



Universidad del Turabo
Gurabo, Puerto Rico

How to Publish

(in Glossa)

School of Social Sciences
and Humanities

Center for the Study of Language

Guidelines for Publishing in the Center for the Study of Language (CSL) Journal *Glossa*

Note to Authors

Introduction

Manuscripts submitted for publication in the academic journal *Glossa* are evaluated based on their potential contribution to the advancement of scholarship. Therefore, manuscripts ought to meet three minimum criteria:

- (1) The manuscript should contribute to existing knowledge in study of the language and its facets. It should provide original insights, novel ideas, and / or new empirical results.
- (2) The manuscript should be based on rigorous corroboration, whether it is a literature review, theory, or empirical research. It should be comparative to articles published in other academic journals, whose primary target audience is researchers, academicians, professors and / or professionals, and students.
- (3) The manuscript should be deemed valuable by those who will read it. That is, the information should be considered insightful, novel, and beneficial by researchers, academicians, professors and / or professionals, and students.

Submission of a manuscript must imply acceptance of the following four conditions:

- (1) The manuscript reports unpublished work;
- (2) The manuscript is not being submitted to any other journal;
- (3) You are fully authorized to submit the material for publication; and
- (4) If accepted, the manuscript will not be republished without the consent of the Center for the Study of Language (CSL).

Manuscripts should be accompanied by a covering letter from the author responsible for correspondence regarding the manuscript. In addition, the package must contain “Forms for Authors” (provided by the CSL) which includes (a) Certification of Authorship; (b) Disclosure of Competing Interests; and (c) Copyright Transfer.

The covering letter should contain a statement that the guidelines ('How to Publish in *Glossa*') for publishing in the journal *Glossa* have been read by the author(s) and that he, she or they are in full agreement. The covering letter should also contain a statement that the manuscript has been seen and approved by all authors and should give any additional helpful information. If there has been prior publication of any part of the work, this should be acknowledged and appropriate written permission from the original author or copyright holder must be included. (Please note: If color illustrations are included, [which CSL strongly discourages] a statement that the author(s) is (are) willing to assume the cost of color separation and reproduction is requested.)

The Principal Editor's decision is final. Acceptance for publication will be sent to the author by the Principal Editor and will be followed by dispatch of proofs. They should be corrected and returned to the Principal Editor within three days. Major alterations to the text cannot be accepted, they should be kept to a minimum, otherwise CSL may charge for excessive alterations. CSL does not acknowledge receipt of proofs. CSL cannot guarantee publication in a particular issue. The principal author will be sent a copy of the issue in which the manuscript appears. Two reprints (or one per author when there are more than two authors) will be provided free of charge. Acceptance of a manuscript for publication implies assignment of copyright to CSL.

Manuscripts must be submitted in English or Spanish to the Principal Editor:

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Guidelines for Authors

General

Manuscripts should attempt to present research, innovative theoretical and/or practical insights in relevant general Social Sciences and Humanities. Manuscripts should be maximum 6000 words (including abstract, references, endnotes and space taken by tables/figures - calculated on approximately 500 words to a journal page) in length, typed in 12 pt font Times New Roman on 8-1/2" x 11" paper, on one side only, paginated and double-spaced with ample margins (1 inch on all sides, except on A4 paper size).

Contributors should follow guidelines for academic articles, and attempt to review in terms of related and current literature and scholarly debate. They should be aware that they are addressing an academic international audience. Papers should be written in English or Spanish. Authors should use a non-discriminatory language.

Manuscripts in the Academic Journal *Glossa* are typically presented in five formats: Main Articles, Commentaries, Responses to Commentaries, Reviews, and Key Concepts. Main Articles are typically 3,000 to 5,000 words. Special instructions for the remaining article formats follow below.

Because *Glossa* is a cross-disciplinary journal, it is especially important to adopt a style that is user-friendly, in particular: (a) a title/subtitle that signals what the paper is about, (b) an initial abstract, (c) a clear paragraph structure, (d) use of subheadings as signposts to the discussion, and (e) a conclusion section that summarizes the main points of the manuscript and indicates future directions but avoids introducing new material. Jargon should be avoided if possible. When employed, they should be clearly defined or illustrated.

