

## Submission Guidelines

### 1. General Information

Please send all submissions in Microsoft Word 97/200/XP format (.doc), not Microsoft Word 2007 format (.docx) as many of our editors are not able to open files in .docx.

All submissions for publication consideration in *Word In The World* may be sent as an attachment to:

[submissions.witw@gmail.com](mailto:submissions.witw@gmail.com)

**\*\*\* Please note, submissions for the upcoming issue must be received before Feb 28th 2015\*\*\***

### 2. Journal Articles

Submissions should be 1750 to 2250 words, double spaced, in English or French. The document should contain no identifying information. Additionally, they should include endnotes formatted in the *Chicago Manual of Style*, 16th ed.

In the body of the email, please include the following:

- author's name and any applicable titles
- institution, degree program, and year (if applicable)
- paper title
- phone number
- email address

### 3. Integrity of the Manuscript

All submissions must properly cite the sources used by the author and be free of any plagiarism. The author is responsible for the scholarly integrity of any submission.

The submission cannot have been previously published, nor can it be before another journal for consideration.

### 4. Editorial Process

Submissions are reviewed by an editor to assess their appropriateness for WITW, and their conformity to our guidelines. Those that meet our submission criteria are then forwarded to the editorial board for double blind peer review.

Upon reception of your article, we will send you an email confirming its receipt and status as under consideration. Please understand that the selection process takes time and refrain from status inquires.

As a matter of policy, we do not discuss our reasons for editorial decisions or share feedback for unaccepted submissions. Our editors make all final publication decisions.

Copyright Notice:

The editors will not consider manuscripts which are under consideration by other publishers. It is assumed that once you have submitted an article to this journal, it will not be sent to other publishers until a decision about inclusion has been made. Only by special arrangement will the editors consider previously published material.

Privacy Statement:

The names and email addresses entered in this journal site will be used exclusively for the stated purposes of WITW and will not be made available for any other purpose or to any other party.

For any questions or comments contact the WITW team  
([submissions.witw@gmail.com](mailto:submissions.witw@gmail.com))