

Basic Communication Course Annual

Volume 9

Article 4

1997

Editorial Policy

Follow this and additional works at: <http://ecommons.udayton.edu/bcca>

 Part of the [Higher Education Commons](#), [Interpersonal and Small Group Communication Commons](#), [Mass Communication Commons](#), [Other Communication Commons](#), and the [Speech and Rhetorical Studies Commons](#)

Recommended Citation

(1997) "Editorial Policy," *Basic Communication Course Annual*: Vol. 9 , Article 4.
Available at: <http://ecommons.udayton.edu/bcca/vol9/iss1/4>

This Front Matter is brought to you for free and open access by the Department of Communication at eCommons. It has been accepted for inclusion in Basic Communication Course Annual by an authorized editor of eCommons. For more information, please contact frice1@udayton.edu, mschlangen1@udayton.edu.

Editorial Policy

The Editor and the Basic Course Commission invite submissions to be considered for publication in the *Basic Communication Course Annual*. The *Annual* is published by American Press (Boston, MA) and is distributed nationally to scholars and educators interested in the basic communication course. Articles are accepted for review throughout the year for publication consideration. Typically, the deadline for the next volume of the *Annual* is April 1.

Manuscripts exploring significant issues for the basic course, research in the basic course, instructional practices, graduate assistant training, classroom teaching tips, or the status, role, and future of the basic communication course are invited. It is incumbent on contributors to establish a position on how the work they seek to have published advances knowledge in the area of the basic communication course. Only the very best manuscripts received are published. Quality is determined solely by the qualified Editorial Board and the Editor. Manuscripts submitted should not be under consideration for other journals or have appeared in any published form.

All manuscripts must conform to the *Publication Manual of the American Psychological Association* or they will be returned to the author(s). Each submission must be accompanied by a 100- to 150-word abstract of the manuscript and a 50- to 75-word author identification paragraph on each author following the format of the *Annual*. Manuscripts, in general, should not exceed 30 pages or approximately 9,000 words (including references, notes, tables, and figures).

Manuscripts that do not explore issues or pedagogy surrounding the basic communication course or that are seriously flawed will be returned by the Editor. Manuscripts that are

improperly prepared or suffer from substantial stylistic deficiencies will also be returned. Submissions deemed acceptable for the *Annual* will be sent for blind review to at least three members of the Editorial Board. Be sure all references to the author and institutional affiliation are removed from the text of the manuscript and the list of references. A separate title page should include: (1) a title and identification of the author(s), (2) professional title(s), address(es), telephone number(s), and electronic-mail address(es) (if available), and (3) any data concerning the manuscript's history. The history should include any previous public presentation or publication of any part of the data or portions of the manuscript, and, if the manuscript is drawn from a thesis or dissertation, the advisor's name.

Manuscripts should be double-spaced throughout, including references and notes. Do not use right justification. Manuscripts should use tables only when they are the most efficient mode of presenting data. Avoid tables that duplicate material in the text or that present information most readers do not require.

Authors should submit four (4) copies of manuscripts and retain the original. Manuscripts, abstracts, and author identification paragraph(s) should be sent to:

Lawrence W. Hugenberg, Editor
Basic Communication Course Annual
Department of Communication & Theater
Youngstown State University
One University Plaza
Youngstown, Ohio 44555-3631

Questions about the *Annual* or a potential submission may be directed to the Editor by phone at 330\742-3633 or via e-mail (aw869@yfn.ysu.edu).