Copyright & Permissions Information

It is a condition of publication that authors vest copyright in their manuscripts, including abstracts, in the CSL. This enables the CSL to ensure full copyright protection and to disseminate the manuscript and the Academic Journal *Glossa*, to the widest possible readership in print and electronic formats as appropriate. Authors may of course, use the manuscript elsewhere after publication with prior consent from the CSL, so that acknowledgement is given to the Academic Journal *Glossa* as the original source of

publication, and that CSL is notified so that our records show that its use is properly authorized.

Authors are themselves responsible for obtaining necessary permission to reproduce extensive quotations, tables, illustrations, or any other copyrighted material from other sources before a manuscript can be published.

Manuscripts are accepted on the understanding that they are original and not under simultaneous consideration by any other publication. Publication is entirely at the discretion of the Principal Editor in consultation with the Management Board, and all manuscripts are subject to expert refereeing on an anonymous basis. It is the author's responsibility to obtain any necessary copyright permission (including permissions for web publication) for figures and photographs and to fulfil the copyright holder's requests for payment or copies of the paper. Copies of permissions granted should be included with the figures.

Copyright Notice

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disk), broadcasting or recording, or in any information storage or retrieval system, other than for purposes of fair use, without written permission from the copyright holder. All communications should be directed to the Principal Editor.

Licensing Agreement

By contributing an entry or entries to the Academic Journal *Glossa*, authors grant to the CSL, School of Social Sciences and Humanities at the Universidad del Turabo a perpetual, exclusive, worldwide right to copy, distribute, transmit and publish their contribution on paper as well as on the Internet and the World Wide Web. The authors also grant to the CSL, a perpetual, non-exclusive, worldwide right to copy, distribute, transmit and publish any and all derivative works prepared or modified by the review editors from the original contribution, in whole or in part, by any variety of methods on all types of publication and broadcast media other than the Internet, now known or hereafter invented. Authors also grant to the CSL a perpetual, non-exclusive, worldwide right to translate their contribution, as well as any modified or derivative works, into any and all languages for the same purposes of copying, distributing, transmitting and publishing their work.

Statement of Liability and Indemnity

By contributing an entry or entries to the Academic Journal *Glossa*, authors grant to the Principal Editor, the Management Board, members of the Advisory Board, the Review Board and Operations Officials, the CSL, School of Social Sciences and Humanities, the Universidad del Turabo and its officers, trustees, agents and employees ('UT Parties'), immunity from all liability arising from their work. All authors are responsible for securing permission to use any copyrighted material, including graphics, quotations, and photographs, within their entries. The Principal Editor, the Management Board, members of the Advisory Board, Review Board and Operations Officials, the CSL, and the 'UT Parties' therefore disclaim any and all responsibility for copyright violations and any other form of liability arising from the content of the journal *Glossa* or from any material linked to the journal *Glossa*. Authors agree to indemnify and hold the 'UT Parties' harmless from any claims of copyright infringement or other alleged

wrongdoing in connection with the author's entries. Alleged copyright violations should be brought to the attention of the author and the Principal Editor, so that such issues may be dealt with promptly.

Manuscript Preparation and Formatting

The Principal Editor reserve to right to return to authors, without peer review, improperly formatted manuscripts. The writing should be most carefully checked before submission, especially for clarity of meaning and avoidance of ambiguity.

Manuscripts should be written in English or Spanish. English spelling and hyphenation should be consistent and should follow Webster's Dictionary. Spanish spelling and hyphenation should be consistent and should follow Diccionario de la Lengua Española by Real Academia Española.

Manuscripts should be double-spaced (including references and footnotes), throughout with generous (1 inch) margins on all sides, printed on one side only. Italic, bold, and alien words and symbols should be clearly indicated as such. Placement of page numbers should be bottom center, with the title page as page 1. All pages should be numbered sequentially. The manuscript should be in a plain fashion - right-hand flush margins and word-processing codes should be avoided. Only a plain-text typeface or font (Times New Roman) should be used. Font sizes should be uniform throughout, and in 12-point size. All characters that appear in the journal article proper should be visible in the manuscript. If utilizing an A4 (European) paper, two inches blank at the bottom should be left to facilitate photocopying onto 8-1/2" x 11" paper.

