Instructions for Authors regarding Manuscript Submission

Editor: Tadasu Todd Imahori, Ph.D.

Professor of Communication Studies

Seinan Gakuin University 6-2-92 Nishjin, Sawara-ku Fukuoka, 814-8511 JAPAN

Phone: +81-92-823-4531 Fax: +81-92-823-2506

email:creditor@seinan-gu.ac.jp

Communication Reports (CR) receives all manuscript submissions electronically via their Manuscript Central website located at http://mc.manuscriptcentral.com/rcrs. Manuscript Central allows for rapid and easy submission of original and revised manuscripts, as well as reviewing and internal communication between authors, editors and reviewers via a web-based platform.

Getting Started

To submit a manuscript, please follow the instructions below:

Launch your web browser (Internet Explorer 5 or higher or Netscape 6 or higher) and go to the Manuscript Central homepage (http://mc.manuscriptcentral.com/rcrs). Log in or click the "Create Account" option if you are a first-time user of Manuscript Central.

If you are creating a new account:

After clicking on "Create Account" enter your name and e-mail information and click "Next". Your e-mail information is very important.

Enter your institution and address information as prompted then click "Next."

Enter a user ID and password of your choice (we recommend using your e-mail address as your user ID) and then select your area of expertise. Click "Finish" when done.

Log-in and select "Author Center."

Submitting Your Manuscript

- 1. Before you submit your manuscript, please read the editorial policy and the editorial guidelines of *CR* carefully and make sure that your manuscript conforms to them. Manuscripts may be returned to authors if they violate the *CR* editorial policy or deviate from its editorial guidelines.
- 2. After you have logged in, click the "Submit a Manuscript" link in the menu bar.
- 3. In Step 1 "Type, Title, and Abstract," select the "Manuscript Type" as "Original Article," and enter your manuscript title, and an abstract not exceeding 100 words.
- 4. Click on the "Next" button on each screen to save your work and advance to the next screen.
- 5. In Step 2 "Attributes," enter key words related to your manuscript.
- 6. In Step 3 "Authors & Institutions," enter information regarding the lead author and co-author(s).
- 7. In Step 4 "Details & Comments," type or upload your cover letter if necessary, and answer questions as prompted.
- 8. In Step 5 "File Upload," click on the "Browse" button and locate the file on your computer. Then, select the description of the file in the drop down next to the Browse button. When you have selected all files you wish to upload, click the "Upload" button.
- 9. In Step 6 "Review & Submit," review your submission (in both PDF and HTML formats) before sending to the Editor. Click the "Submit" button when you are done reviewing.

You may stop a submission at any phase and save it to submit later. After submission, you will receive a confirmation via e-mail. You can also log on to Manuscript Central any time to check the status of your manuscript. You will receive an e-mail once a decision has been made on your manuscript.

CR Editorial Policy

 $\label{lem:communication Reports (CR), published biannually since 1988, is one of two scholarly journals of the Western States Communication Association (WSCA). The journal publishes original manuscripts that are$

short, data/text-based, and related to the broadly defined field of human communication. The mission of the journal is to showcase exemplary scholarship without censorship based on topics, methods, or analytical tools. Articles that are purely speculative or theoretical, and not data analytic, are not appropriate for this journal. Authors are expected to devote a substantial portion of the manuscript to analyzing and reporting research data. Research articles of 12-15 page length or 5000 words or less are typical, but longer manuscripts may be considered. If you are not sure of the appropriateness of your manuscript in terms of its length or content, please contact the Editor at creditor@seinan-gu.ac.jp or +81 92-823-4531.

We gratefully acknowledge Vincent F. Follert, Jr. as the founder of *Communication Reports*. Publication of *CR* is supported, in part, by funds endowed by the late Dr. Follert.

CR Editorial Guidelines

The manuscript should be submitted in two files; one containing the manuscript text including references, and another containing tables and/or figures. Both files must be free of any identification of the authors or their institutional affiliations. Before uploading the files, authors must ensure that all electronic identifications are deleted.

Manuscripts should also be free of any headers, footers, page numbers, or line numbers as the Manuscript Central site will automatically generate these. There is also no need to submit a traditional title page since all necessary information will be generated via the *CR* Manuscript Central website.

Manuscripts must conform to the Publication Manual of the American Psychological Association, 5th Edition (2001). Manuscripts also must conform to the guidelines for avoiding ethnic biases and sexist language. Research involving human subjects must be approved by an institutional review board to be published in Communication Reports.

Manuscripts must not be under consideration by another publication. *CR* follows a policy of blind, peer review, and each manuscript typically is read by three reviewers with expertise in the study's subject matter and methodology. All comments by reviewers are confidential and shall not be published. Based on the recommendations of the reviewers, the editor will make the final judgment with regard to publication. The editor will make every effort to insure that authors are informed as to the disposition of their manuscript within three months of receipt of the submission.

In the event that the author is unable to upload an electronic version of the manuscript to the CR Manuscript Central website or has questions regarding manuscript submissions, she or he should contact the Editor at <u>creditor@seinan-gu.ac.jp</u> or +81 92-823-4531.