

Submissions

All submissions to *TransCanadiana* must be original, unpublished work. Articles and book reviews should be double-spaced in 12-point font, and available in Rich Text Format (.rtf), or Microsoft Word (.doc, .docx).

Articles should follow MLA bibliographic format (*MLA Handbook*, 8th ed). Maximum word length for articles is 7 000 words, which includes endnotes and works cited. Submissions must include brief (max. 200 words) abstracts in English and French, a biographical note of approximately 90 words, and 5 keywords in English and French. Reviews should not exceed 3 000 words.

Peer-review: *TransCanadiana* uses a double-blind refereeing process (both the referee and author remain anonymous throughout the process), based on initial editor screening. Referees are matched to the paper according to their expertise, and are never affiliated with the institution with which the author is affiliated. The editor might seek further expert opinion in justified cases.

Referees are asked to evaluate whether the manuscript :

- is closely related to the theme of the issue
- is original
- is methodologically sound
- has sound structure
- has results which are clearly and logically presented and support the conclusions
- correctly references previous relevant work
- should be published as submitted, published after revision or rejected

Language correction is not part of the peer review process.

After receiving reviews of the article, the author is obliged to revise the text in accordance with the reviewers' suggestions (changes should be marked in red) and email it as an attachment to the editor within two weeks. The body of the message must include the author's response to the reviews and it should list all the changes that have been made in the final version of the article.

Referees read the revised version and advise the editor, who is responsible for the final decision to accept or reject the article.

Ghostwriting, Guest Authorship and Plagiarism Policy

All cases of

- **ghostwriting:** the intentional failing to identify an individual in a publication who has substantively contributed to the underlying research or the writing of the publication
- **guest authorship:** including an individual in a research publication who has not made a substantive contribution to the underlying research or the content of the publication
- **plagiarism:** using the ideas, data, or language of another without specific or proper acknowledgment

will be documented, reported to the authorities and revealed to the academic community (i.e. the institutions with which the authors are affiliated, academic societies, etc.)

To prevent any cases of such academic misconduct the authors are required to:

- sign a Publishing Agreement with the editor (see below)
- reveal the names and affiliations of all individuals who have made substantial contribution to the submitted Work, as well as the nature of their contribution (concept, methodology, etc.)
- include a financial disclosure statement with their submissions (i.e. report all institutions, societies or other parties that have financially supported research that has resulted in the submitted publication)

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