The manuscript should be kept as short as possible. Background information should be minimized but well supported by citing published work. Data may be presented as a table or as a figure, but not simultaneously in both forms. New terminology that is introduced must be defined, especially if it is not to be found in the dictionary. It should not be introduced at all if perfectly good words exist already. Uncommon abbreviations and acronyms should be defined the first time they are used. The order of headings should be indicated as 1st, 2nd, 3rd, etc. Numbering of sections is needed only when reference is made to these sections within the paper. Footnotes, or anything, which disturbs the continuity of the reading and argument, should be avoided

as much as possible. Endnotes should not be used. Foreign language words / phrases, if they are in common use, will appear in Webster's Dictionary and need not be italicized. If they are not in the dictionary, they should be explained and italicized the first time they are used. Capital letters should be used sparingly. Job titles or academic subjects should not be capitalized. Double quotation marks should be used to indicate only verbatim quoting. Single quotation marks should be used for a quote within a quote. They can also be employed to indicate an unusual meaning or usage but should only be used when that meaning is introduced. Computer commands, programs, or output should be clearly indicated as such, as they are set in a different typeface. Publisher of computer programs should be provided. Acknowledgements should appear at the end of the text, before the references.

New paragraphs should be indented, rather than having extra line space between them. Major and minor headings should be differentiated. Any illustrations, figures, or tables should be on separate sheets at the end of the manuscript but keyed in the text. Footnotes should not be used. Endnotes are permissible but should be kept to a minimum, preferably none but no more than 5-8. Endnotes and references should go at the end of the manuscript, double-spaced. The alphabetized reference list should be titled "References" with entries following the American Psychological Association system (APA Publications Manual, 5th edition, 2001). Note that names of journals or periodicals are not abbreviated and instead spelled out fully.

Address

Authors' first names are usually required. The address recorded should be where the work was done; the current address, if different, should be given as a footnote. E-mail addresses should be included.

Title Page

The manuscript proper (page 1) should include: (a) title page as the top cover sheet with full title of the paper; (b) a short title for use as a running head; (c) author's name as it should appear in print; (d) contact information (institutional postal address/telephone/email/ fax); (e) best address for correspondence (the address recorded

should be where the work was done; the current address, if different, should be given as a footnote); (f) a brief biographical paragraph (no greater than 100 words) and (g) indication of the author responsible for correspondence related to a manuscript submission.

The biographical paragraph typically involves two or three sentences describing academic affiliation(s), scholarly interests, and a recent publication or two. The manuscript title should be descriptive of the article content and not exceed 10 words (50 letters) or 80 characters in length. The name and version of word-processing software used (e.g., Microsoft Word 12) should be listed and total word and character count (including notes, spaces, and references).

Abstract Page

The second page of the manuscript should include the title, no author information, an abstract should be brief, (100-150 words), report only the content of the manuscript, indicating the need for the article, problem(s) to be considered, methodological approach, and conclusion(s), and a list of keywords (6-8) not mentioned in the title. Background and content information should be minimal, and are best avoided altogether. References should not be included in the abstract.

The main text then follows, starting on the following page.

Special additional instructions for manuscript types:

Commentaries and Responses to Commentaries

Commentaries and responses to the commentaries are by Board of Editors invitation only. However, authors interested in being the journal *Glossa* commentators are encouraged to contact the Principal Editor with their interests. Commentaries and responses are typically 1,000-3,000 words in length. The Management Board must approve longer commentaries in advance. An abstract should not be included with commentaries and responses. Commentaries/responses are not peer reviewed but are subject to review and approval by the Management Board. For manuscript titles of

commentaries and responses, conventions such as “Commentary On...” or “Response To...” should not be used. Instead, manuscript title reflecting the content or ideas presented in the manuscript should be given. Otherwise, commentaries and responses follow the standard CSL Academic Journal Policy publication guidelines and instructions for authors.

Review Articles/Manuscripts

The Principal Editor and the Management Board before submission must approve topics for review articles in the journal *Glossa*. Review articles, including invited ones, are subject to Review Board editors as with Main Articles. Review articles should be focused on a topic relevant to *Glossa* editorial objectives and formatted according to standard instructions and other CSL Academic Journal Policy Manual guidelines. “Review Article” followed by the descriptive title of the material, however, should precede titles. The Principal Editor encourages potential authors of review articles to choose a focus involving both journal articles and book-length monographs. Consultation with the Principal Editor is required to assure a similar review article is not being prepared elsewhere. Authors interested in doing book reviews may consider doing a review article for the Academic Journal *Glossa*.

