Intercultural Communication Studies (ICS)

Submission Deadline

- The submission deadline for Intercultural Communication Studies, volume XXX Issue 1 (2021) is **31st March, 2021**. Submissions received after that date may be considered for later issues.
- Please e-mail submissions to: eltrcics@ipm.edu.mo
- Submissions will be acknowledged as they are received in chronological order, and assigned a reference number reflecting the date of their submission.

Requirements for Publication

- The language of the journal is **English.** Other languages may be considered under special circumstances, e.g., as part of a special issue from the annual IAICS conference, if the conference has taken place in a non-English speaking country.
- **Page length:** Typed in 12-point Times New Roman font, ideally between 5000 and 9000 words, including title-page, abstract, graphs, tables, pictures, footnotes, etc. Please note that the length guideline is set to encourage complete in-depth research articles. The complete full-text article should be longer than the IAICS conference presentation (unless the presentation was an abridged version already based on the full text, in which case the full complete version should be submitted). However, length does not mean wordiness (see the section Language: Avoiding common grammatical problems, on pp. 5-6 below). Note that References and Appendices, within reasonable limits, may exceed the length guideline.
- **Abstract length:** Maximum of 150 words that describes the key points of the manuscript; accompanied with a list of **key words**/phrases.
- **Author note:** Please prepare an author note, which should consist of the author's bio in narrative form, 50-100 words, plus any of the appropriate information as mentioned in section 2.03 on p. 25 of the *Publication Manual of the American Psychological Association, 6th Edition* (second or subsequent printing) concerning acknowledgements and special circumstances. The author note should be placed at the end of the article after the list of references (and before the Appendix, if any).
- Submitting a manuscript to ICS means that you agree <u>not</u> to submit the same paper concurrently to another publication, and that **the paper has not been published before.** If an earlier (different) version of the same research has been presented or published before elsewhere, the full bibliographical information should be given in the list of references at the end of the article, and an explicit acknowledgement of the prior presentation, dissertation or publication should be included in the author note.
- 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 **(except for the modifications listed below)**, 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. 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.
- **Modification of APA style:**
    - In the list of **References**, do NOT abbreviate the authors' given names.
    - Do include all references given in the text, in the list of **References** as well, even if in the text they are cited as a source within a source.
    - **Number the sections and subsections**; give all headings and subheadings in bold font.
    - **Footnotes** are discouraged; however, if included, they should be at the bottom of the page corresponding to the footnote index mark, not at the end of the piece (i.e., **not endnotes**).
    - The **author note** should be placed at the end, after the list of **References** and before the Appendix (if any).
    - Do not add two spaces after a period or comma.
    - You may submit your article in **close to camera-ready formatting**, i.e., there is no need to double space or to give tables, graphs and pictures at the end of the text rather than inserted in the text. However, the editors reserve the right to contact you about the tables/graphs/figures formatting requirements and other formatting requirements.
    - If your paper includes quotations, citations, data and/or titles in a language other than English, the **English translation of the words in the foreign language should also be included**, enclosed in square brackets after the original. If the original quotation is in an alphabet other than the Roman alphabet, then, in addition to the original and the translation, a **Romanized transliteration of the original language** should be provided (e.g., the preferred Romanization for Mandarin Chinese is *hanyu pinyin*).
- **Submissions in languages other than English:** Ordinarily, the language of the journal is English. Other languages (e.g., Chinese, Portuguese, Russian, Spanish) may be considered under special circumstances, e.g., as part of a special issue from the annual IAICS conference, if the conference has taken place in an non-English speaking country, providing that the Guest Editor for the special conference issue has agreed to handle non-English language submissions. Submissions in languages other than English should follow the APA style guidelines and modifications listed above, and should **include two versions of the abstract**: one version in the original language and **a translated version in English.**
- A separate title page listing all of the authors and their contact information should be included with the manuscript.

- Manuscripts may be copyedited for language, including common grammatical mistakes and bias-free language.

APA Style Checklist

- If the paper describes empirical research, it should follow APA format and be organized into the following sections: abstract, introduction, literature review and/or background information, methods, results, discussion, references, appendix (if any).
- 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 and literature review (and/or background information) 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. These sections serve to justify and contextualize the research article. They should be specific to the argument flow in this particular article (e.g., if the article reports part of the research carried out in a doctoral dissertation, these sections should narrow down the focus to the specific part covered in the article).
- 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. If the author is aware of any methodological limitations of the study (or has been made aware of these during the peer-review process), these limitations should also be discussed and acknowledged. The study may also provide the necessity for future research in the field, which is a follow-up to the justification and contextualization of the research outlined in the introduction section(s).

- 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 (with the modifications listed above).

References

- In-text citations throughout a paper should include the author's last name and the year of publication (and also, the page number if the citation refers to a quotation or paraphrase, or to specific information rather than the general main argument). 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. If extra comments or information is needed to explain a point, these should be incorporated into the body of the text.
- The reference section of a paper must be in alphabetical order, with a hanging 0.5" indent. In a modification of APA style, please include the author's full names (spell out the given name), and include all sources mentioned (give full bibliographical information for a source cited within another source). Detailed guidelines for APA references are given in chapters 6-7, pp. 169-224 of the *Publication Manual of the American Psychological Association, 6th Edition* (second printing or subsequent printing, or the most updated version).
    - Periodical (journal) –
        - Author, Aaaa Aaaa. (year). Title of article. *Title of Periodical*, *volume number*(issue number), page-pages.
        - (For a newspaper, include the exact date, not only the year.)
    - Non-periodical (book chapter) –
        - Author, Aaaa Aaaa. (year). Title of chapter. In Aaaa Author (Ed.), *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), page-pages if available. Retrieved month, day, year from http://www.someaddress.com/fullurl. (DOI if available).
- o 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.

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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
  - o <u>Wordiness</u>: 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.
  - o <u>Parallel grammatical forms</u> 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.*
  - o <u>Dangling modifiers</u> 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.
  - o <u>Dangling modifiers can be repaired</u> 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 filling the sky.*
    - ▪ Correct: *As I looked into my rearview mirror, storm clouds filled the sky.*
  - o <u>Combine choppy sentences</u> 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*.
  - o <u>Divide lengthy sentences into shorter sentences expressing self-contained idea units.</u> Conversely from the above (i.e., from combining short sentences), avoid sentences that contain more than one subordinate clause. Usually these can be "unpackaged" by making one or more of the ideas more explicit, in separate shorter sentences. Generally speaking, most sentences should not be longer than 15-20 words.
- ▪ Grammar
  - o <u>Subject-Verb agreement</u>: 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.*
  - o <u>Articles</u>: 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.*
  - o Use *the* when the specific identity is known to the reader. For example:
    - ▪ *The dog is eating his food.*
  - o 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 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