

## *Intercultural Communication Studies (ICS)*

### **Submission Deadline**

- The submission deadline is 30<sup>th</sup> September, 2010.
- Please e-mail submissions to: [eltrcics@ipm.edu.mo](mailto:eltrcics@ipm.edu.mo)

### **Requirements for Publication**

- Page length: Typed in 12-point Times New Roman font, double-spaced, between 10 and 30 pages, including title-page, abstract, graphs, tables, pictures, footnotes, etc. Manuscripts that exceed this limit will not be accepted.
- Abstract length: Maximum of 200 words that describes the key points of the manuscript; may be accompanied with a list of key words/phrases.
- Submitting a manuscript to ICS means that you agree not to submit the same paper concurrently to another publication.
- All references and citations will be checked. Manuscripts with insufficient references will not be accepted.
- ICS uses a standardized peer-review process, which involves an extended period of communication and revision.
- ICS generally publishes 2 issues per volume, and 1 volume per year.
- Membership in IAICS (<http://www.uri.edu/iaics/>) is a requirement for publication.

### **Formatting Submissions**

- Manuscripts should be prepared in Microsoft Word.
- APA style: Authors should prepare manuscripts according to APA style, as published in the *Publication Manual of the American Psychological Association, 6th Edition (Second printing: August 2009)*, ISBN 978-1-4338-0561-5, or in the most updated version of this *Publication Manual*, if a newer version exists. All copies must be double-spaced. Follow all instructions for typing and for the formatting of tables, figures, references, metrics, and abstracts provided in the *Publication Manual*. Detailed tutorials can be found on the APA style website, <http://www.apastyle.org>. Manuscripts that do not conform to these standards will not be accepted.
- **Modification of APA style:** In the list of References, do NOT abbreviate the authors' given names.
- A separate title page listing all of the authors, their contact information, and a brief biography (title, highest degree earned, degree granting institution, current institution/affiliation) should be included with each copy of the manuscript.
- Footnotes and tables/graphs/pictures: Please format all figures in HTML. All footnotes, tables, graphs, pictures, etc. should be included at the end of the piece.
- Manuscripts may be copyedited for language, including common grammatical mistakes and bias-free language.

## APA Style Checklist

- If the paper describes empirical research, it must follow APA format and be organized into the following sections: abstract, introduction, methods, results, discussion and references.
- If the article being submitted is theoretical in nature, it should broadly follow APA organizational methods (abstract, headings, references, etc.). Theoretical papers, essays and commentaries may leave out the methods and results sections. Instead, appropriate headings and subheadings should be used depending on the methodology/argument. An introduction describing the area of study and background information should be included, along with headings relevant to the article.
- The abstract is normally a paragraph consisting of a brief overview of the study, including information from the introduction and the results.
- The introduction explains the background of the study at hand, including previous research related to the study. This information gives the reader a better understanding of why the current study is being conducted, as well as a background of the information itself.
- The methods section describes the data collection process, and consists of three different parts: participants, procedure, and apparatus (if applicable). The participants subsection describes the population being studied, the statistics of the group (ages, percent male and female, etc). The procedure subsection introduces measures used during the study and describes how these measures are utilized. For example, a study may use behavioral assessments and tests of children's vocabulary ability. If this is the case, each assessment should be introduced and explained. The apparatus subsection describes any type of equipment used within the study.
- The results section describes in detail the outcome of the study. Quantitative research should include effect size and statistical significance. This section normally consists of statistics, percentages, and mean scores, giving a specific account of the outcome of the assessments (or any other measures used).
- The discussion section takes the information from the results section and explains how and why it is important, as well as what future implications the study may have. This can extend to general principles, or it may be something extremely specific. The study may also provide the necessity for future research in the field.
- The reference section takes all works that were cited within the paper and puts them in alphabetical order, according to the specific format defined by APA.

## References

- Citation throughout a paper includes the author's last name and the year of publication (and page number for specific information). The citation normally goes at the end of the sentence, before the punctuation. For example:
  - *Accurate scholarship is essential to a thoroughly researched paper* (Bird, 2007).
  - *According to Bird (2007), accurate scholarship is essential to a thoroughly researched paper.*
- When quoting specifically from the author, page numbers are necessary:

- Lile (2007) stated, “Vocabulary development in preschool children is directly related to their use of causal connections” (p. 43).
- According to Lile (2007), “Vocabulary development in preschool children is directly related to their use of causal connections” (p. 43).
- If the author’s name is not stated in the beginning, then the information goes directly after the quotation:
  - She stated, “Vocabulary development in preschool children is directly related to their use of causal connections” (Lile, 2007, p. 43), but she didn’t explain why.
- Normally, in APA style papers, footnotes aren’t as common as in-text citations. Footnotes are utilized, however, in order to further describe a certain aspect within the paper. The footnote should not be extremely long, or further complicate the matter. It should explain the material and strengthen the discussion.
- The reference section of a paper must be in alphabetical order, with a hanging 0.5” indent.
  - Periodical (newspaper, journal) –
    - Author, Aaaa Aaaa. (year). Title of article. Title of Periodical, volume number(issue number), page-pages.
  - Non-periodical (book chapter) –
    - Author, Aaaa Aaaa. (year). Title of chapter. Title of book (pp. xxx-xxx). Location: Publisher.
  - Online periodical –
    - Author, Aaaa Aaaa & Author, Bbbb Bbbb. (Date of publication). Title of article. Title of Online Periodical, volume number(issue number if available). Retrieved month, day, year from <http://www.someaddress.com/fullurl>.
  - Online scholarly journal article –
    - Author, Aaaa Aaaa & Author, Bbbb Bbbb. (Date of publication). Title of Journal, volume number. Retrieved month, day, year from <http://www.someaddress.com/full/url>.
  - Non-periodical web document or web page –
    - Author, Aaaa Aaaa & Author, Bbbb Bbbb. (Date of publication). Title of document. Retrieved month, day, year from <http://www.someaddress.com/full/url>.
- Please note that according to the *Publication Manual of the American Psychological Association, 6th Edition*, for online sources, in addition to the **url** (uniform resource locator), the reference should list the **doi** (digital object identifier; <http://www.doi.org/>) of the online document, whenever the **doi** is available.

