



Publication guidelines for NFLRC Monographs

(Series Editor: Julio C Rodriguez)

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Less commonly taught languages are the focus of the National Foreign Language Resource Center (NFLRC) at the University of Hawai'i at Mānoa. Under a grant from the U.S. Department of Education, the NFLRC conducts research, develops and disseminates materials, and trains language professionals with the goal of improving foreign language instruction in the United States with a focus on less commonly taught languages of the Pacific Rim.

In this spirit, we invite submissions of materials for publication as NFLRC Monographs. Monographs discuss ongoing curriculum projects, report on the results of research related to second language learning, teaching, and testing, and also include extensive related bibliographies and edited collections on specific language acquisition topics. See current list at <http://nflrc.hawaii.edu/publications/monographs/>

1. HOW TO SUBMIT A MANUSCRIPT

Before submitting a manuscript, first email a query to NFLRC Publications at nflrcpub@hawaii.edu. Attach a letter of no more than two pages which includes the following information:

- the subject of your manuscript,
- your general approach,
- the way in which the manuscript constitutes a contribution to your field,
- approximate length in double-spaced manuscript pages,
- your intended audience, and
- your qualifications.

With the letter you should attach a table of contents and a brief sample of the text — perhaps your preface or introduction if this constitutes a good summary of the manuscript. We initially review your letter and its accompanying materials in-house. Normally, we base the final decision to publish on the evaluation of a complete manuscript.

When we invite you to submit the complete manuscript, an outside specialist in your field reviews it. The process of obtaining an outside review can be time-consuming, but we try to move expeditiously.

After obtaining an outside evaluation, the NFLRC is usually in a position either to accept or reject a manuscript. It sometimes happens, however, that the reviewers are encouraging but recommend further work before we are able to accept the manuscript for publication.

Once we accept your manuscript, we ask you to sign and return a Letter of Agreement regarding copyright and authorship. As we are a federally funded center with a mission to provide materials at the lowest possible cost, we are unable to offer you remuneration or royalties for your contribution.

After you complete the final revisions of your manuscript and provide us with electronic files, NFLRC is ready to do a preliminary reformat of the manuscript and send it on to a copy editor.

2. HOW TO PREPARE A MANUSCRIPT

Prepare text as document (Word preferred) file(s). Depending on the complexity of your submission, for example, if it includes non-standard fonts, complex tables, linguistic examples or other types of text blocks that potentially do not display faithfully across computer platforms, we may, in addition, request a PDF printout of portions or all of your submission to assure that formatting translates correctly. The Word files and the PDF that you submit *must be identical*.

Electronic files. The following instructions on file preparation have been adapted from guidelines published by the University of Washington Press (2005).

- In the case that you create a new file for each chapter, separate article, or other major subdivision, name files sequentially in the order that they appear in the book, for example, 01acknowlg.doc, 02preface.doc, 03chap1.doc. You do not need to create a numbered table of contents. Do not include files that are not part of the actual submission (e.g., previous versions, etc.).
- If your submission contains non-standard fonts, please contact NFLRC Publications at nflrcpub@hawaii.edu in advance of submission to verify they are printable.
- Number headings (1., 1.1, 1.1.1, etc.). Even though in the final publication headings aren't numbered, numbering headings in the ms. makes the author's intentions perfectly clear. Also, numbering the headings often uncovers instances of "orphaned" headings.
- Use footnotes rather than endnotes.
- Submit electronic files via this website:
<https://form.jotform.com/63558819124968>

3. FIGURES AND ILLUSTRATIONS

Tables, figures, photos, screen grabs, and charts. Electronic versions of graphic elements are preferred. However, if you wish to include something for which you have a hard copy version only (maps, drawings, photographs, handwritten notes,

etc.), NFLRC can make the conversion to electronic versions. Please contact NFLRC Publications <nfrcpub@hawaii.edu> for further instructions.

Many authors include bar charts, graphs, and similar objects created in Excel. Please keep in mind that the finished text area is 5 3/4" x 8" and avoid using small font sizes that may be rendered unreadable upon reduction. Also, be aware that the final version is black and white, so the use of color in a chart may not be particularly salient after conversion.

4. EDITING, DESIGN, AND PRODUCTION

NFLRC does a preliminary format and then forwards your manuscript to a copy editor. The copy editor reads the entire manuscript to ensure that grammar, spelling, and punctuation are correct; imposes consistency and house style in such matters as capitalization, punctuation, and treatment of foreign words; and checks the in-text citations against the bibliography and vice versa. Do not include bibliographic entries in the references that you have not cited in the text. The copy editor may also call your attention to what seem to be examples of unnecessary repetitions, unclear phrasing, faulty transitions, or verbosity. The copy editor will not attempt extensive rewriting or alteration of your basic style. NFLRC copy editors follow the guidelines of the *Publications Manual of the American Psychological Association* (2010).

Next, we send each first author of a book or article galley showing any suggested revisions and accompanied by the copy editor's queries. Your review of the copyedited manuscript is a very important part of the publication process. This is the time to make sure that the manuscript is just as you want it. You will receive instructions on how to mark any additional changes on the manuscript and answer the editor's queries.

The primary responsibility of proofreading rests with you.