Key Concepts

Key Concepts articles are intended to educate the reader about important terms or concepts relevant to the language and its aspects. Authors should approach a Key Concepts manuscript as they would approach the writing of an encyclopedia entry. The length should be about 3000 words. The Key Concepts manuscript should focus on a single concept or term and (a) provide a definition or concise discussion of the meaning of the concept or term (b) review the philosophical and scientific importance of the concept (c) sketch the most important problems and/or controversies regarding the concept (d) raise unexplored scientific or philosophical issues with the concept and (e) provide no more than ten of the most important references on the concept. Key Concepts manuscripts are typically initiated by the Management Board invitation, but potential authors are encouraged to contact the Management Board with their ideas. Key Concepts

manuscripts are peer-reviewed by the Review Board. Key Concepts manuscripts should be titled with the “Key Concepts:” prefix followed by the concept/term to be considered, as in “Key Concepts: Autonomy”. Otherwise the Key Concepts manuscript is subject to the CSL Academic Journal Policy guidelines and instructions for authors.

Completing the Submission

One original manuscript and three hard copies should be submitted, and a CD-ROM or a jump drive, in a recent version of Microsoft Word. Word-processing files can only be accepted in MS word format. Manuscripts may also be sent as e-mail attachments to the Principal Editor at the address above. Files should be scanned for viruses with updated antivirus software before sending. Files greater than 1 megabyte in size should not be sent via e-mail. The author should make sure that the electronic version is the final updated version. For electronic files, the manuscript should be given a file name according to the convention [author last name]-[keyword][month-year] followed by the apropos Windows file extension. Examples of acceptable electronic file names include: Torres Rodriguez-autonomy4-05.doc.

Manuscripts that are accepted for publication cannot be placed into the print queue until a completed ‘Publication Agreement’ is received by the CSL. Principal Editor will advise authors about the publication agreement at the time of an acceptance of a manuscript.

Tables and Captions to Illustrations

Tables should be typed out (double-line spacing) on separate sheets and not included as part of the text. The captions to illustrations should be gathered together and typed out on a separate sheet. Tables should be numbered by Roman numerals and figures by Arabic numerals. The approximate position of tables and figures should be indicated in the manuscript. Combine small and related tables whenever feasible. Grouping several tables and figures together when there is very little text should be avoided. Large tables of data already available elsewhere should not be included; alternatively, putting tables in HTML format for publication as an adjunct on the journal website is recommended. Every table must have a caption, which makes the data in the

table understandable without reference to the text. Captions should include keys to symbols.

Figures

It is the author's responsibility to obtain any necessary copyright permission (including permissions for web publication) for figures and photographs and to fulfill the copyright holder's requests for payment or copies of the paper. Copies of permissions granted, should be included with the figures.

All line diagrams and photographs are termed "Figures" and should be numbered consecutively and given short descriptive captions. Line diagrams should be presented as camera-ready copy. Photographs should be submitted as clear, glossy, unmounted black and white prints with good contrast range.

Figures should be in separate files from the text. Figures should be computer-generated, not simply scanned in, and sent on CD-ROM. High-quality laser-printed copies must accompany them. Lettering on figures should appear as required on the hard copy but should be removed from the electronic copy (with the exception of maps as we do not re-letter these). All figures should be numbered consecutively throughout the paper. Each figure should have a caption explaining it, and this explanation should be independent of the text. Figures should not be sent by e-mail without prior consultation. Figures will not be returned unless specifically requested.

Computer-generated figures should be sent in the following formats only: EPS (from vector graphics packages such as Adobe Illustrator); TIFF and BMP (from raster graphics packages such as Adobe PhotoShop) note that the resolution must be no less than 600dpi (300dpi for grayscale); PDF; MS-Word. Figures in any other format should not be sent.

Color versions of figures that are to be printed in black and white should not be sent. (When color has been used to indicate differences in a figure, it is highly likely that different colors [for example, blue and red] will convert to the same gray values, and that pale colors (such as yellow) will effectively disappear. In addition, black lettering which is readable against color may disappear against dark gray.)

Gray tones in figures (especially maps) should be chosen so that they are distinct on the final printout. A difference of at least 15% is recommended. Line widths in figures at the final output stage should be no less than 0.2mm. Figures should not be complicated by adding 3D effects, where this is not necessary (for example, in bar charts). (Three-D figures have much larger file sizes and tend not to print well.)

