

Submission Checklist for Academic Labor: Research & Artistry

As you prepare to submit your manuscript, please consult our checklist. Doing so will help our copyeditors and production team as they get your article ready for publication. If you have questions about any of these items, please consult the journal editors.

- Attention to Publication Ethics.** Academic Labor: Research & Artistry (ALRA) follows the WAC Clearinghouse statement regarding the ethical obligations of editors, authors, reviewers, and the Clearinghouse itself (<https://wac.colostate.edu/about/pub-ethics/>).
- Length:** Manuscripts should not exceed 10,000 words in length, including abstract, notes and citations.
- File format.** Please provide your document in a single file in Word format (.docx) or “Rich Text Format” (RTF).
- For Manuscripts Submitted for Review,** please remove all identifying information.
- For Manuscripts Submitted for Production,** please address the following items.
- Author Affiliations.** Please provide the institutional affiliations for all authors.
- Author Bio:** Please provide a brief biography. For guidance, see published articles in the journal.
- Abstracts.** Please provide an abstract for your article. It should be no longer than 200 words.
- Permissions.** Please ensure that you have written permission for the use of all copyrighted work in your article.
- Body Text.** Please avoid the use of tabs to indent paragraphs. Instead, please apply the normal style to set up indents and spacing after paragraphs.
- Emphasized Text.** Whenever possible use italics, rather than underlining, to indicate text you wish to emphasize (or text from a language other than English). The use of color to emphasize text is discouraged as is the use of underlines.
- Links.** Please ensure that all links (to websites, files, and so on) in the manuscript are live. Readers should be able to navigate to the sites by clicking on the link.
- Use of Word-Processing Styles.** Please format your document using styles (e.g., normal, heading 1, heading 2, heading 3). This supports the creation of accessible documents.
- Citation System.** Please use the citation system defined in the most recent version of the MLA handbook. Please note, however, that we depart in some small ways from those guidelines (see below).

- **DOIs.** Please use DOIs in reference lists and works cited lists when available. If you use a DOI, you do not need to provide a separate URL. All DOIs should begin with <https://doi.org>. For example, the DOI for an article by Sheri Rysdam in volume 8 of ALRA is <https://doi.org/10.37514/ALR-J.2024.8.1.05>.
- **Figures, Images, and Other Illustrations.** Please insert images into the text and then provide the original images as separate files in high-resolution format (e.g., at least 2400 pixels wide for images intended to run the full width of a page. Some figures, such as charts and diagrams built with tools within a word processing or spreadsheet program, can be left in the text or provided in separate files. These files do not need to be converted to images.
- **ALT Tags for Figures and Images.** Please provide ALT tags for each figure or image. The ALT text should be highly descriptive. For example, rather than using “People engaged in an argument” you might use “Seven people gathered on a sidewalk talking animatedly with each other. One person is holding a sign that has the text ‘This is wrong!’ Another person is pointing at the sign with one hand and threatening the person holding the sign with a raised fist.”
- **Audio and Video Files.** Please use the .mp3 or .mp4 format. Creative works must be accompanied by a written statement to contextualize the project.
- **Figure Captions.** Please place the figure caption below the figure, image, chart, or other media item.
- **Tables.** Please ensure that tables will reproduce well in a 6.5-inch width.
- **Table Titles.** Please place the table title above the table.
- **Proofreading.** Please proofread your manuscript carefully before submitting it.

Thanks!