Please make sure to read this Submission Guide & Style Sheet and compare your submission to the following guidelines (especially if you are not familiar with APA).

General Formatting:
- Submissions should be scrubbed of author’s names, institutions, and other identifying info. This includes any identifying information in the appendices.
- WCJ prints articles in APA style with some modifications. Articles and references should be consistent with this style sheet and formatted in current APA style (except when APA diverges from this style sheet). Directions for APA style can be found at [www.apa.org](http://www.apa.org).
- Notes should be included as footnotes rather than endnotes.
- Article submissions should be double-spaced throughout.
- Heading levels should be consistent with APA style (see below for more on heading format).
- All submissions must include page numbers.
- Authors should include dates of the most recent versions of their article in the file names.

References:
- Authors are responsible for verifying all their references against the original documents before submitting their articles for consideration in WCJ.
- All sources referred to in the footnotes should also appear on the references page (with the exception of personal correspondence).
- On the References page, include the names and initials of all contributing authors unless there are more than ten (in which case the first ten should be listed and followed by et al).
- For references with multiple authors, use the Oxford comma before the ampersand:
- For references with continuous pagination, write out the whole numbers (same rule applies to any in-text citation):
- On the References page, when citing an article or chapter in an edited collection, include the names and initials of the contributing authors of the article or chapter followed by the (Year). Chapter or article title. In Editor First Initial. Second Initial. Surname (Ed.), Book Title (pp. page range of article or chapter). Place of Publication: Publication.
- Make sure to sort the references alphabetically on the Reference page. Begin with the surname of the first author of a source. Remember, the first author is the author named first in a source.
- For multiple sources with the same author, sort based on the publication date of the source, listing the oldest source first.
• Sources with one author come before sources with multiple authors, when the first author is identical between the two source types.
  

• For multiple-author sources listing the same first author, but with different second and third authors, sort based on the second author. If the second author is the same, then sort based on the third author. And so on, per author.
  

Research ethics & IRB Approval:
• In order to be considered for publication, articles based on any original research study of human subjects must include the IRB (Institutional Review Board) approval as a separate document. Please also note that your study was IRB-approved in the manuscript.
• If you work with human subjects and are not sure if you need IRB approval, please consult your institution’s IRB office. If you are not associated with an institution, please contact the editors with questions.

Abstracts:
• Article submissions should include an abstract of no more than 200 words.
• Abstracts should be single spaced.
• Abstracts should be written in third-person. Please see previous issues of *WCJ* for examples.

Punctuation, spaces, & ampersands (&):
• Use only one space after the period between consecutive sentences.
• Do not use spaces before or after the either/or slash
• Use the ampersand (&) between/among authors of the same work, in text AND on the references page:
  - Ex. As Elizabeth Boquet & Neal Lerner (2008) have demonstrated…

Gender Neutral Pronouns:
• All manuscripts should follow *NCTE’s Guidelines for Gender Fair Use of Language*
• *WCJ* adopts the singular “they” as a gender-neutral term. We do not find a pronoun-antecedent agreement error in a sentence such as “Each tutor identified their own strategies”; rather, we recognize the phrase “his or her own strategies” reflects a problematic, exclusive binary.

Author Names:
• Include the cited author’s full name on the first use in the article.
  - Ex. As Rebecca Day Babcock (2012) points out, theorists and practitioners who develop tutoring strategies often overlook deafness and d/Deaf students.
• Use author’s last name and year only for subsequent uses.

