

Celt Manuscript Submission Guidelines

Celt: A Journal of Culture, English Language Teaching & Literature is a double-blind peer-reviewed journal, published biannually in the months of July and December with p-ISSN (printed): 1412-3320 & e-ISSN (electronic/ online): 2502-4914. It presents articles around the area of culture, English language teaching and learning, linguistics, and literature. Contents include analysis, studies, applications of theories, research reports, and materials development. It is firstly published in December 2001. Ever since 2005 its manuscripts could be read online through www.journalcelt.com. By the year 2016, it launched its OJS (Open Journal System) through <https://journal.unika.ac.id/index.php/celt> and from 2017 it is recorded in Crossref's <https://doi.org/10.24167> and in <https://doaj.org/toc/2502-4914>. Based on the decree from *Hasil Akreditasi Jurnal Ilmiah, SK Direktur Jenderal Penguatan Riset dan Pengembangan Kementerian Riset Teknologi, dan Pendidikan Tinggi Republik Indonesia*, No. 30/E/KPT/2018 with regards to the accreditation status of academic journals, dated on 24 October 2018, **Celt** is nationally accredited for the next five years as a Sinta 2 journal.

1. File types: The manuscript submitted to **Celt** should be in 2016 Microsoft Word program, if not then it should be saved in 97-2003 format (.doc or .docx).
2. Manuscript types:
We accept only research report papers that should be within the range of 4,000 - 8,000 words excluding the title, abstract, key words, and references.
3. Plagiarism checker:
Once a manuscript is sent, the editors have the right to scan the manuscripts with a plagiarism checker, such as Turn-it-in, Unicheck, Grammarly, etc.
4. Grammar checker:
Authors are encouraged to do their own grammar check, which can be done through an online grammar software, such as Grammarly.
5. Manuscript format:
The manuscript should be written in academic English language, typewritten in Goudy Old Style 12 font, single spaced. Non-12 font size are used for the title, abstract, header, footer, and text or numbers within tables. The margin should use the normal Microsoft Word margin (1 inches or 2.5cm left, right, top, and bottom). The paper size is B5 or custom size 18.2cm x 25.7cm (see template).
6. Manuscript template:
Authors are encouraged to download the latest manuscript template available from <http://journal.unika.ac.id/index.php/celt> to ensure consistency of the **Celt** manuscript format.
7. Titles, abstract, and keywords:
The manuscript has to have a title, which should reflect the content of the manuscript and may not exceed a total of 15 words. Underneath the title should be an abstract within the

range of 150 - 300 words, which is in English (normal font), followed by an Indonesian abstract underneath (italicized font). Three to five key words should be provided also in English (normal font) and Indonesian (italicized font).

8. Organization:

Celt journal receives manuscripts based on a research report that should have sub headings that would normally be under the sections of an Introduction, Literature Review, Methods, Findings, Conclusion, and References. In the references section, **Celt** journal appreciates manuscripts to use the APA style and cite references from previous **Celt** publications.

9. Author(s) contact details:

Author(s) should provide contact details including full name (with titles), emails, institution and home mailing address, and telephone numbers on a separate file for the purpose of anonymous/ double-blind peer-review.

10. Footnote:

In addition to informing who the author(s) of the article is (are), author(s) are advised to use footnotes to add additional information/explanation on a written text or additional readings to support the text. Footnotes are used to have additional information which may disturb the flow of the article if left inside the original article.

11. Citations and References:

Starting from the re-accredited 2014 version, the **Celt** manuscript conforms to the APA style for citation and references. Please refer to APA Publication Manual for reference, which is available at any website. You may also make use of the in-built APA referencing system used by Microsoft computer programs or see the following steps:

Reference List

- Full list of referencing examples

Imber-Black (2009) found that dogs can be a source of therapy for sick people.

In support of the idea that the drug industry does have a relationship to psychiatry, Smith's (2008) research show that pharmacists would do annual workshops with psychiatrist.

