for publication in the journal.

Book Reviews

Book Reviews are normally solicited by the book review editor. You may contact our book review editor Theresa Schenker (theresa.schenker@yale.edu) with suggestions for book reviews. Further information about writing a book review for the CALICO Journal can be found in the document *CALICO Book Review Guidelines*.

Learning Technology Reviews

Learning Technology Reviews are normally invited by the section review editor. Authors of Learning Technology Reviews need to provide information in all areas of the *CALICO Learning Technology Review Guidelines*. You may contact our Learning Technology Review editor Dawn Bikowski (bikowski@ohio.edu) with suggestions for tools or resources to review. We are unable to consider unsolicited reviews that we may receive. Learning Technology Reviews do not require abstracts and keywords but do require other metadata referred to below.

Online Submission

We accept only electronic submissions through the Online Journal System ([ENTER NEW SUBMISSION](#)). Online submission is a six stage process and you may submit articles or, after invitation from the section editor, book reviews and learning technology reviews.

Before you can begin your first submission you must complete the following steps:

- Go to <http://www.equinoxpub.com/CALICO> and register with the system as an author and keep the automated e-mail with your user ID and password for future reference.
- Update your Profile (the link *My Profile* on the right-hand side). Make sure affiliation, e-mail address, country, and bio statement contain correct and complete information. This information will only be used in the context of editing and publishing your paper.
- Click the *New Submission* link and follow the six-step submission process outlined below.

Step 1 *Confirmation of Copyright* You will be asked to confirm that you hold copyright in the material being submitted and/or that permissions have been cleared to reproduce any included copyrighted material. The journal accepts only original articles which have not been previously published. You will need to clear copyright for any copyrighted material you quote or use, including artwork. Please refer to separate PDF. Please note that it is your responsibility as author to ensure that you have obtained any permissions to reproduce any part of another work. If your article contains extracts from other works, especially figures, tables, poetry etc., please contact the authors and publishers BEFORE submitting the final version to seek permission to use their work. If primary research data is to be included, research participants should have signed a consent form.

Step 2 *Metadata* At Step 2 you will be prompted to supply various types of information known as *metadata*. This includes an abstract of no more than 200 words and three to five keywords as well as other metadata including among other things a short biographical statement not exceeding 100 words, your contact details (please include your full name, title and postal address) and appropriate Library of Congress subject classification code/s. This metadata is important because it facilitates the indexing of your article once it is published thus leading to more citations and greater readership. This material is entered separately from your article.

Step 3 *Main Text* You will then be asked to upload the main body of your article. This part of your submission should be in MS Word (docx, doc, or rtf) and should be double spaced (including quotations and excerpts, notes, references, tables, and figure captions) and the pages of the manuscript should be numbered. PDFs are not acceptable for submission of articles; however, you can upload a PDF copy of your document as a Supplementary file following submission of your Word file. See *Style* below for more information on the formal requirements for submissions.

Step 4 *Supplementary Files* There is a separate step in the submission process to allow you to upload supplementary files and given the nature of language-based research, they are possibly an important part of your submission. Supplementary files are to be used for all figures or photographs/artwork but not tables. Each such figure should be entered as a separate supplementary file. Supplementary files should also be used if you wish to

bring to the attention of the Editors any particular features which would be required at the layout stage or to clarify font usage. Other appropriate material to upload as supplementary files are (a) research instruments, (b) data sets, which comply with the terms of the study's research ethics review, (c) sources that otherwise would be unavailable to readers or (e) audio/video material.

Steps 5 & 6 These are confirmation stages allowing you to make changes and to confirm that everything is accurate.

Ensuring a Blind Peer Review

All articles are double-blind peer reviewed. To insure the integrity of the blind peer-review, we need to make every effort to preserve the anonymity of authors and reviewers. Therefore, when preparing your article for submission, please take the following steps:

- Remove your name from the text. If you cite your own publications, be sure to substitute the word 'author' for your own personal details and for the actual title of your work cited.

Please note that improperly anonymized papers are not considered for publication and are returned to the author(s).

Style & Format

This section includes information details about how to prepare your manuscript for submission.

All manuscripts submitted to the *CALICO Journal* must follow the guidelines of the *Publication Manual of the American Psychological Association*, 6th edition (2009)

Fonts

The standard font type is Times New Roman, and the standard size is 12pt. Examples, including transcripts, and endnotes are 11pt.

