

Checklist/Cover Sheet for Submission:

Please prepare all manuscripts according to the following guidelines and include this coversheet to help facilitate anonymous, fair review.

- ☐ Article submissions should not exceed 7,000 words. Academic book reviews should not exceed 1,500 words. Translingual literacy narratives should not exceed 1,500 words.
- ☐ Style your article according to either the *MLA Handbook* (9th edition) or the *Publication Manual of the American Psychological Association* (7th edition), as appropriate to the nature of your research.
- ☐ Include an abstract (maximum 200 words) at the beginning of your manuscript.
- ☐ Save your manuscript as a .doc or .docx format file.
- ☐ If your research includes human subjects (interviews, focus groups, observations, student papers, etc.), include an endnote with your IRB protocol number.
- ☐ Remove all identifying information from your manuscript and document properties, including references to your home institution or locale. (Name, email, university affiliation, etc)
- ☐ Email submission with this cover sheet to menawritingstudies@aub.edu.lb

Please provide the following information and note that authors will be vetted according to American and Lebanese laws prior to submission review:

Date Submitted:

Full Title of Article:

Author Names and Preferred Pronouns:

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Submission Abstract (200 words)