At this point, your work should be ended; you do not receive additional proofs unless either you or NFLRC feels that it is necessary. NFLRC is responsible for checking final revisions. NFLRC publications are now produced via Print-on-Demand; therefore, the turn-around time for producing hard copy from a finished manuscript is very quick, at times the publication is available in as few as ten days.

5. MULTI-AUTHOR BOOKS

In the case of manuscripts with multiple authors, the first listed author is the responsible party in all dealings with the NFLRC as outlined above, unless we have previously agreed on an alternative arrangement. This is also true of edited collections with multiple editors; the first listed editor is the responsible party.

The publication of edited collections consisting of articles by several different contributors poses special challenges. The NFLRC primarily works with the principal, or "title-page" editor, whose role is crucial. The title-page editor must order the parts, suggest preliminary revisions, write an introduction or preface that provides a proper context, and work with the authors on any revisions that the peer reviewers or NFLRC editors have proposed.

Once NFLRC accepts a multi-author manuscript for publication, the title-page editor should instruct the authors about the preparation of both the hard copy and electronic versions of their contributions. It is the title-page editor's responsibility to

upload the complete submission via the website:
<https://form.jotform.com/63558819124968>

Each first author receives a copy-edited and final-formatted galley of his or her contribution. He or she looks over the galley and submits minor edits and corrections. NFLRC does not accept edits and corrections from other than the first author, except by previous arrangement.

After NFLRC makes galley corrections, we assemble the entire Monograph, including—where appropriate—front matter, preface, introduction, book-level appendices, book-level reference section, index,* and a listing of other NFLRC titles in the series. This galley is sent to the title-page editor for final edits and approval.

Contact information. We need this information in order to correspond via email regarding the content of each author's chapter and also to be able to mail a complimentary copy upon publication. Please prepare a single file containing the following information for each author and editor for upload to the website: <https://form.jotform.com/63558819124968>. We assume the first listed author is the contact person for purposes of editing and revision unless you specify an alternate.

- Contact information for all authors and editors:
 - > name [as you want it to appear]
 - > affiliation
 - > address
 - > email
- AUTHOR(S) [& EDITOR(S) in the case of an edited volume]: Biographical sketch (about 75–100 words); example:

Sayoko Okada Yamashita is currently teaching Japanese as a second language in the Division of Languages at International Christian University and the teaching practicum for the Labo International Foundation. She has also been developing audiovisual materials for language teaching as a committee member of the National Language Research Institute. She has published a textbook for Japanese and articles on applied linguistics and Japanese language teaching. She received her EdD from Temple University. Her current research interest is in the testing of pragmatics.
[82 words]

- Book blurb (about 75–100 words); example:

Although the study of cross-cultural pragmatics has gained importance in applied linguistics, there are no standard forms of assessment that might make research comparable across studies and languages. The present volume describes the process through which six forms of cross-cultural assessment were developed for second language learners of English. The models may be used for second language learners of other languages. The six forms of assessment involve two forms each of indirect discourse completion tests, oral language production, and self-assessment. The procedures involve the assessment of requests, apologies, and refusals.
[91 words]

*If you intend to include an index, talk to NFLRC Publications early on about this process. Do not create and submit an index.

6. CAMERA-READY COPY

NFLRC staff, using the electronic submission provided by the author or editor, typesets most NFLRC Monographs. Occasionally, however, for certain reasons we may ask an author to provide camera-ready copy (author-created pages formatted to appear like the final printed pages). If we ask you to prepare camera-ready copy, we provide instructions, and it is important for us to have an opportunity to review your sample pages. If you would like to know more about this option, please contact us.

7. PERMISSIONS

It is the author's responsibility to secure written permission for the *reproduction* of any material owned by others, beyond what is covered by "fair use." According to the *Chicago Manual of Style* (4.51–4.58), "fair use allows authors to quote from other authors' work or to reproduce small amounts of graphic or pictorial material for purposes of review or criticism or to buttress their own points." Use of any literary work in its entirety does not constitute fair use. It is also the author's responsibility to pay any permission fees.

8. REMUNERATION & COMP COPIES

We regret we cannot offer remuneration or royalties for contributions. Volume authors and editors receive three complimentary copies upon publication; chapter and article authors receive one complimentary copy upon publication. Upon publication, we offer all contributors a one-time opportunity to purchase up to 10 additional discounted copies, shipped to a single address.

9. DISTRIBUTION & PUBLICITY

Through our Print-on-Demand provider, information about your Monograph is sent to our distribution partners (including leading distributors such as Ingram, Baker & Taylor, Barnes & Noble, Amazon.com, and others). An electronic copy of your Monograph is submitted to Google (for inclusion in Google Scholar), Amazon (Search Inside), and Espresso Book Machine (for in-store printing), among others.

In order that we may forward review copies to appropriate journals, we ask you to provide list of these journals with specific contact information for the review editor, if available.

REFERENCES

- Publications Manual of the American Psychological Association* (6th ed.). (2010). Washington, DC: American Psychological Association.
- Chicago Manual of Style* (15th ed.). (2005). Chicago, IL: University Of Chicago Press.

QUESTIONS?

National Foreign Language Resource Center Publications
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