### **The Fair Use Policy: U.S. Copyright Act of 1976, Section 107**

- Notwithstanding the provisions of sections 106 and 106A, the fair use of copyrighted work, including such use by reproduction in copies or phonorecords or by any other means specified by that section, for purposes such as criticism, comment, news reporting, teaching (including multiple copies for classroom use), scholarship, or

research, is not an infringement of copyright. In determining whether the use made of a work in any particular case is a fair use the factors to be considered shall include:

1. the purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
2. the nature of the copyrighted work;
3. the amount and substantiality of the portion used in relation to the copyrighted work as a whole; &
4. the effect of the use upon the potential market for or value of the copyrighted work.

- ICS believes in the assertion of Fair Use by scholars, and considers the use of quotations and proper citation of texts to be appropriate examples of Fair Use. If necessary, however, ICS may require authors to obtain permission for the reproduction of materials already produced by others.

### **Language: Avoiding common grammatical problems**

- Below is a reference for common grammatical problems. Please use this checklist as you edit your manuscript prior to submission.
- Clarity
  - Wordiness: When the meaning of a sentence can be conveyed using fewer words, it is too wordy. Please check to see if you are using words that carry the same meaning in a sentence, or if there are any words you can cross out without losing the meaning.
  - Parallel grammatical forms should always be used in separate parts of a sentence. For example:
    - Incorrect: *Students were asked which activity was most fun: cycling, weight-lifting, or the treadmill.*
    - Correct: *Students were asked which activity was most fun: cycling, weight-lifting, or running on the treadmill.*
  - Dangling modifiers do not logically refer to any word in the sentence. For example:
    - Incorrect: *Looking into my rearview mirror, storm clouds filled the sky.*  
This sentence suggests that the storm clouds looked into the mirror.
  - Dangling modifiers can be repaired by either naming the actor after the introductory phrase or naming the actor in the introductory phrase:
    - Correct: *Looking into my rearview mirror, I saw storm clouds.*
    - Correct: *As I looked into my rearview mirror, storm clouds filled the sky.*
  - Combine choppy sentences using words such as: *after, although, because, before, if, since, that, unless, until, when, where, which, and who* which can turn ideas into subordinate clauses. Short sentences can also be combined using *and, but, or or*.
- Grammar

- Subject-Verb agreement: word groups that modify the subject can often cause confusion when they contain nouns. Isolate the subject by mentally crossing out these modifiers, so that the verb will agree with the correct noun. For example:
  - *The children in the playground are having fun.*
  - *50% of the subjects in the interest group are over 25 years old.*
- Articles: Use *a* or *an* with singular nouns when the specific identity is not known to the reader. For example:
  - *A dog ran through the yard.*
- Use *the* when the specific identity is known to the reader. For example:
  - *The dog is eating his food.*
- Do not use *a*, *an*, or *the* for non-count nouns meaning ‘all’ or ‘in general,’ or for plural nouns. Commonly used non-count nouns include food, substances, abstract nouns, and areas of study.

### **Language: Using bias-free language**

- “APA as an organization is committed both to science and to the fair treatment of individuals and groups, ...[and] authors of journal articles are required to avoid writing in a manner that reinforces questionable attitudes and assumptions about people” (APA, 1983, p. 43).
- Cultural Relativism: It is important to avoid using biased language in terms of race, ethnicity, gender, disability, and sexuality. APA endorses the concept of cultural relativism which is an approach that takes into consideration that the self-designations of a people-group are just as relevant as the designations of outside groups.
- Demographic Information: When discussing a human sample in conducted research, it is important to include demographic information. Such information as race/ethnicity, gender, age, etc. can be important variables in social and behavioral sciences, and must be included in research. In addition, there may be other variables that arise, given the precise situation and group one is studying.
- Specific Terminology: Following the self-designations of a people-group, it is important to be as specific as possible. APA provides the following examples: “*Choctaws* is more specific than *American Indians*; *Cuban* is more specific than *Hispanic*” (APA, 1983, p. 43).
- See the APA style website at [www.apastyle.org](http://www.apastyle.org) for more guidelines.

### **Useful Sources**

- Purdue Writing Center’s APA Help Pages:  
<http://owl.english.purdue.edu/owl/resource/560/01/>
- University of Wisconsin-Madison’s APA Pages:  
<http://www.wisc.edu/writing/Handbook/DocAPA.html>
- Style website of the American Psychological Association:  
<http://www.apastyle.org>
- *Publication Manual of the American Psychological Association, 6th Edition (Second printing: August 2009)*, ISBN 978-1-4338-0561-5