Disks should be labeled clearly with the authors name and the title of the paper. Figures should be identified according to their respective numbers in the text. (For example, fig1.eps, fig3.eps, especially when, say, figure 2 has not been computer generated.) It should be stated clearly which software packages have been used.

It should be noted that there is a significant difference between what appears on the screen and a laser printout. It is therefore essential to check that printouts are satisfactory before being sent.

Non-computer-generated figures (such as photographs or drawings) must be sent as originals and not as scanned copies. Hard copies for scanning (except for maps) should ideally have no lettering. Lettering on maps should be large enough to allow for reduction in print; these are not re-lettered. Photographs (or half tones) should be supplied as good quality prints on glossy paper, either in color or in black and white. Graph lines should be made bolder than the axes.

References

APA format is required. In text the surname of the authors and year of publication should be given. (For example, Torres (1996) or (Torres, 1996; Rodriguez, 1986); should be given, using 1996a, 1996b, etc., when two or more references to the same author have the same year, and et al., when a publication has more than two authors. The page number for any quotation taken from a citation should be given. Citations should be in alphabetical order unless there is a good reason for them to be chronological (e.g., a historical overview of the subject).

At the end of the text, references should be listed in alphabetical order by author, and in ascending chronological order for each author. All authors and editors should be listed. First and last page numbers are required for journal articles and book chapters. Titles of books and journals must be given in full, and the publisher and town of

publication should be given for books, conference proceedings, etc. A translation of foreign-language titles should be given in English and / or Spanish. Details of availability must be supplied for unpublished work. Any text, which cannot be obtained, even from the author, should not be included. Full addresses must be given for organizations or government departments. References to newspaper articles should have the full date, the title of the article and / or page number (preferably both), and the name of the journalist if known. Full references for legal judgments, statutes, government publications, etc., should also be provided. Full Internet addresses/URLs are needed also for electronic publications.

Writing Articles for the CSL Academic Journal Glossa

Before writing, the contributor needs to consider the following issues:

What will be the most effective and/ or most appropriate format for meeting the needs of diverse audiences the author writing for? Below are outlines of several typical formats to encourage cogitation about this issue.

What will be the style of the manuscript? This goes beyond format, it relates to how the study is written. The traditional writing style for academic or research articles has been impersonal, past tense and in the passive voice (e.g. “a questionnaire was administered to the subjects who were given 30 minutes to complete it” or “It was found that...” etc.) This is an understandable attempt to follow the conventions and demonstrate the academic credentials and credibility of the research. It is often assumed that writing in the third person conveys an impression, whether justified or not, of detachment and objectivity. However, tendency is to be a bit more flexible nowadays. It is more acceptable to say, e.g. “I found that...” and not always use the third person. A blend of the two should be attempted. It can be just as boring to find that everything is written in the first person. Similarly when describing professional procedure it is acceptable to use the present tense and not always write in the past tense; after all research is always ongoing. Decisions of this kind depend to some extent on the content and on the audience for the manuscript.

Clearly, the manuscript will require meeting the criteria for assessment and the strictures outlined in the CSL Academic Journal Policy. However, there is still some flexibility when it comes to making decisions about the paper's structure. Below are several distinct formats, which should be considered. However, before making a decision, spending a little time in the library (and on the Internet) looking at an academic journal or two and any other pertinent literature, which might be helpful, is recommended.

The classic academic journal structure is outlined below.

Title

(It should include the summary of the focus or theme of the research, and name and institution of the author(s)).

Acknowledgements

(It should include the assistance and/or research funding, which may be in a footnote or an indented paragraph. Under the title or appended to the abstract).

Abstract

(It should include a concise summary, usually no more than 150 words, stating why the research was done, what was found and the main conclusion(s)).

Introduction

- (a) It explains nature of the study.
- (b) It describes background and previous relevant research.
- (c) It states a rationale for research approach.
- (d) It outlines research design and main research questions and/or hypotheses.

Method

It gives a detailed account of procedures used (so that other academics could repeat the study and test its findings and conclusions). This would cover:

(a) Participants (sometimes called ‘subjects’) - number, selection process, their main characteristics, any ethical issues, etc.

(b) Research instruments - description of them, rationale for their application (rather than some other kind of research instrument), any problems experienced in deploying or interpreting them, etc.

(c) Research procedures - how they were administered (when, by whom, how often), the setting in which they were administered, the reliability and validity of the instruments or procedures.

