Frontiers: The Interdisciplinary Journal of Study Abroad

Author Guidelines for Manuscript Submissions

NOTICE: *Frontiers* will return without review any manuscript submissions that do not strictly comply with the formatting instructions below. Identifying information about authors, institutions, organizations, or programs should ONLY appear on the first, title page of the document. Other identifying references should be removed prior to submission.

Content: *Frontiers: The Interdisciplinary Journal of Study Abroad* accepts manuscripts on topics that relate to its mission. Any manuscripts received that do not relate to the mission will not be forwarded to external reviewers.

In order to be published in *Frontiers* a manuscript should:

- Present fresh research or thoughts;
- Provide strong evidence to support its conclusions;
- Be important to professionals in the field of education abroad;
- Be of interest to educators and researchers in related disciplines.

Accepted manuscripts generally represent significant contributions that serve to advance the thinking in the field.

Length: Articles should typically be between 5,000 – 10,000 words in length exclusive of references, (approx. 25-30 double-spaced pages). Exceptions may be considered; however, manuscripts longer than 10,000 words should clearly warrant the additional space.

Title, Abstract, and Key Words: All submitted manuscripts must include a title, an abstract of no greater than 150 words, and a list of up to five key terms than can be used by readers/researchers to find the published material. This information should be included in the online submission form, as well as appear on the first page of the submitted document. Upon acceptance, authors will be invited to submitted a translation of the abstract into a second language of their choice for publication.

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Format: Manuscripts must be submitted in editable Word (or compatible) files. Authors are responsible for ensuring that their manuscript meets all requirements. A submission template is available here to assist with formatting and manuscript preparation. If editorial staff must make corrections to formatting or convert files, the review and publication process will be delayed.

- Font: Times New Roman, 12 pt.; **Title should appear in bold**, *Headings in italics.* Use numbering system (2, 2.1, 2.2.3) to indicate heading levels.*
- Spacing: Double-spaced
- Margins: 1 inch on all sides
- Page numbers: Centered in the bottom margin

*Please DO type your entire manuscript in "Normal" style. DO NOT use style sheets or other advanced formatting options.

DO NOT:

- include running titles
- include headers or footers.

Style: *All citations must be in APA style. The work cited list must include DOIs (Digital Object Identifiers) for all digital content for which they are available.* Please check your manuscript, including references, for correct APA style and completeness.

Tables, figures, and illustrations: All tables, figures, illustrations, etc., should be included within the same document as the text of the manuscript. Tables and figures should be provided in editable formats (i.e., do not "paste as image"). Images should be JPG or GIF files. Please label all tables, figures, and illustrations and include them within the manuscript at the approximate location where each such material should be placed. DO NOT upload tables, figures and illustrations as separate files.

Suggesting reviewers: When submitting a manuscript, authors may suggest reviewers by including suggested reviewer names and email addresses in the "Comments to the Editor" section of the submission form. Suggested reviewers should not have any conflict of interest with any of the authors of the submission, nor have any past or present relationship with any of the authors that would impede their ability to provide an objective and unbiased review. Suggestions and requests are considered sympathetically and usually honored. However, the Editors reserve the right to choose appropriate reviewers for a submitted manuscript, and ultimately, their decision on the choice of referees is final.

Review time: Every effort is made to have articles reviewed as quickly as possible. Articles are evaluated by at least one, but usually two or more, reviewers.

Selection process: The articles that appear in *Frontiers* are selected by its editors in consultation with external reviewers using a double-blind peer review process. Manuscripts are accepted on a rolling basis and assigned to a volume upon acceptance. Beginning in 2021, articles are published online as soon as

they have been copyedited and formatted for publication. Once a volume is filled, manuscripts may be reserved for the next volume. *Frontiers* publishes two (2) volumes each year in April and November.

Book Reviews: Submitted book reviews should follow the same formatting guidelines provided above. More information on the Book Review proposal and selection process is available [here](#).

Special Issues: *Frontiers* publishes occasional thematic volumes, special issues, monographs, or special sections within issues. Proposals for such content should be directed to the Editor at: frontiersjournal@forumea.org.

After ensuring that your manuscript adheres to these guidelines, please submit it for consideration by logging into our journal management system and clicking on "New Submission."