

connexions

international professional communication journal

(ISSN 2325-6044)

MANUSCRIPT SUBMISSION GUIDE

I. General submission information

a. Before submitting your manuscript

- Before submitting your manuscript, please consult the call for papers for specific information.
- If specific information exists, follow the indications. In all other aspects, follow the guidelines in this document.
- If no specific information exists, follow all the guidelines in this document.

b. Hypertext

- The journal welcomes and encourages hypertext scholarship.
- Include hyperlinks to online audio and video resources, webpages, documents, graphics, photos, and screen captures in your manuscript.

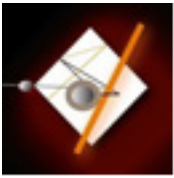
c. Language

- Submit your manuscript written preferably in English.
- You may also submit manuscripts in Portuguese, French, and Spanish, provided you also submit a 500-word summary in English.
- All manuscripts, i.e., manuscripts written in English, French, Portuguese and Spanish, should follow the *Publication Manual of the American Psychological Association (6th edition)* formatting and style guide.

- Full manuscripts and parts of manuscripts written in English should also follow the spelling of *Merriam-Webster's Collegiate Dictionary*.
- When writing in Portuguese, follow the spelling rules of the **2009 Acordo Ortográfico**.
- If you are not a native English speaking author, have the manuscript translated and/or revised by a native English speaker fluent in academic, or “scholarly” English before submitting it to the journal.
- If you do not know of a person with this profile, please contact specialist services.
- Seeing as the journal is not affiliated with, and cannot recommend any specific company, we suggest you enter the search term English language editing services in your browser and select one that offers specialized services in scholarly manuscript editing.

d. Style

- Use clear, concise, simple language.
- Present your ideas in an orderly manner.
- Use the first person.
- Write in the active voice.
- Avoid using jargon.
- Avoid using poetic language.
- Avoid using gender, race and disability biased language.



- Follow the *Publication Manual of the American Psychological Association (6th edition)*.

For a brief guide to the APA Style see, for instance, the [Purdue Online Writing Lab](#).

- Follow the journal's formatting guide (see "II.b. General preparation instructions" below) to format your full manuscript.

Manuscripts not formatted in the journal's style may be returned without consideration.

e. Identifying information

- Remove any information identifying you or the institution you are affiliated with from the body text, tables, figures, notes, attributes and properties of the documents you are submitting to the journal.
- Manuscripts containing identifying information may be returned without consideration.

f. Copyright

- Submit only manuscripts that have not been previously published, and that are not currently submitted for publication elsewhere.
- Ensure that the manuscript does not infringe copyright.
- On final acceptance of your manuscript for publication in the journal, obtain all copyright release permissions to use copyrighted materials in your manuscript.

In case of coauthored papers, the corresponding author should obtain the consent of the other authors to submit the manuscript to the journal.

- As author, you are fully responsible for

the statements and opinions given in the papers published in this journal.

g. Research involving human subjects

- If you are affiliated with **an institution that has** an Institutional Review Board (IRB), or Institutional Ethics Committee (IEC), indicate in the methods section of the manuscript that the research was
 - (a) performed after (i) being approved by an Institutional Review Board (IRB), or Institutional Ethics Committee (IEC), and (ii) written informed consent was obtained from each subject, or from each subject's guardian,

or

- (b) deemed exempt by the Institutional Review Board (IRB), or Institutional Ethics Committee (IEC).

Submit also

- (a) a statement from the Institutional Review Board (IRB), or Institutional Ethics Committee (IEC) indicating that the research was approved,

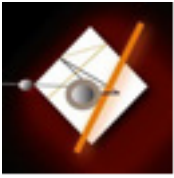
and

- (b) a sample of a signed consent form (and be ready to submit the remaining signed consent forms, on request).

- If you are affiliated with **an institution that does not have** an Institutional Review Board (IRB), or Institutional Ethics Committee (IEC) indicate in the methods section of the manuscript

- (a) that the institution you are affiliated with does not have an Institutional Review Board (IRB), or Institutional Ethics Committee (IEC),

and

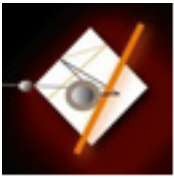


(b) the measures you took to protect the rights and welfare of the research subjects.

