



SUBMISSION GUIDELINES

MISSION OF THE ECCSSA JOURNAL

The ECCSSA Journal is a peer reviewed scholarly academic journal published annually by The East Coast Colleges Social Science Association (ECCSSA). *The ECCSSA Journal* is a mechanism through which the ongoing work as well as the Association's positions on critical social issues and relevant research are articulated and disseminated.

The Journal publishes articles written by scholars in the social and behavioral sciences and related disciplines; as well as interdisciplinary and cross disciplinary perspectives. Submissions should be related to the annual conference theme or the call for special topics or issues. Submissions are carefully selected by peer review.

SUBMISSION OF ARTICLES

Types of Articles

Submission of articles must be thematically based around the conference theme and call for papers. Prospective authors are asked to give attention to the annual conference theme and the background conference overview which includes the narrative outlining the background and statement of the problem that led to the conference theme. The Conference Overview document provides an overview of the critical issues and suggested topics.

Submissions are welcome from those who do not attend the annual conference but wish to submit a related paper or research study on the conference theme. Conference participants, however, will be given first priority. Contributions that are reflective of current trends or ongoing social issues are similarly encouraged and may be considered, although conference themed submissions will remain our priority.



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Submission Guidelines

Anyone with an article related to the Association's current theme as described in the annual call for articles is eligible to submit to *The ECCSSA Journal* for review and consideration. Articles submitted for publication in *The ECCSSA Journal* should not have been previously published or forthcoming in a journal or book. However, publication in a working-paper series, notes, outlines, or PowerPoint slides previously presented at a conference are not considered a prior publication.

Articles submitted for publication in *The ECCSSA Journal* should not be currently under review by another publisher or Journal. Authors must agree that they will not submit the identical paper to another journal until the editorial decision process of the ECCSSA Journal has been completed. The author can submit a formal written request to withdraw the article from consideration for publication in the Journal of the East Coast Colleges Social Science Association. However, there should be no conflict of interests until the review process is completed.

Submission Process

Articles are to be submitted in electronic version in a Microsoft Word document. Authors unsure of APA format are referred to the Style page on the American Psychological Association's website or the Publication Manual of the APA to learn more about the rules of formatting. Authors are also encouraged to engage an independent editor who understands this format and can review your article prior to submission to The ECCSSA Journal to ensure correct formatting. Articles that do not conform to APA format will be returned without review.

Manuscripts must be submitted to the Editor-in-Chief and/or one of the Associate Editors by direct e-mail. Submissions can be emailed directly to the Editor-in-Chief at eccssastaff@gmail.com or roking@nvcc.edu. A confirmation receipt will be returned to the submitter's email address.

Manuscripts must have a separate cover page which includes the author's name and title of the submission, institution, faculty rank (where applicable), discipline and/or professional title. *The author's name must not appear on any other page of the submission.* In the case of multiple authors, use an asterisk (*) to indicate the author with whom communication about the submission should be sent.

Submission Deadline



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Submissions may be made throughout the year. However, only submissions received before August 31st will be considered for publication for the current publication year, unless there are insufficient submissions. The ECCSSA Journal is published in the Spring of each academic calendar year.

Review Process

The ECCSSA Journal has a set of criteria provided to independent reviewers of all article submissions. A manuscript initially screened and rated as meeting the review criteria including the style, length, audience, and themed guidelines of The ECCSSA Journal will be passed on for blind review by ECCSSA's editorial board and appointed reviewers. This initial process will take up to eight weeks to complete and may include several rounds with request for clarification and revisions by the individuals submitting articles for consideration. If approved by blind reviewers, the submission is then brought to the Journal's final editorial review panel of editors who make the final determination about whether the publication is eligible for publishing.

TECHNICAL STYLE AND FORMAT REQUIREMENTS

Length

The ECCSSA Editorial Board prefers submissions that are less than 8,000 words or no more than 25 pages in length including references, appendices and tables. Longer submissions are less likely to be accepted.

Style

Manuscripts submitted for consideration must be formatted in accordance with the *Publication Manual of the American Psychological Association, 6th edition* (APA Style®). Information about APA may be found at <http://www.apastyle.org/> and a tutorial including example papers is available at <http://www.apastyle.org/learn/tutorials/basics-tutorial.aspx>. Exceptions and additional considerations beyond the general APA guidelines follow.

Writing Mechanics



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ECCSSA has a diverse readership. Readers are drawn from both academic and non-academic arenas. Therefore, an expressive writing language, one that is clear, easily understood and can be interpreted by the lay public, as well as appealing to a wider audience is encouraged.

