

Concientización **Guidelines for Authors**

I. Journal Mission

Concientización is a student journal dedicated to promoting the study of Chican@ and Latin@ experience and thought. We are committed to creating alliances across boundaries of nation, race, ethnicity, gender, class, and sexuality. In that spirit, we incorporate in our mission the study of Chican@ and Latin@ in Diaspora; the study of racial, ethnic, class, sexual, and gender identities; and the study of community and nation building.

II. Submissions:

Concientización accepts and publishes several types of work that are thoughtful, substantive, and scholarly in nature. These submissions can take the form of research studies, scholarly compositions, book and movie reviews, art, and poetry.

- a. Research studies and scholarly compositions must include a 100 word abstract summarizing the submission, and can be up to 15 pages in length. This does not include cover page, abstract, or references.
- b. Book and movie reviews can be up to 5 pages in length. For information on how to write an effective review please visit the UW-Madison Writing Center and/or the following: <http://www.writing.wisc.edu/Handbook/index.html>
- c. Art and Poetry submissions must include an Artist Statement discussing the core concepts of the submitted piece.

Special issues of *Concientización* will be announced on our website. Please refer to the journal's website for more information: <http://www.chicla.wisc.edu/concientizacion>

Prior to submitting, please ensure that your manuscript adheres to the following manuscript guidelines:

III. Manuscript Guidelines:

- ❑ Manuscripts should be well organized and concise.
- ❑ Prior to submission, edit for typos, grammar, spelling, and punctuation.
- ❑ Manuscripts should follow either APA style of writing and format.
- ❑ All material should be double-spaced, including direct quotations and references.
- ❑ Use one-inch margins.
- ❑ Use Times New Roman 12-point font.
- ❑ Use consecutive page numbering at top right corner of page.
- ❑ Use left justification.
- ❑ Authors are responsible for obtaining permission from copyright holders for reproducing illustrations, tables, figures or lengthy quotations previously published

- elsewhere. Add your acknowledgments to the typescript, preferably in the form of an acknowledgments section at the end of the paper. Credit the source and copyright of photographs or figures in the accompanying captions.
- ❑ Author(s) bear full responsibility for the accuracy of references, quotations, labels, figures, and accuracy of information within the manuscript.
 - ❑ Manuscripts should include only a limited number of tables, figures, or pictures within the text of the article.
 - ❑ Authors should use gender-equitable terms and avoid wording that implies a bias against persons based on sexual orientation, racial or ethnic category, disability, and age. For further guidance see APA Publication Manual.
 - ❑ Do not submit material that has been previously published or is under consideration or review with another journal.

Submitting the Manuscript:

- ❑ Include a completed Submission Cover Sheet (see form below) as a separate Word file. Authors who submit multiple submissions must include separate Submission Cover Sheets for each entry.
- ❑ In order to ensure anonymity during the peer-review process, author(s) name(s) should *only* appear on the Submission Cover Sheet and should *not* be included on the manuscript.
- ❑ All submission files must be in Word format.
- ❑ All submissions (cover sheet and manuscript) should be sent as an attached electronic file to the CLS Journal Editor(s) at CLS_Journal@mailplus.wisc.edu with, “Journal Submission” in the email subject line.
- ❑ All re-submissions (cover letter and re-submitted manuscript) should also be sent as attached electronic files via email to the CLS Journal Editor(s) at CLS_Journal@mail.plus.wisc.edu with the words, “Journal Re-submission” in the email subject line.

IV. Timeline:

Concientización is published each Spring semester, and manuscripts are accepted year-round. Authors will be notified of the anticipated publication date of their manuscript(s).

V. Review Process:

To ensure high quality scholarship in *Concientización*, all submissions undergo an anonymous peer-review process, or double-blind review process. In this process, authors are not informed of the identity of those reviewing their work and reviewers are not informed of the author’s identity. This process allows authors to benefit from constructive and unbiased reviews, thus further enhancing the quality of *Concientización* publications.

When submissions are received, authors will be sent an email confirmation. The Coordinating Editor will then determine if the submission meets general manuscript guidelines and is ready for review. Additional information or changes to submission may

be requested prior to accepting the manuscript for review. Once the initial manuscript submission step is complete, two reviewers will be asked to read and provide feedback within a timely fashion of 3 weeks from receipt of the submission file. Reviewers are encouraged to send their feedback electronically to the Coordinating Editor, on a “Concientización Submission Evaluation Form” and in narrative form on a sheet separate from the manuscript submission. The Journal Editor(s) will then compile and send all reviews to the author. The purpose of the review and feedback process is to guide authors in developing their level of scholarly expertise.

Once all reviewer feedback is secured it will be compiled by the Journal Editor(s) and emailed in the form of specific suggestions to the manuscript author. Manuscripts receive one of following assessments:

- *Accept for publication as is* (very rarely happens in academia)
- *Accept for publication contingent on minor edits and revision.*
- *Do not accept at this time* (manuscript needs more than minor edits & revision)
- *Not suited for CLS Journal* (the content or topic may not fit the purpose or mission of the journal).

Authors should anticipate that submissions almost always require some rewriting, revision, and editing before they are acceptable for publication. This is common across all academic fields.

VI. Resubmission Guidelines:

Authors should return a revised submission via email within 1 to 4 weeks from receiving reviewer feedback along with a cover letter (Word file) detailing and explaining how and where the reviewer recommendations were addressed and integrated in the resubmission. Authors are encouraged to highlight substantial changes or modifications of the text for ease of review. If the author has not made all the requested changes, the author should discuss and explain these decisions in the cover letter and if relevant to do so, in the manuscript itself. Once the manuscript has been resubmitted, the Coordinating Editor will work with the author to ensure that the manuscript is ready for publication.

VII. Contact Us

If you have any questions concerning the submission or review process please contact the Journal Editor(s) at CLS_Journal@mailplus.wisc.edu.