Guidelines for Submission:

Researching and Teaching Chinese as a Foreign Language (RTCFL)

Language of Publication
Submissions are welcome from all countries. Both English and Chinese are the languages of publication.

Articles
Articles may vary in length, but submissions should not normally exceed 9,000 English words (inclusive of notes and bibliography) or 10,000 Chinese characters.

Book Reviews
RTCFL does not publish book reviews.

Online Submission
We normally accept only electronic submissions. If you are unable to submit electronically, contact the Editor who will assist you.

Online submission is a five stage process. In order to submit an article, you need to first register as an author on the system. You will then use your username and password for all future submissions (such as revisions or other articles you may wish to submit) and to check the progress of your submission/s.

Step 1: Confirmation of Copyright
The journal accepts only original articles which have not been previously published. You will be asked to confirm that you hold copyright in the material being submitted and/or that permissions have been cleared to reproduce any included copyrighted material. You will need to clear copyright for any copyrighted material you quote or use, including artwork.

It is your responsibility as author to ensure that you have obtained any permission to reproduce any part of another work. If your article contains extracts from other works, especially figures, tables, poetry etc., please contact the authors and publishers BEFORE submitting the final version to seek permission to use their work.

If primary research data is to be included, research participants should have signed a consent form. Please refer to separate PDF (Permissions Guidelines for Authors) for more details.

Step 2. Metadata
At Step 2 you will be prompted to supply various types of information known as metadata. This includes the name/s of all authors, their affiliations and correspondence addresses, the full title of the article, the article's abstract (maximum of 200 words), keywords (up to six) as well as other information including a short (approximately 75 words) biographical statement for each author including recent publications (see sample bio-note below) The system allows you to identify the main author for correspondence and to arrange author's names in the order in which they should appear.

You are also asked to provide appropriate Library of Congress subject classification code/s that identify the subject area/s and research focus of the article. You will find a link to the Library of Congress codes for reference when selecting codes.

This metadata is important because it facilitates the indexing of your article once it is published thus leading to more citations and greater readership. All of this information is entered separately from your article which you upload separately.

Step 3: Main Text
You will then be asked to upload the main body of your article. This part of your submission should be in MS Word and should be double- spaced (including quotations and excerpts, notes, references, tables, and figure captions) and the pages of the manuscript should be numbered.

PDFs are not acceptable for submission of articles; however, you can upload a PDF as a supplementary file following submission of your Word file.

Step 4: Supplementary Files
There is a separate step in the submission process to allow you to upload supplementary files and given the nature of linguistics research, they are possibly an important part of your submission. See House Style section below for details.

Supplementary files are to be used for all figures or photographs/artwork but not tables. Each such figure should be entered as a separate supplementary file. Supplementary files should also be used if you wish to bring to the attention of the Editor any particular features which would be required at the layout stage or to clarify font usage. Other appropriate material to upload as supplementary files are (a) research instruments, (b) data sets, which comply with the terms of the study's research ethics review, (c) sources that otherwise would be unavailable to readers or (e) audio/video material. If there is material here that would only be appropriate for online publication, please indicate so in a note to the Editor (at Stage 1 of the submission process).

Steps 5& 6 Confirmation Stages
These are confirmation stages allowing you to make changes and to confirm that everything is accurate.

House Style
Manuscripts must be typed in 12 point, Times Roman font, double-spaced, divided into sections by numbered headings.

Do not use headers and footers. All pages must be numbered. Emphasized words or phrases should be italicized. Foreign words or phrases should also be italicized and followed by a translation in single quotation marks. Please avoid the use of boldface in the text.

For data transcripts with line numbers rather than turn numbers, use a maximum of 60 characters per line (including spaces).

Line drawings and photographs (called 'Figures' in the text) must be reproducible originals and should be submitted as supplementary files (see above).

Figures will be reduced in size to fit the width. A note should be placed in the text to indicate the approximate placement of each figure, e.g., 'Figure1 about here. Figures should be numbered separately, i.e., Figure 1, 2, 3, etc. All figures must be cited in the text.

Tables should be numbered consecutively and titled, and must be referred to in the text.

Use endnotes rather than footnotes. Endnotes should be kept to an absolute minimum. They should be numbered consecutively throughout the article (not per page) and listed on a separate page entitled 'Notes' at the end of the article, preceding the References.

Appendices should be placed before the Notes and References.

