

# INSTRUCTIONS FOR AUTHORS

## Aims and Scope

*Journal of Transcultural Communication (JTC)* is a peer-reviewed scholarly journal which provides a transdisciplinary platform for the publication of original research into theories and practices of transcultural communication in an increasingly globalizing and networking human society. Built upon the prosperous analyses on the complex relationship between culture and communication, JTC encourages original submissions reflecting theoretical approaches in intercultural communication, integrating diverse perspectives in communication between cultures, and transcending hegemonic views of global cultures.

*Journal of Transcultural Communication (JTC)* seeks original contributions that propose new ideas, pursue innovative research directions and methodologies from all around the world in line with its academic spirit of pursuing creative and inclusive approaches in communication and culture studies.

*Journal of Transcultural Communication (JTC)* publishes articles in the following categories:

- Research article
- Special issue/section
- Roundtable
- Book Review

Submission might include, but are not limited to the following fields:

- -Philosophies of communication
- -Theoretical foundations for the study of transcultural communication in a globalizing context
- -Reflections on the paradigms and approaches of cross-cultural, intercultural and international communication
- -Interdisciplinary approaches into the study of transcultural communication
- -Diaspora and transcultural communication
- -Language, linguistics, and transcultural communication
- -Media, mediatization and transcultural communication
- -Digital platform, platformization, and transcultural communication
- -Geopolitics, public diplomacy and transcultural communication
- -Gender, class and ethnicity in transcultural communication
- -Implications of Western and non-Western cultures for the study of transcultural communication

## Editorial Policy

### Unpublished material

Authors submitting a paper do so on the understanding that the work has not been published before in English, is not being considered for publication elsewhere, and has been read and approved of by all its authors. Authors submitting papers for publication warrant that the work does not infringe on any existing copyright and indemnify the publisher against any such infringement.

### Conflict of interest

For every submission to *Journal of Transcultural Communication (JTC)*, [Template for Author's Statements](#) needs to be customized/filled out by the submitting author on behalf of all other authors and uploaded as separate files at the time of the original submission. For more information on how to fill the form please consult [Author and ethical statements instructions](#).

### Copyright

Manuscripts are accepted on condition of transfer of copyright (for U.S. government employees: to the extent transferable) to the publisher. Once the manuscript has been accepted, it may not be published elsewhere without the consent of the copyright holders.

### Authorship

Authorship should be limited to those who have made a significant contribution to the conception, design, execution, or interpretation of the reported study. All those who have made significant contributions should be listed as co-authors. Where there are others who have participated in certain substantive aspects of the research project, they should be named in an Acknowledgement section.

### Peer-review process

The journal uses double-blind peer review model. Each paper will be refereed by a minimum of two reviewers. The Editors reserve the right to decline the submitted manuscript without review, if the studies reported are not sufficiently novel or important to merit publication in the journal. Manuscripts deemed unsuitable (insufficient originality or of limited interest to the target audience) are returned to the author(s) without review. The Editor seeks advice from experts in the appropriate field. Authors may suggest persons competent to review their manuscript. However, please note that this will be treated only as a suggestion, and the final selection of reviewers is exclusively the Editor's decision. The final decision of acceptance is made by the Editor-in-Chief.

### Scientific Misconduct

This journal publishes only original manuscripts that are not also published or going to be published elsewhere. Multiple submissions/publications, or redundant publications (re-packaging in different words of data already published by the same authors) will be rejected. If they are detected only after publication, the journal reserves the right to publish a Retraction Note.

## Electronic Submission

### 1. Editorial process

The editorial process will be administered by the web-based submission and peer-review program *Scholar One*. The journal's submission site is <http://mc.manuscriptcentral.com/>

### 2. Length of papers

*Journal of Transcultural Communication (JTC)* publishes original, peer-reviewed scholarly articles, which should be 6,000–8,000 words in length (inclusive of the abstract, tables, references). Book review essays should not exceed 1500 words. Abstracts are limited to 100-150 words and three to five keywords. Manuscripts with multiple listed authors are reviewed on the assumption that all listed authors have agreed to the manuscript's submission and are responsible for its content; they must have agreed to its publication and have given the corresponding author the authority to act on their behalf in all matters pertaining to publication. The corresponding author is responsible for informing the co-authors of the manuscript status throughout the submission, review, and production process.

### 3. Biographical note

Please supply short biographical notes (under 100 words) for each author.

### 4. Language

The language of publication is English. Any spelling style is acceptable so long as it is consistent within the manuscript. Papers submitted to *JTC* must be written in clear, concise and grammatical English. If not written by a native speaker, it is advisable to have the paper checked by a native speaker.

### 5. Format

Please use Word. If you use any special characters, tables or figures, please supply a PDF file as well. Please number all pages consecutively. Please use font size Times New Roman 12 point and double line spacing throughout, quotations, notes and references included. Begin the References on a new page. Notes should be kept to a minimum.

### 6. References

Please use the APA Style (6<sup>th</sup> edition) for citation.

### 7. Names

It is acceptable to use either Chinese pinyin or English names (if any) for any Chinese persons named in the article as long as the same name is used consistently throughout the article.

### 8. Film and media titles

When film or media titles are initially cited, please provide the release year in parentheses: e.g., *Inception* (2010). For non-English film and media titles, the English language title should come first, followed by the original title and the release year in parentheses: e.g., *Farewell My Concubine* (Bawang bieji, 1993).

## Further Information

All correspondence concerning editorial matters, manuscripts, or proposals for special issues should be sent to the editorial office via: [journaloftransculturalcom@bfsu.edu.cn](mailto:journaloftransculturalcom@bfsu.edu.cn)

## Publication Formats

### Electronic Formats Allowed

We accept submission of text, tables and figures as separate files or as a composite file. For your initial submission, we recommend you upload your entire manuscript, including tables and figures, as a single PDF file. If you are invited to submit a revised manuscript, please provide us with individual files: an editable text and publication-quality figures.