Use the following fonts, where required, for special purposes:

- Phonetics characters should be set in an IPA font (use SIL IPA93 Doulos or Charis SIL);
- Special symbols should be set in a symbol font (as far as possible, use only one such font throughout the manuscript);
- Chinese characters should be in PMingLiu or Songti (宋体) format;
- Both simplified and traditional characters can be used;
- Use MSMincho for Japanese characters.
- For any other East Asian writing system the most frequently used font type should be applied.

- Use italics to show which words need to be set in italics, NOT underlining.

Romanization conventions, translations and examples

Authors are free to use any Romanization convention for East Asian language as far as the given convention is used consistently throughout the text. For example, both Pinyin and Wade-Giles can be used to Romanize Chinese words and texts.

In-texts translation of words and expression should occur in single quotation marks, whereas translations of examples/longer sections should occur in the following format:

(example number) >TAB> *Zhangsan mingtian qu pa Tiantai-shan.*
 张三明天去爬天台山。
 Zhangsan will climb the Tiantai Mountain tomorrow.

Examples should be numbered in a consistent way. See also *Transcript data* below.

Paragraphs

The text is double spaced with no space before and after the paragraphs. Each first line of a new paragraph, except the first paragraph of each section, is indented by 1,27 cm (1/2 inch).

If your text requires special formatting (i.e. your article contains more than straightforward text paragraphs and headings), make sure that you use paragraph styles systematically. The general rule is that each distinctive kind of paragraph, e.g., headings, quotations, numbered examples, should be allocated its own, named, paragraph style. Apply that style systematically to every instance of that kind of paragraph and do not use it anywhere else.

The following material should be clearly identified by using distinct paragraph styles:

Headings

Use no more than two levels of heading below the article title and use a different named style for each level of heading. The text of headings should be in italics. Headings can be numbered if required. If numbering is used, put a period at the end of the number and use a TAB to separate the number from the rest of the line. The text begins after each heading, i.e. do not insert a blank line after a heading. For example:

1.2. *Data and methodology*
 The data of the present study includes [...]

Quotations

All in-line and block quotes are formatted according to the *Publication Manual of the American Psychological Association*, 6th edition (APA 6th). The source of each quote must be given and needs to be formatted also in accordance with APA 6th.

Bulleted or numbered lists

Use a different named style for each level of indentation. Avoid using Latin numbers in numbered lists.

Transcript data

Transcript extracts must not exceed 45 characters per line, including any line numbers and speaker names. For Jefferson style transcripts for conversation analysis, or any transcription system that requires precise alignment between lines, please use Courier New font size 11. Wherever possible, transcript data should be numbered by turns rather than lines so that line breaks can be reformatted during pagination. Where line breaks need to be maintained, or lines need to be numbered individually, the length of each line, including the line number and any speaker names, should not exceed 45 characters. Ensure that you have punctuated any transcripts in a consistent way. Transcript data will not be subject to copyediting and will be reproduced exactly as submitted insofar as the need for consistent page layout allows.

Statistical data

When you include information on descriptive statistics and/or discuss tests in inferential statistics, e.g., ANOVA, t-Test, consult the *Publication Manual of the American Psychological Association*, 6th edition (APA 6th) and follow its guidelines for displaying statistical information.

Preparing tables

Tables should be included in the manuscript at the point at which they are needed. A caption should be placed before each table. Do not use background tints in cells. Ensure that a table will fit into the final text width (around 114mm) without the font size falling below 9pt. Avoid vertical rules in tables. Minimal horizontal rules will be applied during production to bring tables into house style. Do not insert a table as an image.

Figures and artwork

Figures should be embedded in the MS Word file of the document; also authors need to supply figures separately in digital form (see below). Number figures in a consistent way throughout the text.

If your article contains tables which contain artwork within cells, please include such tables in place in the manuscript (like any other table) but also supply as a separate file (i.e. treat also as artwork).

