

Author Guidelines

Document Preparation

Authors submit items to *CMLR* through this web site in a five-step process for uploading the manuscript and relevant information (with an option to upload supplementary files, such as research data and instruments). If difficulties are encountered in the process, contact Rachel McArthur, the editorial assistant, by email or phone (416) 667-7777 ext. 7994 for assistance.

If any part of your manuscript requires special instructions for reproduction, please inform the editorial assistant. For example, format may be inherent to the meaning of some texts, such as survey forms that have been used to collect data.

Submission Guidelines

The *CMLR* welcomes the submission of previously unpublished articles that address issues of learning and teaching in the field of second language education of interest to researchers and teachers in the Canadian context. This includes articles on either of Canada's official languages, French and English, as well as the range of languages taught as foreign, minority, and heritage languages. Please note that manuscripts focused on EFL will need to ensure that the larger researcher issues are relevant to the readership of the *CMLR*, as English is learned as a second, not a foreign, language in Canada.

Review Policy

All articles will be subject to a preliminary internal review. Those deemed appropriate will be sent to readers for blind review. The editors rely heavily on such readers but are not bound by their judgments.

Manuscript Specifications

All submissions should be laid out according to the specifications for references and bibliographies as described in the *Publication Manual of the APA* (5th edition). *CMLR* follows *APA* style with respect to not using a heading for introductions.

Blinding Manuscripts

We ask that you "blind" your manuscript, both in terms of reference to your own publications and in terms of the setting and participants in your study, where relevant. In order to blind your references, you should substitute your (and any coauthor(s)') names in the text in any reference that would identify you. For example, "we found X in a previous study..." (Jones, 2003) should be changed to (Author, XXXX). In the References that follow the article, you should not list the title of the article, the journal, or any other identifying information. For example, if you refer to three of your

own publications in the text, you would list them as follows in the references:

Author (XXXX)

Author (XXXX)

Author (XXXX)

"Author" is then inserted into the reference list with the other "A" references. Please do not insert "Author" references elsewhere in the reference list (i.e., under the letter which corresponds to your last name).

When blinding the context in which your research took place, make use of pseudonyms for the names of schools or participants and do not identify the city or town in which the research was carried out if it could serve to identify the participants and/or the institution, for example "a bilingual university in Ottawa" (there is only one); "a French-medium elementary school in St. Catharines, Ontario" (there is only one). Try to avoid including any other characteristics that might lead to the identification of the individuals or institutions involved.

Manuscripts that are not blinded as follows will be returned to the authors for blinding before they are sent out to the reviewers, which will delay the publication process.

Key Words

Please include between four to six key words to facilitate the accessibility of your manuscript to interested readers.

Articles

Manuscripts in English should be no longer than 9,000 words or 25 double-spaced pages; manuscripts in French should be no longer than 10,000 words or 30 double-spaced pages inclusive of references, notes, tables, figures and appendices. All manuscripts should be accompanied by an abstract of no more than 150 words (English) or 200 words (French). Articles submitted to PReSTO should only be marked with a title. You do not need to submit a cover sheet. You will be prompted by PReSTO for author information, abstract, biographical statement, etc. Please submit manuscripts in MS Word (but not .docx) or WordPerfect format.

Focus on the Classroom

Submissions to be considered under the heading 'Focus on the Classroom' should incorporate an explicit pedagogical focus, either in the treatment (the pedagogical cycle to be examined) or in the outcomes of the study. The theoretical framework underlying the argument should be clearly presented, and the links between the theory and pedagogy made explicit. Submissions should reflect current thinking in applied linguistics. Articles in English should be no longer than 7,000 words or 20 double-spaced pages; articles in French no longer than 8,000 words or 25 double-spaced pages inclusive of references, figures, tables, notes, and appendices.

Book Reviews

CMLR does not accept unsolicited book reviews. Solicited book reviews may be submitted electronically at cmlr@utpress.utoronto.ca. Reviews should be no longer than 800 words, inclusive of references. Please note that book reviews should focus on the content of the book and make judicious use of references to other sources. It is also not appropriate to promote one's own work in a book review. Publishers and authors are invited to submit books for review to CMLR at The Canadian Modern Language Review/
La Revue canadienne des langues vivantes, Journals Division, University of Toronto Press Inc., 5201 Dufferin Street, Toronto, ON, Canada M3H 5T8.

General Style

- Use hard returns at the end of paragraphs only. Let your software make line breaks (word wrap). Do not add an extra line space between paragraphs.
- Use tabs but avoid using any other formatting. For example: text should be flush left, ragged right. Do not justify or centre.
- Use only one space after a period, colon, semicolon or comma.
- Use an En-dash for dates and page numbers.
- Use digits for the numbers 1 and 0 not the letters I and O.
- Use single quotation marks to cite material in the text. Use double quotation marks for citations within citations.
- Notes and References. Notes must appear as endnotes, not footnotes. References must follow the *APA 5th Edition*. Your references must be complete. Please give all author names, date, and place of publication, publisher and page numbers. Check to ensure that in the text correspond to the list of references.
- Figures, tables, appendices and illustrations should be placed at the end of the article file or saved separately in Supplementary files, Step 4 of the submissions process, with captions in the article indicating where they are to be placed. You will be asked if you wish to upload any supplementary files before finishing the process.

Headings

CMLR has three levels of subheadings. Please use this style in your manuscript so we are sure to interpret your text correctly. Only the first letter of the subheading is capitalized (with the exception of proper nouns).

1. Subheading level one

2. *Subheading level two*
3. Subheading level three

Figures

Please prepare figures according to the following specifications:

1. At least 2.54 cm of white space between the heading (i.e. title and caption) and the figure
2. Dimensions no larger than 11 cm x 17.5 cm (26 picas by 42 picas)
3. Black and white only. Shading is accepted but must be between 20 per cent and 80 per cent to reproduce effectively.
4. Please ensure that figures are TIFF, GIF or JPEG files with a resolution of at least 600 dpi.

Illustrations

Please use the same guidelines as Figures.

Tables

All tables should conform to a basic format. Please fit text and figures between three horizontal lines (no vertical lines). The title should be typed above the top horizontal line.

The source and any notes should appear below the bottom horizontal line. Align decimal points and commas. Do not use space bar to align columns; please use appropriate tab settings. (Example: White and Turner, CMLR 61:4, p.506)

Images

Resolution:

- 300 dpi minimum
- 600 dpi or higher is preferred

Important: If you are unsure of the resolution of your image, please check it in your image software.

Microsoft Photo Editor: Go to File/Properties/Resolution

Photoshop: Go to Image/Image Size/Document Size

**All captions should be included in the text where you would like the image, table or figure placed.