Language and Grammar

All submissions must be written in English. Except for common foreign words and phrases, the use of foreign words and phrases should be avoided.

Standard English grammar should be used throughout the paper. Several grammar guides such as *The Elements of Style, 4th Edition* by William Strunk, Jr. and E. B. White, are available in print or electronic format.

Several editions of *The Elements of Style* by William Strunk may be retrieved from some of the following URLs:

- Project Gutenberg at: <http://www.gutenberg.org/ebooks/37134>
- Online Book by William Strunk at: <http://www.crockford.com/wrrrld/style.html>
- Elements of Style by Strunk and White at:
<http://faculty.washington.edu/heagerty/Courses/b572/public/StrunkWhite.pdf>

Type and Font Sizes

Please use the following parameters:

- Palatino Linotype Font
- 10pt. for Abstract (Indented Block Format)
- 20 pt. for Title
- 12 pt. for Author
- 14 pt. for Subtitles
- 10 pt. for Text
- 1.0 spacing for text with double space between paragraphs
- Full margin for document
- References should include full margin, single-spaced and double space between reference sources.

Subtitles Included in Body of Paper



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Consistent with APA guidelines, in addition to a title page and an abstract, submitted papers require subtitles/subheadings within the body of the article. Authors are expected to comply with standards as set forth in the American Psychological Association's Style and formatting for publications.

Emphasized Text

In cases where it is necessary to emphasize a word or phrase in the article, the use of italics, rather than underlining, should be used to indicate that text. Avoid use of color to emphasize text; instead use the bold font to highlight emphasis or underline. The use of foreign terms is also discouraged but, if used, should be set in italics.

GENERAL WRITING EXPECTATIONS

Typically, numbers of nine or less are spelled out (e.g., two tests were given); all other numbers are expressed in numerals (e.g., A total of 500 responses were received). However, if the number is nine or less but refers to a statistic (e.g., the mode was 3.0), express it as a numeral.

Do not begin sentences with a numeral or symbols (e.g., 50% of the respondents agreed...). If a number must be used at the beginning of the sentence, then spell out the number and place the number in parenthesis (e.g. Fifty (50) percent of).

Do not use the term "significant" in your report unless a test of significance was performed. Statistical results from inferential tests are not "moderately," "mildly," or "the most" significant; results are either significant or not.

The ECCSSA Journal adheres to formal writing conventions thus the following guidelines apply. Avoid personal pronouns such as "I", "we", and "you." Use of such pronouns should be kept to a minimum. Do not use contractions (e.g., don't, can't, etc.) in the formal paper. Avoid colloquial language that is not research orientated in describing results (i.e., "whopping" and "clump"). Avoid redundancy. Do, however, use the active rather than the passive voice in writing.

Please proofread your article very carefully prior to submission, as it is not the role of reviewers to search for spelling, grammar, or punctuation errors. The editors again suggest that you hire or seek an editor to proof your paper and make sure it adheres to the APA format prior to submission.

Plagiarism will not be tolerated. Please make sure you cite the sources and ideas of others.

RIGHTS OF AUTHORS AND ECCSSA

In the event that The ECCSSA Journal makes a decision to publish your article, ECCSSA owns the copyright to the article as part of the Journal issue. Exceptions are subject to the expansive personal use guidelines which follow.



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Personal-Use Exceptions

The following uses are always permitted to the author(s) and do not require further permission from the Journal of the East Coast Colleges Social Science Association provided the author does not alter the format or content of the articles, including the copyright notification:

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3. The article is available through a non-commercial open access institutional repository or other non-commercial open access publication site associated with the author(s)'s place of employment (e.g., a professor can have the article appear in an online publication series at his or her University).
4. The article is posted on a non-commercial course website for a course being taught by the author at their place of employment.

GENERAL TERMS AND CONDITIONS OF USE

The failure of ECCSSA to exercise or enforce any right or provision in these policies does not constitute a waiver of such right or provision. If any term of the these policies is found to be invalid, the parties nevertheless agree that the Court should endeavor to give effect to the parties' intentions as reflected in the provision and these policies remain in full force and effect. These policies constitute the entire agreement between the ECCSSA and the Author(s) regarding submission of the article.

Related Links

APA Submission Guidelines

<http://www.apa.org/pubs/authors/instructions.aspx>

Submit articles to: Dr. Rosalyn M. King, Editor-in-Chief, The ECCSSA Journal, roking@nvcc.edu.

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