- To learn more about protecting human research participants see, for instance, the [NIH Office of Extramural Research](#) free tutorial, available in English and Spanish.

h. Review policy

- Manuscripts are reviewed by expert reviewers. The journal adheres to a double-blind review policy in which authors and referees are anonymous. All manuscripts, without exception, that meet the journal's standards and requirements are submitted to double-blind peer review.
- Manuscripts are evaluated based on:
 - *Contribution to the development of scholarship in International Professional Communication (IPC)*
(relevance of topic for connexions; advance in knowledge about IPC; stimulate more research in IPC).
 - *Academic and practical relevance*
(necessary topic; relevant to practice, research, pedagogy, methodology and technology of IPC; clear statement of topic relevance).
 - *Originality of topic or approach*
(original contents, reflections, methods and/or interpretations).
 - *Scholarly rigor*
(clear, logical, complete and informative title, abstract, keywords and key expressions, introduction, methodology, results, discussion, and conclusion; pertinent data, figures and tables; current, adequate, correct and useful references; appendices and supplemental material; condensed yet complete 500-word summary in English for manuscripts in Portuguese, French and Spanish; experiences and reflections in teaching cases tied to existing literature?).
- *Quality of writing*
(follow connexions' style guide; simple and unbiased language; clear logically presented ideas; contents organized in clearly distinguishable fields; clear, appropriate and easy to understand figures, tables and captions; hyperlinks to online resources).
- *Value to reader*
(value to researchers, practitioners, students, and emerging scholars with different backgrounds, languages, interests, preferences, abilities, ages, technological skills, and electronic equipment).
- **Article proposals** submitted to the journal are reviewed by 2 expert reviewers. Reviewers may decide to
 - accept
 - decline the article proposal.Final decision about the selection of article proposals is determined by the editorial team, based on the review reports. The journal editor, or guest editors, notify authors of the review decision by email, generally within 8-10 weeks.
- **Full manuscripts** are reviewed by 3 expert reviewers. Reviewers may decide to
 - accept
 - accept with minor changes
 - accept with major revisions and a second round of review
 - decline the manuscript.



Final decision about full manuscripts is determined by the editorial team, based on the review reports. The journal editor, or guest editors, notify authors of the review decision by email, generally within 12-15 weeks.

Authors who are requested to revise the text will generally be asked to submit the revised version within 4 weeks for minor revisions, and 8-10 weeks for major revisions.

II. Preparing your manuscript

a. Types of articles

The journal publishes four types of articles:

- **Original research articles** of 5,000 to 7,000 words of body text (excluding references, notes, and appendices).
- **Review articles** of 3,000 to 5,000 words of body text.
- **Focused commentary and industry perspectives articles** of 500 to 3,000 words of body text.
- **Teaching cases** of 3,000 to 5,000 words of body text.

Normally, the journal publishes, per issue:

- 3 to 5 original research articles.
- 1 to 3 review articles.
- 1 to 3 focused commentary and industry perspectives articles.
- 1 to 3 teaching cases.

b. General preparation instructions

Cover page form

1. Download the “cover-page.doc” file (available for download in the Box flash_widget on the sidebar of [connexions’ website](#)).
2. Complete the form.
3. Title the document as follows: “[Your-Name]_CoverPageForm [MM-DD-YYYY]”

e.g., *Johnson_CoverPageForm_01-31-2012*

4. Save the form in DOC, DOCX or RTF format. Do not save the form in PDF format.
5. Submit the form with your article proposal, or full manuscript.

Article proposals

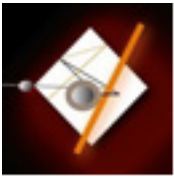
1. Prepare article proposals of 2-5 pages (font Georgia, font size 12 pt, 1.5 line spacing), including references.
2. Title the document as follows: “[Your-Name]_ArticleProposal [MM-DD-YYYY]”

e.g., *Johnson_ArticleProposal_01-31-2012*

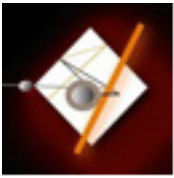
3. Save the proposal in DOC, DOCX or RTF format.
4. Submit the proposal with the completed cover page form.

