

2014 DEVELOPING AND ASSESSING INTERCULTURAL COMPETENCE CONFERENCE PROCEEDINGS SUBMISSION GUIDELINES

Submission Deadline: February 28, 2014

All submissions will be peer reviewed. Authors should expect to be notified with an acceptance, revision request, or rejection by the week of April 14, 2014.

Submission Method: Your manuscript should be attached to an e-mail message sent to our Proceedings Editorial Assistant, Merica McNeil, at merica@email.arizona.edu. Receipt of your submission will be acknowledged by e-mail within three business days.

SUBMISSION FORMAT AND CONTENT

- A. **File Format:** MS Word (.doc or .docx). Graphics are submitted separately (see below).
- B. **File Name:** Last name(s) of authors plus first 2-3 words of paper (e.g., Smith_Global_Perspectives).
- C. **Maximum Size:** 5 MB
- D. **Length:** 20-35 pages, double-spaced
- E. **Content:** Page limit *includes* paper title, author name(s), institution, email, URL, (see below), 100-200 word abstract, and text. Page limit *excludes* bibliography/ reference list, biographical statement(s), tables/figures, pictures, notes (which should be kept to a minimum), and appendices. Do not include a cover page.
- F. **Abstract:** The abstract is a one-paragraph, self-contained summary of the most important elements of the paper. The abstract maximum word limit is 200, but it should not be less than 100 words.
- G. **Biographical Statement(s):** Include a 50 Word biographical statement for each author at the end of the paper.
- H. **Text citations:** Source material must be documented in the body of the paper by citing the author(s) and date(s) of the sources.
- I. **Quotations:** When a direct quotation is used, always include the author, year, and page number as part of the citation. (e.g., Smith, 1998, pp. 54-56)
- J. **References:** These should be *works cited only*. Authors are responsible for the accuracy of all references and citations.
- K. **Manuscript Style:** All submissions should conform to the requirements of the Publication Manual of the American Psychological Association (APA), 6th edition, with *double spacing*. (Information about APA style can be found at <http://www.apastyle.org>.)

DOCUMENT FORMAT

Page Setup

- A. **Paper Size:** 8.5 x 11 inches
- B. **Margins:** 1 inch all sides, top, bottom
- C. **Justification:** Left (no indentations)
- D. **Spacing between Lines:** Double spacing (only titles and headings that take up more than one line should be single-spaced)
- E. **Spacing between Paragraphs:** Two double spaces

- F. **Spacing after punctuation:** Space *once* after commas, colons, and semicolons within sentences. Insert *two* spaces after punctuation marks that end sentences.
- G. **Paragraph Indents:** None (flush left)
- H. **Abstract Format:** The abstract should be indented .4” on both sides.
- I. **Quotations:**
 - a. Quotations from academic sources should be indented .5 on both right and left and in the same font size (12 pt.) as the rest of body. Quotes should NOT be italicized.
 - b. Quotes from participants of studies should be indented .5 *only on the left* in the same font size (12 pt.) as the rest of body. Quotes should NOT be italicized.
- J. **Pagination:** Do not paginate.
- K. **Page Breaks:** Do not use
- L. **Headers and Footers:** Headers and footers and abstract will be in 11pt Arial font

Font Properties

- A. **Font:** Arial
- B. **Manuscript Title:** 14-point, bold
- C. **Text body:** 12 point, regular
- D. **Abstract:** 10 point, regular
- E. **Spacing:** Do not use a condensed typeface or any Word settings that decrease space between letters

Tables, figures and graphics

- A. **Page Setup:** must fit on 8.5 x 11 inch paper within the margins specified above
- B. **File Format for Graphics:** .jpg or .giff (must be submitted in a separate file with a clearly labeled filename, e.g., Smith_graphics)
- C. **Referencing:** All tables, figures and graphics should be referenced in the text and numbered consecutively e.g., Figure 1, 2, 3, etc.
- D. **Submission:** All tables and figures should be on separate pages at the end of the manuscript. Indicate placement by a notation in the text: for example, [Insert Figure 1 here]. Figures should clearly display data and be reproducible in black and white and follow **APA format**
Tables, figures and graphics that do not comply with these guidelines will be removed from the paper.
- E. **Appendices:** Appendices should be placed after references and biographical data. There should be no more than three appendices for a maximum total of 10 pages combined.

Title and Author Details Format

- A. **Title Word Limit:** 15 words maximum
- B. **Layout:** The following information should be centered:
 - TITLE (ALL CAPITALS)
 - Author(s) Name(s)
 - Institutional Affiliation
 - E-Mail address; URL (if possible)
 Do not use titles (e.g. Professor, Dr.) or degrees (Ph.D., etc.).

- C. **Multiple authors** should be placed in a two- or three-column format with their affiliations and contact details beneath their respective names, for example:

INTERCULTURAL COMPETENCE PAPER TITLE

Author NameA
University of Arizona
One@email.arizona.edu
www.azweb.edu
Author NameB
University of Chicago
Two@email.chicago.edu
www.ilweb.edu

- D. **Spacing:** Double space after the web address; follow with the abstract on the same page. Double space after the abstract and continue with the body of the paper on the same page.

ADDITIONAL INFORMATION

- All submissions must adhere to the guidelines above; presentation slides should not be submitted for consideration.
- It is preferred that papers are formatted as social science studies where there is a clear order of introduction, literature review, methods, results, findings/discussion of the results, and conclusions/implications.
- **Authors for whom English is not their first language must have their work proofread by someone familiar with English prose and APA guidelines before submitting it to CERCLL for consideration. Both American and British English spelling conventions are acceptable.** (Punctuation and formatting should follow APA guidelines.) **CERCLL will not review papers that need additional editing for English readability.**
- The editors of the proceedings reserve the right to make editorial changes to manuscripts accepted for publication for the sake of style or clarity. Authors will be consulted only if the changes are substantive.
- The Intercultural Competence Conference Proceedings is considered an academic publication and ethical rules on work apply. However, authors may publish their work elsewhere, provided they clearly acknowledge in a footnote that the paper appeared in a preliminary form in the Intercultural Competence Conference Proceedings (this may need to be approved by the editors of the secondary publication).
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