Citations in the text should give the surname of the author(s) or editor(s), year of publication, and page numbers where appropriate, in the following style:

(Smith 2002)
(Smith 2002: 250–253)
(Smith *et al.* 2003: 10)
(Smith 1979, 2001)
(Smith and Jones 1976)
(Smith 1970a, 1970b)
(Smith 2000: 24)
(Smith 1991; Jones 1992)
(Smith 2004 [1992])

Do not use 'ibid' or 'op cit.' but repeat the author, date and page citation. In referring to information from a particular work, please give the exact page numbers, e.g. (Smith 1979: 54–59), not '54ff'. List citations in the text in chronological order (e.g., Thomas 2002; Smith 2005; Arnold 2009). All works cited in the text, and only those, must be fully listed in the Reference section at the end of the manuscript, in alphabetical order by the author. All entries for book publications must include place of publication and publisher. Please be sure to give the page numbers of articles in both books and journals, as well as the volume and issue numbers in the case of journal articles.

Do not abbreviate the names of journals. Note the system of capitalization and punctuation in the following examples:

Book
Freidson, E. (1970) *Profession of Medicine: A Study of the Sociology of Applied Knowledge*. New York: Dodd, Mead & Company.

Book chapter
Heath, S. B. (1979) The context of professional languages: an historical overview. In J. Alatis and G. Tucker (eds) *Language in Public Life*, 102-118. Washington DC: Georgetown University Press.

Journal article
Levinson, S. (1979) Activity types and language. *Linguistics* 17 (5/6): 365–399.

Include volume number, issue number and page references in journal citations, e.g. *Journal of Applied Linguistics and Professional Practice* 3 (3): 112-134. (Use unspaced en dashes rather than hyphens in number spans, also for book chapters)

Dissertations and theses
Thomas, J. A. (1986) *The Dynamics of Discourse: A Pragmatic Analysis of Confrontational Interaction*. Unpublished Doctoral Thesis. Lancaster University, Lancaster.

Spelling & punctuation
Our default house style uses British spellings and punctuation conventions.

Our house style avoids hyphens, e.g. in 'sociolinguistics', 'multicultural', 'overrepresentation', etc.

Please use double hyphens to indicate page ranges, e.g. 12--47. All such double hyphens will be replaced with en dashes in production (e.g. 127–47).

In the default British style, unspaced dashes are avoided and replaced with spaced dashes.

Use single quotation marks, except where material is quoted within quotes where double quotation marks should be used.

Abbreviations (e.g. 'ed.', 'Prof.') normally end with a full stop, but shortened forms (e.g. 'eds', 'Dr') do not.

List styles

Linguistics articles often contain lists of various kinds, and sometimes lists within lists. Please use the following guidance when numbering such lists.

1) Use Arabic numbering for lists, roman numbers for lists within lists, and lower case letters (where necessary) for lists within lists within lists.

2) Using brackets:
i) You may use a closing bracket, if you wish, after the initial number.
ii) Never use a full stop after the number.
iii) Do not enclose numbers in both opening and closing brackets – reserve such bracketed numbers for numbered linguistic examples.

3) If you are using numbered headings do not use Arabic numbers for lists. Use roman numbers, and then lower case letters.

Whatever scheme you use for number hierarchies, apply this systematically throughout the book.

Ensuring a Blind Peer Review
All articles are peer reviewed. To insure the integrity of the blind peer-review we need to make every effort to preserve the anonymity of authors and reviewers. Therefore when preparing your article for submission please take the following steps:

1. Remove your name from the entirely from the text. If you cite your own publications, be sure to substitute the word 'author' for your own personal details and for the actual title of your work cited.
2. With Microsoft Office documents, author identification should also be removed from the properties for the file (see under File in Word), by clicking on the following, beginning with File on the main menu of the Microsoft application: File>Save As>Tools (or Options with a Mac)>Security>Remove personal information from the file properties on save>Save.
3. On any PDF uploaded, remove author names from Document Properties found under File on Adobe

Sample Bio-Note

Jan James received her PhD in semiotics from the University of Cosmos and is currently associate professor at the University of Virtual Space. Her research interests include lifestyle learning, professional belief systems and research ethics. Her most recent book-length publication is Expert Communication in Intercultural Organisational Contexts (2010, Blue Sky Press).

Decisions and Revisions

It may take three to four months for a decision on your submission. Most papers are revised before being accepted for publication and you will normally be sent a report from the Editors with suggestions drawn from referee's reports and their own suggestions for changes. If your paper is accepted, please download, sign and return a copy of the Contributor Agreement to the Publisher. This agreement can be found on the Author page of the journal.