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• Try to use the name in the sentence whenever possible.
  o **Ex.** Babcock (2012) calls us to attend to disability in writing center research and tutoring situations (p. 383).
• For in-text citations with multiple authors listed, sources should be arranged chronologically from oldest to newest rather than alphabetically.
  o **Ex.** This work extends the research on how socioeconomic contexts shape and limit opportunities for digital literacy (Brandt, 1998, 2001; Moran, 1999; Selfe, 1999; Grabill, 2003; Banks, 2006, 2011; Powell, 2007).
• **No use of et.al** for citations with multiple authors. On the first use of the citation, write out the full names of all authors and on subsequent uses of the citation, use the last names of all authors:
  o **Ex.** This work grows out of calls to pedagogical action that writing center scholars such as Anne Ellen Geller, Michele Eodice, Frankie Condon, Meg Carroll, & Elizabeth Boquet (2007)…
  o **Ex.** Here we respond to the call in Geller, Eodice, Condon, Carroll, & Boquet’s *Everyday Writing Center* (2007)…

**Journal Titles:**
• Spell out the full journal title on the first in-text use (ex. *The Writing Center Journal*).
• Journal titles may be abbreviated in subsequent in-text uses. Italicize the abbreviation. (**Ex.** Four decades of articles in *WCJ* were coded . . .)
• At the beginning of a sentence using the abbreviation, don’t use an article:
  o **Ex.** *WCJ* is the official journal of the IWCA.
• Journal titles that begin with The should not include “The” on the References page.

**Dashes:**
• Inclusive dates should use an en dash (–) rather than an em dash:
  o **Ex.** July 2010–June 2014 (meaning July 2010 through June 2014)
  o In Word, go to insert > symbol > special characters > en dash
  o On a Mac, hold the Option button and press the minus key (-)
• Non-breaking hyphens (-) should be used for two words that function as a single concept:
  o **Ex.** The writer’s short- and long-term goals determined their questions.

**Commas:**
• Use minimal commas, but **DO** include the Oxford comma in sequences of three or more:
  o **Ex.** As Eodice, Price, & Jordan (2014) mention in their introduction . . .
  o **Ex.** In doing so, tutors can more effectively draw on the functional, critical, and rhetorical literacies that students bring to their consulting sessions.

**Numbered Lists:**
• Numbered lists should be set off from the left margin ½ inch
• Items should be numbered with just the number, a period, and one space:
  o **Ex.** 1. Questions about faculty
• When using numbered lists within a sentence, use semi-colons to separate the items:
  o **Ex.** More specifically, we wanted to know which interventions were most effective in: 1. informing students about the kind of support the writing center offers; 2. generating the greatest likelihood to visit; and 3. leading to an actual visit during the period under study.

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Dates:
- For inclusive dates, include full year:

Heading Levels: We ask that you use APA headings intentionally in your submission

<table>
<thead>
<tr>
<th>level of heading</th>
<th>How to Format Each Heading Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Flush left, Boldface, Uppercase and Lowercase Heading. Your paragraph begins below.</td>
</tr>
<tr>
<td>2</td>
<td>Indented, boldface, lowercase paragraph heading ending with a period. Your paragraph begins in line with the heading, as the second sentence in this paragraph.</td>
</tr>
<tr>
<td>3</td>
<td>Indented, boldface, italicized, lowercase paragraph heading ending with a period. Your paragraph begins in line with the heading, as the second sentence in this paragraph.</td>
</tr>
<tr>
<td>4</td>
<td>Indented, italicized, lowercase paragraph heading ending with a period. Your paragraph begins in line with the heading, as the second sentence in this paragraph.</td>
</tr>
</tbody>
</table>

Examples of Heading Levels:

<table>
<thead>
<tr>
<th>level of heading</th>
<th>Formatted Text</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Methodology In order to conduct this study, we surveyed WCAs at 500 institutions.</td>
</tr>
<tr>
<td>2</td>
<td>Survey Design. The language that we used in designing this survey was intended to reveal faculty perceptions about the university writing center.</td>
</tr>
<tr>
<td>3</td>
<td>Rationale for the Questions about faculty involvement across the disciplines. Because we wanted to know more about how institutions affect tutoring practices, we designed questions…One set of questions was…</td>
</tr>
<tr>
<td>4</td>
<td>How faculty talk to their students about the writing center. As important as how faculty involve themselves in the writing center is how the faculty frame the writing center for students in their own classes.</td>
</tr>
</tbody>
</table>