- Text files can be submitted in the following formats:
  - ❖ MS Word – standard DOCUMENT (.DOC)
  - ❖ PDF (not applicable for re-submitted or accepted manuscripts, see below).
- Tables should be submitted as MS Word or PDF (not applicable for re-submitted or accepted manuscripts, see below). Please note that a straight Excel file is not an acceptable format.
- Graphics files can be submitted in any of the following graphic formats: EPS; BMP; JPG; TIFF; GIF or PDF. Please note that Powerpoint files are not accepted.

Post-acceptance, text files of the revised manuscript and tables are required for use in production. Authors should clearly indicate the location(s) of tables and figures in the text if these elements are given separately or at the end of the manuscript. If this information is not provided to the editorial office, we will assume that they should be placed at the end of the text.

### First-time Submission of Manuscripts

Authors may include a cover letter with their manuscript. If so, please explain why you consider your manuscript to be suitable for publication in *Journal of Transcultural Communication (JTC)*, why your paper will inspire the other members of your field, and how it will drive academic discussion forward.

### Submission of Revised Articles

Resubmitted manuscripts should be accompanied by a letter outlining a point-by-point response to Editor's and reviewers' comments and detailing the changes made to the manuscript. A copy of the original manuscript should be included for comparison if the Editor requests one. Please return the revised article within the required timeframe.

For resubmitted manuscripts, please provide us with an editable text and publication-quality figures. Supply any figures as separate high-resolution, print-ready digital versions.

In addition to the editorial remarks, authors are asked to take care that they have prepared the revised version according to the Journal's style.

## Organization of the Manuscript

We would like to stress the importance of carefully preparing the title, keywords and abstract, as these elements are used by bibliographic databases and search engines to identify the content of the manuscript.

### Title

A title should be informative, specific to the project, and yet concise. Please bear in mind that a title that is comprehensible to a broad academic audience and readers outside your field will attract a wider readership. Avoid specialist abbreviations and non-standard acronyms. Titles should be presented in sentence, not title case (i.e., only the first word should be capitalized). Please also provide a brief "running title" of not more than 50 characters.

### Authors, Affiliations, Addresses

In the cover letter, provide the first names (or initials – if used), middle names (or initials – if used), and surnames for all authors. Affiliations should include:

- Department
- University or organization
- City
- Postal code
- State/province (if applicable)
- Country

One of the authors should be designated as the corresponding author to whom inquiries regarding the paper should be directed. It is the corresponding author's responsibility to ensure that the author list and the summary of the author contributions to the study are accurate and complete.

### Abstract

Abstracts are limited to 100-150 words. The abstract should give a summary of the content of the paper. Mention the main findings without going into methodological detail and summarize briefly the most important elements of the paper. Because the abstract will be published separately by abstracting services, it must be complete and understandable without reference to the text.

### Keywords

List keywords for the work presented (minimal of 3, and maximum of 5), separated by commas. Keywords should not replicate those used in the title.

### Formatting and Typesetting

All pages must be numbered consecutively. The whole text (including legends, footnotes, and references) should be formatted double-spaced with no hyphenation and automatic word-wrap (no hard returns within paragraphs). Please type your text consistently, e.g. take care to distinguish between '1' (one), 'I' (capital I) and 'l' (lower-case L) and '0' (zero) and 'O' (capital O), etc. Manuscript pages should have line numbers. The font size should be no smaller than 12 points.

Footnotes and endnotes should be avoided. Allowable footnotes/endnotes may include: the designation of the corresponding author of the paper, the current address of an author (if different from that shown in the affiliation), abbreviations and acronyms.

### Symbols and abbreviations

The use of special symbols, abbreviations, and acronyms is permitted so long as they are defined upon first mention in the article.

### Other Stylistic Points:

- **Bold** is restricted to essay titles and subheadings.
- Subheadings should have an initial capital for each major word and are *not* numbered.
- *Italics* are used for titles of books, journals, newspapers, films, plays, etc.
- Dashes: Unspaced dashes—are used for parenthetical comments.
- Dates in the body of the text: February 18, 2011.
- Foreign language words or phrases: accompanied by a translation in square brackets.
- Numbers that begin a sentence are spelt out (e.g. Eighty percent).
- Percent: written as % but spelt out at the beginning of a sentence.
- Numbers of centuries are spelt out (e.g. twentieth century)
- The elision of numbers: we use 135-136, not 135-36.
- The omission of text: shown by an ellipsis. The form is . . . with a character space on either side. If sentence ends before the ellipsis, a full stop follows it without space. . . . Then the rest of the ellipsis is spaced as already stated. If the ellipsis is in the original, please use unspaced full stops ...
- Quotation marks: we use double curly quotation marks. Single quotation marks are used only for quotes within quotes.
- Commas and periods that directly follow quotations go inside the closing quotation marks. All other punctuation marks—such as semicolons, colons, question marks, and exclamation points—go outside a closing quotation mark, except when they are part of the quoted material.
- We use English spellings for foreign geographical names (i.e. Copenhagen, not København).

## Outline of the Production Process

Once an article has been accepted for publication, the manuscript files are transferred into our production system to be formatted. Technical editors reserve the privilege of editing manuscripts to conform to the stylistic conventions of the journal. Once the article has been typeset, PDF proofs are generated so that authors can approve all editing and layout.

### Immediate Publication

Manuscripts ready for publication are promptly posted online. The manuscripts are considered to be ready for publication when the final proofreading has been performed by authors, and all concerns have been resolved. Please note that no changes can be made to the articles after online publication.