

Instructions for Authors

Aims and Scope: Forum sections involve multiple authors producing texts debating contemporary issues in listening research (for example, debating the value of contemporary listening assessment tools, contemporary audience research methods, and so on). Individual pieces in Forum sections should be limited to 3,000 words or less; no forum should run longer than 6,500 words, regardless of the number of participants. Because Book Reviews and Forum sections are not peer reviewed, proposals should be developed in close conversation with the editors.

Clear, economical, and orderly expression is expected of all submissions to the *Journal*, including these sections, which do not undergo full blind review. Book reviews and reviews of educational media should be limited to 2,000 words or less, and within that limit, the review should: (1) Summarize the content of the book/educational media; (2) Place the book within a scholarly context; (3) Evaluate the book within the community of communication scholars and educators.

Authors interested in writing book reviews, reviews of educational media or in generating Forum sections of the *Journal* should contact the editors at editorJLJ@gmail.com.

Authors are strongly encouraged to submit manuscripts on disk. The disk should be prepared using MS Word or Word Perfect and should be clearly labeled with the authors' names, file name, and software program. A hardcopy printout that exactly matches the disk must be supplied. Each manuscript must be accompanied by a statement that it has not been published elsewhere and that it has not been submitted simultaneously for publication elsewhere. Authors are responsible for obtaining permission to reproduce copyrighted material from other sources and are required to sign an agreement for the transfer of copyright to the publisher. All accepted manuscripts, artwork, and photographs become the property of the publisher. All articles appearing in this journal, with the exception of invited essays and book reviews, undergo a rigorous blind review by two or three qualified reviewers.

All parts of the manuscript should be typewritten, double-spaced, with margins of at least one inch on all sides. Number manuscript pages consecutively throughout the paper. Authors should also supply a shortened version of the title suitable for the running head, not exceeding 50 character spaces. Each article should be summarized in an abstract of not more than 100 words. Avoid abbreviations, diagrams, and reference to the text in the abstract.

References: Cite in the text by author and date (Smith, 1983). Prepare reference list in accordance with the APA Publication Manual, 4th ed. Examples:

Journal: Briery, D. (2007). Emotional memory for words: Separating content and context. *Cognition & Emotion*, 21(3), 495-521.

Book: Smith, E., & Mackie, D. (2000). *Social psychology*. Philadelphia: Psychology Press.

Contribution to a Book: Tanner, W. P. & Swets, J. A. (2001). A decision-making theory of visual detection. In S. Yantis (ed.), *Visual perception* (pp. 48-55). Philadelphia: Psychology Press.

Illustrations: Illustrations submitted (line drawings, halftones, photos, photomicrographs, etc.) should be clean originals or digital files. Digital files are recommended for the highest quality reproduction and should follow these guidelines: (1) 300 dpi or higher; (2) Sized to fit on journal page; (3) EPS, TIFF, or PSD format only; (4) Submitted as separate files, not embedded in text files. Color illustrations will be considered for publication; however, the author will be required to bear the full cost in their printing and publication. The charge for the first page with color is \$900.00. The next three pages with color are \$450.00 each. A custom quote will be provided for color art totaling more than 4 journal pages. Good-quality color prints should be provided in their final size. The publisher has the right to refuse publication of color prints deemed unacceptable.

Tables and Figures: Tables and figures (illustrations) should not be embedded in the text, but should be included as separate sheets or files. A short, descriptive title should appear above each table with a clear legend and any footnotes suitably identified below. All units must be included. Figures should be completely labeled, taking into account necessary size reduction. Captions should be typed, double-spaced, on a separate sheet. All original figures should be clearly marked in pencil on the reverse side with the number, author's name, and top edge indicated.

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