Artwork has to be submitted in a separate file. All authors are expected to supply 'camera-ready' artwork with their manuscripts. Please be aware that when you submit the final draft of your manuscript to the Publisher you are confirming that the artwork (photographs, line drawings, tables and data examples) are ready for publication. Although you will be given an opportunity to check proofs of your work, this is intended only to ensure that nothing untoward has occurred in the production process. For the majority of artwork, no changes will be possible at proof stage. If your artwork is supplied in grey scale, then you must make sure that any tints used (e.g., in graphs or bar charts) are sufficiently distinct. Do not use tints below 20% or above 80% and ensure that any tints used differ by at least 20%.

Each figure must be supplied as a separate file in ai (Illustrator), eps (Encapsulated Postscript), Tiff, or Jpeg format. Jpeg should be used only for photographs and should be compressed with a 'High Quality' setting. Each artwork file should be named

according to its figure number. Where a piece of unnumbered artwork is needed, name the file using roman numerals (e.g., Figure v) and use this number when showing where the figure is to appear in the manuscript. All photographs should be supplied at a resolution which will allow reproduction at 300 dpi at the final size. Do not use ‘screen grabs’ to create artwork except for illustrations of what a screen looks like (e.g., in research on the use of computers in classrooms). The resolution of a screen shot is typically 72 dpi and is too low for normal reproduction in print.

Where possible avoid bitmap format for figures containing text or lines. Where such a figure must be submitted in bitmap format (e.g., because it has been scanned from another work), it should be supplied at at least 600 dpi in TIFF format. Never use jpeg format for figures containing lines and/or text. Never use drop shadow effects on artwork. Ensure the background to the artwork is white or transparent. Do not enclose the artwork in a frame or tinted box. Make sure any lines are at least 0.5 pt in width.

If there is a caption, this should NOT be included in the artwork file but MUST be included in the main text file immediately under the line showing the insertion point. If the artwork is an unnumbered figure use a temporary roman number (e.g., Figure v) and do not include a caption. Make sure that, whatever you call it, the name of the file containing the artwork is the same as what you put in the square brackets.

Endnotes

There are no footnotes in Equinox linguistics journals. All notes are endnotes.

Style check

Please make sure that your manuscript is proof-read thoroughly before submission. We use *American English spelling* in the journal, according the default house style; e.g., we use –ize vs. –ise, –ization vs. –isation, color vs. colour. Our house style avoids hyphens, as in ‘sociolinguistics’, ‘multicultural’, and ‘overrepresentation’. Please use double hyphens to indicate page ranges (e.g., 12--47); all such double hyphens will be replaced with en dashes in production (e.g., 127–47).

Avoid using abbreviations in the text, and the only abbreviated forms that we normally use include the following:

e.g., - for ‘for example’
lit. - for ‘literally’

Avoid using too many acronyms, as they are usually disturbing for the reader. Whilst there are some widely recognized acronyms in the field such as CMC for ‘computer-mediated communication’, acronyms should only be used in such cases, and the proper meaning of the given acronym should be explained when it occurs for the first time in the text. For example: “In the field of computer-mediated communication (CMC) it is...”

It is necessary to avoid any form of wording that indexes the author’s evaluative stances. For example, the following claim is considered problematic: “The language reforms of Country X were warmly welcomed by the population”, as it implicitly suggests that the whole of the population agreed with such reforms, which is difficult to prove, and also

“warmly” indicates that the author is positively disposed towards these policies. Instead of the above wording an acceptable form of the same claim can be: “The language reforms of Country X seem to have met with the needs of a significant portion of the society.”

References

The list of references should contain all works cited in the text and only those. List them in alphabetical order by author/editor name. Each bibliographical item is in a hanging 1.27 cm (1/2 inch) format. Format each entry according to the *Publication Manual of the American Psychological Association*, 6th edition (APA 6th).

IRIS Database

CALICO Journal encourages authors to consider uploading their data collection materials to the IRIS database. IRIS is an online repository for data collection materials used for second language research. This includes data elicitation instruments such as interview and observation schedules, language tests and stimuli, pictures, questionnaires, software scripts, url links, word lists, teaching intervention activities, amongst many other types of materials used to elicit data. Please see <http://www.iris-database.org> for more information and to upload. Any questions, or the materials themselves, may be sent to iris@iris-database.org. When your article has been formally accepted for publication, your instrument(s) can be uploaded to the IRIS database with an 'in press' reference. The IRIS team will add page numbers to the reference once they are available.