

Guidelines for Submission

Abstract Guidelines for Submission Consideration

Send abstract and information to submissionjournal@wcces-online.org as detailed in this document under the title “*STEP #1: Review of Manuscript Description*”.

Within 10 days, a notice of acceptance or denial of article submission to the journal for full review will be sent to the author(s) with additional necessary instructions provided.

Review Time Line

The journal’s goal is to have all blind reviews completed within 4 weeks after submission. This time frame begins *after* the abstract is determined as accepted by the editorial staff by email and the author(s) have sent the full manuscript within the guidelines indicated in this document under the section entitled “*STEP #2: Full Manuscript Submission Process*”.

Accessibility

The journal will be open-access without cost to the authors or readers.

Languages

- Arabic
- Chinese (Mandarin)
- English
- French
- Russian
- Spanish

STEP #1: Review of Manuscript Description

Documents and information to be sent

- description of manuscript
 - Arabic, French, Russian, Spanish: 350-600 words
 - Chinese (Mandarin): 600-1000 characters
 - English: 300-500 words
- details of author(s):
 - primary institution(s),
 - title(s),
 - primary email address, and
 - online profile from primary institution

Email to submit

submissionjournal@wcces-online.org

STEP #2: Full Manuscript Submission Process

Submission Deadline

Full manuscript must be sent within 10 days after receiving acceptance from editorial staff detailed above in *Step #1*. Full instructions will be given in the acceptance email. If received after 10 days, the review of Step #1 must be reinitiated.

Author(s) Identification

Due to the blind-review process, submitted manuscripts cannot have any text or wording that indicates authorship. Manuscript that indicate author(s) will not be

considered for publication.

Abstract

Provide an abstract on 1st page of manuscript (maximum 300 words)

Keywords

Provide 5-8 keywords on manuscript's 1st page

Word Count

- Not to exceed the word counts listed below (excluding references). Preapproval from editors will need to be received to exceed this maximum word length
 - Arabic, French, Russian, Spanish: 12,000 words
 - Chinese (Mandarin): 20,000 characters
 - English: 10,000 words
- Abstract: Not to exceed the word counts listed below
 - Arabic, French, Russian, Spanish: 360 words
 - Chinese (Mandarin): 600 characters
 - English: 300 words

Originality and Ownership

Manuscripts will not be considered if published elsewhere. Material submitted for publication must be accurate and in conformity with ethical guidelines.

Topics Considered for Publication

Please refer to the journal's description for relevance of topics.

Formatting (*submission for review*)

File Format

MS Word or Adobe Acrobat (PDF)

Images

- Not to exceed 20% of total article text length (in APA formatting)
 - preapproval from editors will need to be received to exceed this maximum
- All copyright issues must be completed by author(s)
- Image Format
 - Place within manuscript
 - See *Manuscripts Requirements (Post-Acceptance)* section for image formatting requirements for publication

Formatting

APA (American Psychological Association), 6th edition
(<http://www.apastyle.org>)

Revised Manuscripts Requirements (*Post-Review*)

Submit response cover letter with revised manuscript

STEP #3: Manuscripts Requirements (*Post-Acceptance of Full Manuscript*)

Details of each author:

- primary institution,
- title(s),
- primary email address,
- online profile from primary institution,
- affiliation(s) of WCCES society(ies), and
- bio that does not exceed 200 words for each author.

Final Manuscript Format

- MS Word

Final Images Format

- Sent images as separate files from manuscript
 - File formats: JPEG, BMP, TIFF, PNG, EPS
 - Minimum Resolution 300 dpi
- Provide copyright information on request