2013 Journal of Undergraduate Interpreting Studies
Submission Guidelines:

Eligibility:
Any undergraduate student at an interpreter education program may submit a paper to the Journal of Undergraduate Interpreting Studies (JUIS). Graduating seniors have one year after graduation to submit their work. Hence for the 2013 edition of the JUIS, alumni from the 2012 graduating class, 2013 graduates, and current students in interpreter education programs are eligible.

All submissions must be accompanied by a Faculty Submission Form to verify faculty support (provided on this site).

Content Guidelines:
We will accept the following types of articles:

• Reviews: Reviews include analysis and/or critiques of published articles or texts related to the field of sign language interpreting.

• Original Research Articles: These articles describe original research conducted as an undergraduate student.

• Course-related Research Papers: Papers prepared as a course requirement, these submissions reflect excellence in content, presentation and introductory research.

Guidelines:
1. Submit original research manuscripts only. Papers accepted or published elsewhere will not be accepted.
2. Manuscripts for research papers should be between 8 and 24 pages (2,000-6,000 words) including references but not including the Cover Page described below.
3. Manuscripts for reviews should be no longer than 3 pages (750 words).
4. All manuscripts should be formatted in accordance with the APA manual (latest edition): http://www.apastyle.org/
5. The manuscript should be in a MS Word document format (.doc or .docx) using Times New Roman, 12-point font and double spaced with 1-inch margins. Line spacing should be 1.5 lines with all paragraphs left justified and a 7-space indentation for the first line.
6. Tables, figures and references must also conform to APA style.
7. Graphics should be submitted as .jpg files.
8. Cover page should include:
   a. Title
   b. Author(s)
   c. IEP Program Name
   d. Mailing address
   e. Telephone Number
   f. E-mail address
   g. Word count
   h. A short biographical sketch (including actual or projected year of graduation) (150 words)
   i. 5-8 keywords
   j. Short abstract (150 words)

9. Title Page layout:
   a. Left top: Running Head (50 Character Max, introduced as Running Head: TITLE IN CAPS)
   b. Right top: Page number.
   c. Title: 12 words or less, centered in the top middle of the page, in Title Caps.
   d. Author's name (By line): First name, middle initial(s), and last name; order corresponds to order of contribution,
   e. Institutional affiliations

Submissions must include the following:
   • Scan of completed Faculty Submission Form
   • Scan of completed Submission Waiver Form
   • Authors must obtain written permission from the copyright holder for copyrighted material included in submitted papers (e.g. reproduced or adapted diagrams, models, tables, questionnaires). A copy of the written permission must be scanned and emailed with the paper.

Submissions are due April 30, 2013 for publication during the following academic year.

Submit papers and required forms to Crystal Eusebio at niec@neu.edu.

If a manuscript is returned for revisions, the author(s) is (are) responsible for making necessary changes and resubmitting the manuscript within a specified timeframe.

Criteria for Acceptance:
The following criteria will be used in reviewing the papers for publication:
   • Relevance to sign language interpreting
   • Justification for the study
• Subject mastery & originality
• Logical organization
• Appropriate documentation
• Consistent use of APA style

For more information, please contact:

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