Full manuscripts

1. Prepare full articles in font Georgia, font size 12 pt, 1.5 line spacing.
2. Prepare full articles of
 - a. 5,000 to 7,000 words of body text (excluding references, notes, and appendices) for **original research articles**.
 - b. 3,000 to 5,000 words of body text for **review articles**.



- c. 500 to 3,000 words of body text for **focused commentary and industry perspectives** articles.
- d. 3,000 to 5,000 words of body text for **teaching cases**.
3. Title the document as follows: “[ManuscriptTitle]_FullManuscript_[MM-DD-YYYY]”
e.g., *InternationalProfessionalCommunication_FullManuscript_01-31-2012*
4. Save the document in DOC, DOCX or RTF format.
5. Follow the “I. General submission information” guidelines (see 1, above) to prepare your manuscript.
6. **Parts of the manuscript.** Your manuscript should include the following parts, in this order:
 - Title
 - Subtitle
 - Author(s)
 - Affiliation
 - Abstract
 - Keywords
 - Body text (divided into sections and subsections)
 - Notes
 - References
 - About the author(s)
7. **Figures and Tables**
 - Prepare figures and tables at the size you wish them to appear.
The column width is 5.5” = 14 cm (width of type area).
 - Place figures and tables where you wish them to appear in the manuscript, though preferably at the top or bottom of the page. Please also send them as email attachments.
8. For **500-word English summaries** of manuscripts written in Portuguese, French, and Spanish,
 - Convert your figures to high-resolution JPEG (300 dpi or above).
If you cannot send JPEG, the journal accepts GIF, or PostScript.
Please do not send other formats.
 - Title the document as follows: “[ManuscriptTitle]_EnglishSummary_[MM-DD-YYYY]”
e.g., *InternationalProfessionalCommunication_EnglishSummary_01-31-2012*
 - Save the document in DOC, DOCX or RTF format.
 - The summary should present the
introduction
methodology
results
discussion, and
conclusions
of the full manuscript, in condensed form.
9. **Manuscript submission.** Submit the full manuscript, and English summary (when applicable), with the completed cover page form.
10. After your manuscript has been accepted for publication, **you or the institution you are affiliated with should ensure** the
 - copyediting (editing for clarity, grammar, and style)
 - proofreading (proofing for typos and formatting errors)



of the manuscript to comply with the standards and style guides in this document.

Likewise, you or the institution you are affiliated with shall cover any costs related to the copyediting and proofreading of your manuscript.

The journal requests that authors do this to continue being a free, open-access publication (see “[connexions and open access](#)”).

If are not familiar with the copy-editing and proofreading requirements of this journal, please contact specialist services.

Seeing as the journal is not affiliated with and cannot recommend any specific company, we suggest you enter the search term English language editing services in your browser and select one that offers specialized services in scholarly manuscript editing.

III. Submitting your manuscript

a) Attachments

- completed cover page form (“cover-page.doc” file), saved in DOC, DOCX, or RTF format
and
- article proposal, or article manuscript
and
English summary for manuscripts written in Portuguese, French, and Spanish (“English-summary.dot” file), saved in DOC, DOCX, or RTF format.
- Name your cover page form:
“[YourName]_CoverPageForm [MM-DD-YYYY]”
- Name your article proposals:
“[ManuscriptTitle]_ArticleProposal_
[MM-DD-YYYY]”
- Name your full manuscripts:
“[ManuscriptTitle]_FullManuscript_
[MM-DD-YYYY]”
- Name your 500-word English summaries:
“[ManuscriptTitle]_EnglishSummary_
[MM-DD-YYYY]”

b) Email

Submit your manuscript by email. Do not send manuscripts by mail or fax. Title your email:

“ARTICLE PROPOSAL SUBMISSION:
[AuthorName(s)]” if you are submitting an article,

or

“FULL MANUSCRIPT SUBMISSION:
[AuthorName(s)]” if you are submitting a full manuscript.

c) Checklist

Check you submission against the “connexions-submission-checklist.pdf” file (available for download in the Box flash_widget on the sidebar of [connexions’ website](#)) before submitting your manuscript.

d) Submission

Send your email and attachments to the Editor at

editor@connexionsjournal.org