The list must be on a new page at the end of the article's document and adjust the position to be centred. Note that the bibliography should be sorted alphabetically

When encountering multiple works by the same author, they must be ordered by date, and if the works are in the same publication year, they are to be ordered alphabetically by the title and allocated a letter after the date. There are also special citation format like group/organisation and secondary source citation. All of these variety can be seen in the following example:

Multiple works from one year: (Jacoby, 2012a) Or (Jacoby, 2012b)

Multiple works in One Parentheses: (Levi, 2013, 2014, 2018)

Group/Organisation citation: (International Folklore Association, 2014)

Secondary source: Leone (2001) as cited in Valdir (2016) Or (Leone, 2001, as cited in Valdir, 2016)

- In-Text Citation

This section must be included following attached quotes and paraphrase taken from another author's work.

In-Text Citation is basically a citation that is located within the main body of the article to refer a direct quote or paraphrase. They should be correspondent to a reference in the bibliography. The in-text citation includes the surname of the author and date of publication. For an example, the author Dante Aliegheri, this will be written:

Aliegheri (2010) says..... Or.....(Aliegheri, 2010)

- Direct Quotes (under 40 words)

Culture is "a system of belief" that includes... (Hall, 2005, p.13).

Hall (2005) states that the "system of belief" in culture is ...

The study shows that research in culture is "a reflection of..." (Smith & Tyler, 2013, para. 8).

On the other hand, Goddard (2014) believes that "the data was unreliable" (Methods section, para. 6).

- Block Quotes (direct quotes over 40 words)

Indent block quotes five spaces or half an inch from the left margin. Do not use quotation marks. Like used in the rest of the paper, APA block quotes should use double spacing. In block quotes, the period goes before the parentheses. This is different from short quotes. An example of a block quotation is as follows:

Upon discussion about the outcome of research, Williamson states that:

Data that is collected from interviews are usually coded first to enable some kind of categorization, which later gives researchers the ability to analyse and present as the outcome. (2008, p. 205)

- Multiple Authors

In some piece of works, there are usually one with multiple authors and co-authors. To cite this, here are the examples:

Two Authors: Anderson and Sully (2018) state.... Or..... (Anderson & Sully, 2018)

Three, Four, or Five Authors: Anderson, Sully, and Clinton (2018)... Or....(Anderson, Sully, & Clinton, 2018)

Six or more Authors: Only the first author's name followed by "et al", for an example: Anderson et al, (2018)..Or.... (Anderson et al, 2018)

No Authors: If the author is unknown, the first words of the reference will be used. This is usually the title of the source.

- How to cite a book (Title, not chapter) in APA Format

Book referencing is very basic for a bibliography, the basic format of a book reference is as follows:

Young, J., Matilda, S.A., & Naomi, M. (2018). *The Return of American Culture Heroes*. Cambridge, England: Top Publisher

- How to cite an edited book in APA Format

For this citation an extra inclusion: (Ed(s)) is needed. The format is as follows:

Hanselheim, D.B. (Ed.). (2013). *The Determination of the Six* (2nd ed.). London, England: Trust Publisher

- How to cite a chapter in an edited book in APA Format

In edited books there are many articles written by different authors. To cite a single chapter, a different format is needed. The format is as follows:

Baker, J.Y. (2018). The Dark Saint. In T.R. Elroy (Ed.). *The Villains of Amsterdam* (3rd ed., pp. 20-37). Cambridge, England: Top Publisher.

- How to cite an E-Book in APA format

This citation is almost similar to Book references only the publisher is swapped with a URL. The basic format is in the example below:

Eugene, F.B., Collin, T.P., & Reine, M.T. (2016). *A guide to e-book citation*. Retrieved from <https://www.grandorder.com/citation-management>

- How to cite a chapter of an E-Book in APA format

This citation is almost similar to an edited book chapter reference, only the publisher is swapped with a URL. The format is as follows:

Baker, J.Y. (2018). The Dark Saint. In T.R. Elroy (Ed.). *The Villains of Amsterdam* (3rd ed., pp. 20-37). Retrieved from <https://www.grandorder.com/citation-management>

- How to cite a Journal Article in Print or Online APA Format

Articles that are not from book, the publisher and its location are not included. For a journal article citation, they are replaced with the journal title, volume number, issue number and page number. The format is as follows:

Frederickson, H.N. (2011). Remedy: A Call of Nature. *Grand Order Journal*, 56(2), 12-26ha

- How to cite a newspaper article in print/online (APA format)

This is the citation that almost completely different from the others. The newspaper must also conclude the type of the cited article in the bibliography. The format is as follows:

Julia, T.Y. (2013). The World of Citation. *The Grand Order Daily*, Research News, pp.10. Retrieved from <https://www.grandorder.com/citation-management>

- How to cite Magazine Articles in Print or Online (APA format)

The example: Julia, T.Y. (2013). How to cite. *The Daily Splendor*, pp. 32-38

- How to cite Non-Print Material in APA Format

Non-print material can be like an image retrieved from a URL, movie, tv programme, song or even a website. There are several formats like shown below:

Image example:

Wang, L.E. (2003-2004). *Artoria* [painting]. Retrieved from www.fate-grandorder/cards/artoriapendragon-img60897

Film example:

Snyder, Z. (Producer), & Znyder, Z. (2015) *Justice League*. United States of America: Warner Bros Pictures.

TV Programme example:

Allen, K., and Wilfred, N.B., Gonzales (Writers), Giorgio, R (Director). (2016). Excalibur [Television series episode]. In Dickens, S. (Executive Producer. *Dawn of Light*. California City, USA: Colombiana Pictures Television

Song example:

Caldera, Lennon, Ice-T (2013) Break it Down [Recorded by Caldera]. On *Strawberry* [visual album]. New York, NY: Empire Records (September 28)

Website example:

Vishamelek, J.F. (2018, June 20). *When the references talk*. Retrieved from <https://www.grandorder.com/citation-management>

12. Subject index:

A list of 15-20 words are given at the end of the manuscript (after the references) to be used as subject index for the journal's publication.

13. Tables & Figures:

Please send tables and figures in a separate file. On the article, put a note on where it should be positioned. If there are technicalities, the editors will communicate further by email. Examples:

Table 1:
Correlation value of asynchronous online peer review

learning style	N	Score increase	Correlation value
avoidance	11	2.09	0.813
independence	6	3.166	0.790
participation	17	1.235	0.779
competition	3	3.33	0.9025

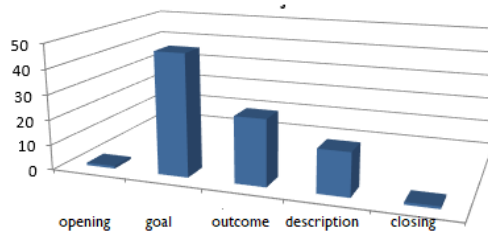


Figure 1:

Teachers' adjacency pair of spoken discourse in the classroom interaction of XXX

14. Once a manuscript has passed reviewers' screening and given a schedule of when it will be published, a Declaration of Publication form will be sent for authors to fill in and clarify that the submitted article is not being considered for publication elsewhere.

15. Manuscripts should be sent through Celt's OJS site available at <https://journal.unika.ac.id/index.php/celt/> Authors are encouraged to have ready an ORCID number to register.
16. If contact is necessary via email, the OJS ID number of the manuscript must be informed, before questions are asked via the editors at celtjournal@gmail.com.
17. Contributors whose manuscripts are published will receive ONE hard copy of the printed journal. The soft copy file of the journal may be downloaded from journal.unika.ac.id/index.php/celt/ or at www.journalcelt.com for free. To help with the printing, shipping, and the administrative costs, contributors whose articles are published will be asked to contribute Rp 2.000.000 (two million rupiah) or US \$200 (two hundred US dollars) to **Maybank Indonesia** (formerly BII bank) on behalf of **Antonius Suratno** with the account number of **1-575-037-294**. Those wanting a fast track review process can contribute Rp 2.500.000 (two million and five hundred thousand rupiah) or US \$250 (two hundred and fifty US dollars) to the bank account mentioned. For overseas contributors, please add in the bank swift code **IBBKIDJA** if you decide to transfer using forms of money gram. The contribution fee must be paid and sent as an attachment along with the Declaration of Publication Form to celtjournal@gmail.com.
18. Samples of old published abstracts and manuscripts that have an APA style citation and references can be seen in <https://www.journalcelt.com> and through the OJS website <https://journal.unika.ac.id/index.php/celt/>
19. Those wanting the full hard copy of the journal can contact the editors at celtjournal@gmail.com
20. The price for each journal is Rp 100.000 (one-hundred thousand rupiah) or US \$10 (ten US dollars) per journal irrespective of how thin or thick the book is. The price does not include postage, which will depend on the distance of the location.