

Conference Proceedings 2020 Pacific Rim International Conference on Disability and Diversity

Submission Preparation Checklist

As part of the conference proceedings submission process, authors are required to follow all requirements listed below. Submissions may be returned to authors that do not adhere to these guidelines.

- ❑ The submission file is in OpenOffice, Microsoft Word, RTF, or WordPerfect document file format.
 - ❑ The text is double-spaced; uses a 12-point font; employs italics, rather than underlining (except with URL addresses); and all illustrations, figures, and tables are placed within the text at the appropriate points, rather than at the end. All graphs, tables and images have alternative text descriptions.
 - ❑ The text adheres to the stylistic and bibliographic requirements outlined in the **Author Guidelines**, see below for general requirements for all submissions.
 - ❑ Footnotes were not employed within the submission. If needed, endnotes were used, placed immediately following the references at the end of the manuscript.
-

Conference Submission Process

1. **Submission:** author will submit an article by emailing prcall@hawaii.edu. An email confirmation will be sent to confirm the corresponding author's submission. All submissions will be accepted until March 31, 2020.
2. **Review:** proposal committee will review, provide copy edit and email final decision and copy editing request to the corresponding author.
3. **Author Copy Editing:** author will receive an email containing copy edited article request from proposal committee. Author(s) to provide copy editing of articles and email updated articles to prcall@hawaii.edu. An email confirmation will be sent to confirm the corresponding author's author copy editing update.
4. **Final Copy Editing:** proposal committee to provide final copy editing and will contact authors as needed.

5. **Layout:** proposal committee to provide accessible layout version of final copy editing and will email a proofreading request to the corresponding author.
6. **Proofreading:** author will receive email containing a final proofreading request. Author(s) to provide final proofreading approval by emailing prcall@hawaii.edu. An email confirmation will be sent to confirm the corresponding author's proofreading approval.
7. **Publication:** proposal committee to publish

Author Guidelines

General Requirements for All Submissions

*Note—articles that do not meet these guidelines will be returned to the author.

1. **File Format, Font and Spacing**—Articles must be submitted as MS Word, TXT or RTF Documents. All text must be double spaced with 1” margins. Font must be 12 point, Times New Roman. Follow the guidelines put forth by the American Psychological Association (APA 6.0). All submissions not adhering to this will be returned without review.
2. **Abstract, Key Words and Biographical Statements** - Each article must include an abstract of no more than 50 words, and 3 key words. Please include a 1-3 sentence biographical statement of each author, and what degrees, professional credentials and affiliations are to be listed after the author's name(s). For content and length requirements for various types of submissions, please see the “specific section” guidelines below.
3. **Peer Review**—All submissions to Pacific Rim Conference proceedings are peer reviewed.
4. **Footnotes and Endnotes**—Do not use footnotes at the bottom of the page or any embedded notes. All notes (if used) must be endnotes. References, endnotes, and acknowledgements will appear at the end of the article text.
5. **Citations and References**—Use the most current guidelines set forth by the American Psychological Association (APA 6.0).
6. **Article Length**- Articles should be no longer than 7,500 words, including references and tables. Additional word restrictions may apply to articles that are part of a forum and will be determined by the guest editor.
7. **Language, Grammar and Syntax**—American English spelling is preferred (i.e. analyze instead of analyse). Do not use contractions or slang unless it is in the

original text as quoted. Groups of people that are marginalized or experience discrimination usually have preferred terms to describe themselves and these terms should be used. Please consult regularly with relevant groups as these terms change depending on context and as language evolves. Notes on specific language use should be included as necessary. Corrections of grammar and syntax may occur during the editing process.

- **Disability language** – Use modern and appropriate language in reference to disability such as “individual with a disability”, “disabled people” and “the disability community.” Terms such as “handicapped”, “retarded”, “crippled”, “the disabled” and “impaired persons” are not used in this publication unless they are being referenced in quotes or as a point of historical comparison.
- **Gender inclusive language** – Avoid terms that are gender specific (e.g., mankind, stewardess, etc.) when referring to mixed groups or when use of the feminine can be construed as a diminutive or connote unequal status to an implicitly male norm. Avoid alternating the use of masculine and feminine pronouns in an article unless the alteration refers to shifting social or subjective gender identities. Avoid the form s/he, unless this is a preferred form of reference or is integrally related to the description or analysis of a transgender phenomenon. It is also permissible to use the plural “they” in reference to an individual if the intent is to avoid nonconsensual gendering or if this is the preferred mode of reference for the subject being referred to. Other gender neutral pronouns—e.g., “ze”, “zhe”, “zim”—should be respected as per the preference of the subjects to which they refer.
- **Note on new terms** – Please provide a definition of new terms. Non-standard words, jargon, slang, etc. should be defined or explained for the reader.
- Please refrain from broad statements such as “most people would agree that...” and provide multiple citations for all claims that refer to multiple sources i.e. “it has been well documented...”
- **Race and Ethnicity** - Efforts must be made to ensure that terms referring to race and ethnicity are those preferred by the group or person being referenced. Use caution as some terms may have stigmatizing, derogatory and negative connotations in particular groups and contexts. Terms such

as “racialized” (e.g., racialized women) or “person of color” are often preferred.

8. **Non-Native English Speakers**—English grammar and syntax must be understandable enough for the article to be reviewed and edited. Authors with limited English skills are encouraged to partner with a co-author whose first language is English or to write the article in their first language and have the article translated into English by a professional translator. We also suggest considering a translation/editing service to assist ESL authors. Here is a list of companies that provide these services:
 - <http://wileyeditingservices.com/en>
 - <https://www.aje.com/en>
 - <http://www.editage.com>
 - <http://www.enago.com>
9. **Headings**—The use of headings and subheadings to separate major ideas and themes is encouraged. Use the most current guidelines set forth by the American Psychological Association (APA 6.0) for heading format.
10. **Graphs, Tables and Images** —Use no more than three graphs, tables or images per article not to exceed two pages of text. All graphs, tables and images must include an alternative text description.
11. **Copyright Permissions**- Work previously published must be so noted with a complete citation. If a copyright was obtained on the previously published work, written permission from the copyright holder must be submitted with the manuscript. Previously published work is not encouraged.
12. **Date of Publication**—We anticipate to publish the 2020 Conference Proceedings by Summer 2020. We cannot guarantee the date of publication of any article until the issue in which that article appears is in the press. This includes providing verification of publication for the purposes of tenure and promotion. All articles submitted to Pac Rim are “submitted” until they are either “accepted for publication,” “accepted for publication with revisions,” or “not accepted for publication.”

Copyright Notice

Submission of print material will be considered evidence that you are offering the Pacific Rim Conference and Center on Disability Studies all publishing rights. For visual arts and multimedia, submission will be considered evidence that you are offering Pacific

Rim Conference and Center on Disability Studies the right to display your work without penalty, compensation or royalties.

Privacy Statement

The names and email addresses provided to the Pacific Rim Conference will be used exclusively for the stated purposes of this publication and will not be made available for any other purpose or to any other party