Results

It gives tables, figures and graphs for quantitative data, plus analysis (and not just description of the findings) or qualitative data analysis.

Discussion

(a) Did the data answer the research questions or confirm the hypotheses?

(b) How do these findings relate to the findings from previous research?

(c) What are the implications of these findings?

(d) Suggestions for improving the research design and/or suggestions for further research.

Notes and References

(According to a standard APA format, as stipulated by the CSL Academic Journal Policy Manual).

Two other possible formats are outlined below.

The 1st format, is what might be called the conventional Case Study Report, which follows a basic framework of:

Problem

Context

Background

Methods

Findings

Conclusions/recommendations

Title

Abstract

Problem

Explains the focus of the research (e.g. the problem or issue of concern and what was done or changed in order to address the problem or issue).

Context

Gives a description of the setting in which the enquiry took place (the college, the department, the course, the students or whatever).

Background

Gives a review of the theoretical and research-based literature, which is relevant to the problem and your solution(s).

Method

Gives a research procedure; provide a brief summary of how you monitored or evaluated attempts to resolve the problem with references to the more detailed appendix.

Findings

Give a description and analysis of the qualitative and/or quantitative data obtained and the implications of this for your work.

Conclusions and Recommendations

Methodological Appendix

- (a) The research design.
- (b) The participants.
- (c) The methods employed and the steps taken to ensure their reliability and validity.
- (d) The procedures used.

Below is a variant of the above framework, which is sometimes referred to as the Evaluation Report and is one worth considering if the main audience for your action research report is colleagues or policy makers or decision makers inside or outside your academic institution.

Title

It is often short and catchy but still recognizably focused on the topic (For instance, a recent assignment I was involved in writing for my previous course in General Psychology on the Sexual Attraction to Clients was titled “Always Expect the Unexpected” but also had a sub-title that spelt out what it was actually about).

Executive Summary

Perhaps written one or two sides of A4, that offers a synopsis of the research with a particular emphasis on its practical implications and recommendations.

Aims and Objectives

Why the research was carried out and what it was designed to find out

Context

Discussion of the institution, department, course, and students, etc., and anything else, which is relevant to the research you are conducting. Discussion of the problem or issue that the research was designed to address, including discussion of relevant theoretical and research-based literature

Methods

Results

Communicate what the research discovered.

Conclusions

Recommendations

Recommendations are suggested courses of action. Within the context of Action Research and/or evaluations it is important that these recommendations are clearly derived from the data and that they are practical (that is, that they are capable of being implemented).

Technical Appendix

- (a) The research design
- (b) The participants
- (c) The methods employed and the steps taken to ensure their reliability and validity
- (d) The procedures used.

Finally, here are some guidelines for revising the first draft of your manuscript.

Guidelines for Revising Drafts

1. Read the text through.
2. Read the text again and ask yourself:
 - (a) What am I trying to say?
 - (b) Who is the text for?
3. Read the text again ALOUD and ask yourself:
 - (a) What changes will make the text clearer and easier to follow?
4. To make these changes you may need:
 - (a) To make global or big changes (e.g. rewriting sections); or
 - (b) To make minor text changes.

You need to decide whether you are going to focus first on global changes or first on text changes

5. Global changes you might like to consider are:
 - (a) Reordering parts of the text
 - (b) Rewriting sections

- (c) Adding examples
 - (d) Changing the examples for better ones
 - (e) Deleting parts that seem confusing
6. Text changes you might like to consider in turn are:
- (a) Using simpler wording
 - (b) Using shorter sentences
 - (c) Using shorter paragraphs
 - (d) Using active rather than passive tenses
 - (e) Substituting positive constructions for negatives
 - (f) Writing sequences in order
 - (g) Spacing numbered sequences or lists down the page (e.g. more bullet points)

Finally read it again (24 hours or more later) and do it without referring back to your original text.

Author's Checklist

When submitting an article to the CSL Academic Journal *Glossa* for review, please ensure the following is included:

- (1) The covering letter and Forms for Authors- signed.
- (2) A written permission to reprint must accompany the manuscript if submitting previously published information, including figures and tables.
- (3) Written permission from the publisher to reprint any previously published material including figures and tables.
- (4) Consent forms for participant(s) photographs.
- (5) Original double-spaced typed manuscripts- 1 copy plus 3 additional hard copies.

