

## Guidelines for the Preparation of Manuscripts

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, and not those of the Modern Language Association (MLA) or the *Chicago Manual of Style*. **Please use the latest edition (7<sup>th</sup> 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. You can visit the following web sites, which give you abbreviated versions of the APA guidelines:
  1. APA Formatting and Style Guide: [Changes in the 7<sup>th</sup> Edition // Purdue Writing Lab](#)—this excellent site offers guidelines for using the 7<sup>th</sup> edition of the APA guidelines.
  - b. APA 7<sup>th</sup> Edition, Brigham Young University: [APA-7.pdf \(byu.edu\)](#). A very complete guide with illustrations and references to the APA manual.
  - c. APA: [Basics of APA Formatting - APA Style 7<sup>th</sup> Edition: Citing Your Sources - Research Guides at University of Southern California \(usc.edu\)](#)—this is yet another great site from the University of Southern California to guide you through the APA style, with numerous helpful links.
  - d. APA 7<sup>th</sup> Edition Citation Examples: General Rules: [General Rules - APA 7<sup>th</sup> Edition Citation Examples - LibGuides at University of Maryland Global Campus \(umgc.edu\)](#) : Another helpful guide for citations as well as other aspects of the latest APA style.
2. Submit your article electronically to NECTFL at <https://nectfl.wufoo.com/forms/authorarticle-information-form-nectfl-review/>  
Please follow these guidelines carefully to expedite the review and publishing process. Note: In order for an article to be processed and sent to outside reviewers, authors must complete the Author/Article Information form and attach the article when submitting: <https://nectfl.wufoo.com/forms/authorarticle-information-form-nectfl-review/>
  - a. Use a PC- or Mac-compatible word-processing program—preferably Microsoft Word. You can save your file as either .doc or .docx.
  - b. Do not use the rich text format.
  - c. Use Times New Roman 12-point or preferably Minion Pro 12-point and only that one font throughout.
  - d. Use italics and boldface when necessary, but do not use underlining.
3. Please think carefully about the title of your article. 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. 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 *Concise Guide to APA Style (2020)* for clear guidelines for writing an abstract.
5. At the end of the abstract, you should include a listing of no more than four keywords that describe the contents of the article:  
*Keywords: xxxx, xxxx, xxxx, xxxx*
6. Articles will not be accepted if they appear to endorse or sell software, hardware, books, or any other products.
7. Do not include the names of the author(s) of the article on the first page of the actual text.
  - a. On the first page of the submitted article, authors should provide the following information:
    - i. The title of the article
    - ii. Names and titles of the author(s)
    - iii. Preferred mailing addresses
    - iv. Home and office phone numbers
    - v. E-mail addresses
    - vi. For joint authorship, an indication as to which author will be the primary contact person (not necessarily the first author listed on the manuscript itself).
  - b. The first page of the article itself should have the title only, followed by the abstract, then the text.
  - c. It is essential that there be no direct references to the author(s) in the manuscript to be read by the reviewers. Any “giveaways,” such as references to a particular institution, when it is obvious that the institution is that of the author, should be avoided as well.
  - d. If your article is accepted for publication, you will be able to make the necessary changes in the final manuscript. For the present, however, authors should refer to themselves in the third person as “the author(s)” and refer to studies or projects at “X Middle School” or “X University.”
  - e. The APA guidelines suggest ways that authors can achieve this necessary degree of anonymity. We do understand, however, that references to certain websites may necessarily reveal the identity of the authors of certain articles.
8. 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 include the following information (***no longer than 4-5 lines***):
  - a. Your name
  - b. Your highest degree and what school it is from
  - c. Your title
  - d. If you are a teacher, indicate what level(s) you have taught in your teaching career: K-12, elementary school, middle school, high school, community college, college/university, other.
  - e. Your credentials.

## Example:

**Charles Bovary** (Ph.D., Duke University) is Professor of French and Foreign Language Pedagogy at the University of Montana. He teaches/coordinates . . . . His research . . . . He has published . . . .

9. Manuscript length:
  - a. For original research articles, please note that the typical length of manuscripts averages approximately 20-25 double-spaced pages, including notes, charts, and references. Slightly longer articles may be considered.
  - b. For original language classroom articles, the typical length of manuscripts should be 1,500-2,500 words. Slightly longer articles may be considered.
10. 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.
11. 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.
12. 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. Using the Checklist will help ensure accuracy. 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 to be sure that the text sounds idiomatic and that punctuation and spelling are standard.
13. Submissions: In order for an article to be processed and sent to outside reviewers, authors must complete the appropriate Author/Article Information form found in “**Submit an article.**” These forms are used to match 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].
  - a. For original research articles: <https://nectfl.wufoo.com/forms/author-article-information-form-nectfl-review/>
  - b. For original language classroom articles: <https://forms.gle/Fi9YTV3qAcmpZBT8A>