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Information for Authors

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Information for Authors

The Writing Center Journal's primary purpose is to publish articles, reviews, and announcements of interest to writing center personnel. We therefore invite manuscripts that explore issues or theories related to writing center dynamics or administration. We are especially interested in theoretical articles and in reports of research related to or conducted in writing centers. In addition to administrators and practitioners from college and university writing centers, we encourage directors of high school and middle school writing centers to submit manuscripts.

Guidelines for Submission

1. Manuscripts should be between 4,000 and 8,000 words and should include a list of works cited. Manuscripts should follow the *NCTE Guidelines for Non-sexist Use of Language* and the *MLA Handbook*, 4th edition.

2. Submissions to *WCJ* should be made either via e-mail or by mailing a 3.5" diskette. Following is list of submission options in order of preference:

a. As an MS Word attachment or enclosure to an e-mail message. The e-mail message serves the function of a cover letter and should include the author's name and address, the name of the file attached, and the name of the word processing program and version used. The manuscript should be attached as an MS Word file.

b. As a non-Word attachment or enclosure to an e-mail message. Follow the instructions above, but save the document as an ASCII or text-only file (with no line breaks).

c. As an MS Word file on computer disk, labeled with the name of the author, the file, and the version of MS Word used.

d. As a non-MS Word file on computer disk, labeled with the name of the author, the file, and the software used.

3. Send e-mail submissions to: jmullin@uoft02.utoledo.edu. Send disks to: Joan Mullin, Writing Center, 2801 W. Bancroft, University of Toledo, Toledo, OH 43606-3390.

4. Each submission is sent to two reviewers for blind review. Manuscripts are accepted for review with the understanding that they have not been submitted or published elsewhere. Receipt of a manuscript is acknowledged with an e-mail message or a post card. Authors are notified of decisions on the disposition of manuscripts within 6-8 weeks of submission.

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