- (6) Electronic copies in MS Word format on a CD-ROM.
- (7) Title page: article title and sub-title, authors' names, and complete affiliations; corresponding authors' name, address, telephone number, and email address; name of contact author for reprint requests and complete address.
- (8) Abstract (maximum 150 words).
- (9) Text: introduction, materials and methods, results, discussion, summary or conclusion.
- (10) References- numbered consecutively in text and in appropriate reference style- (APA).
- (11) Figures and tables in consecutive numerical order.
- (12) Legends for all figures; typed double-spaced.
- (13) Three sets of un-mounted illustrations (please check actual size).
- (14) Biographical notes about Author(s).

CSL recommends these areas of interest for publication in the Academic Journal *Glossa*:

1. Psycholinguistics

- a. psycholinguistics
- b. language and cognition
- c. syntactic processing
- d. semantic processing
- e. child language acquisition
- f. verbal learning: paired associate, serial learning, memory, recognition
- g. psychoacoustics/speech perception
- h. neurolinguistics
- i. phonological processing
- j. morphological processing
- k. lexical processing
- l. bilingual language processing
- m. speech production

2. Applied Linguistics

- a. applied linguistics
- b. native language pedagogy
- c. non-native language instruction (languages other than English)
- d. non-native language learning (languages other than English)
- e. language testing and assessment
- f. adult language development/literacy studies
- g. reading readiness/acquisition
- h. reading instruction and remediation
- i. reading processes
- j. reading testing
- k. writing: instruction, acquisition, processes, and testing
- l. bilingualism, bilingual education
- m. translation (human generated)

- n. English as a second/foreign language instruction
- o. English as a second/foreign language learning

3. Phonology

- a. phonology

4. Syntax

- a. syntax
- b. syntax-morphology interaction
- c. syntax-phonology interaction
- d. syntax-semantics interaction

5. Semantics

- a. semantics
- b. pragmatics
- c. lexical semantics

6. Morphology

- a. morphology

7. Discourse Analysis / Text Linguistics

- a. discourse analysis
- b. ext linguistics
- c. stylistics
- d. corpus linguistics

8. Theory of Linguistics

- a. linguistics pedagogy, philosophy, and theory
- b. research design, methodology, and tools
- c. history of linguistics
- d. history of linguistics (general and modern)

- e. history of linguistics (prior to 1945)
9. Anthropological Linguistics
- a. anthropological linguistics
 - b. language and culture
10. Descriptive Linguistics
- a. descriptive linguistics
 - b. diachronic linguistics
 - c. comparative linguistics
 - d. computational and mathematical linguistics/ machine translation
 - e. language universals
 - f. languages in contact/borrowing
 - g. language area studies
 - h. dialectology
 - i. international languages
 - j. onomastics
 - k. creole/pidgin studies
 - l. paleolinguistics/ paleography
 - m. language origins
 - n. language history
11. Lexicography / Lexicology
- a. lexicography
 - b. lexicology
 - c. etymology
 - d. terminology
12. Orthography, Writing Systems
- a. orthography, writing systems

13. Language Classification

- a. typological classification
- b. genetic classification
- c. areal classification

14. Interpersonal Behavior, Relationships, and Communication

- a. interpersonal behavior, relationships, and communication
- b. communication in groups
- c. mass media/ advertising
- d. cross-cultural communication and behavior

15. Sociolinguistics

- a. sociolinguistics
- b. language planning/policy
- c. language usage

16. Poetics / Literary Theory

- a. poetics
- b. literary criticism
- c. literary theory
- d. historical text studies

17. Non-verbal Communication

- a. human non-verbal language
- b. animal/interspecies communication
- c. art as language
- d. sign language

18. Semiotics

- a. semiotics

19. Philosophy of Language
 - a. philosophy of language
 - b. logic of language

20. Phonetics
 - a. phonetics
 - b. speech synthesis/recognition

21. Hearing and Speech Physiology
 - a. hearing and speech physiology

22. Hearing - Pathological and Normal
 - a. hearing – pathological and normal

23. Language - Pathological and Normal
 - a. language and speech pathology
 - b. aphasia

24. Learning Disabilities
 - a. learning disabilities
 - b. reading and writing disabilities

25. Mental Retardation and Disorders
 - a. mental retardation and disorders

26. Linguistics and Psychiatry
 - a. linguistics and psychiatry

27. Special Education
 - a. special education
 - b. hearing therapy

- c. language and speech therapy
- d. augmentative and alternative communication