



សាកលវិទ្យាល័យ កម្ពុជា
THE UNIVERSITY OF CAMBODIA

**SUBMISSION GUIDELINES FOR
UC OCCASIONAL PAPER SERIES**

FEBRUARY 2017

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WHAT IS UC OCCASIOANL PAPER SERIES?

The *UC Occasional Paper Series* is an interdisciplinary academic journal for graduate students at The University of Cambodia (UC), as well as for graduate students from other universities in Cambodia or overseas. This peer-reviewed Occasional Paper Series is initiated as a platform for students who are pursuing their Master's or Doctoral degrees at The University of Cambodia to publish their research findings, book reviews, or critical discussions on topics which will make an original contribution to the body of knowledge in the area of their specialization.

The *UC Occasional Paper Series* will be issued twice a year, at six-month intervals. The first issue will appear in March, and the second will be published in September of each year. Successful papers will be published electronically on The University of Cambodia's website, which is freely accessible to everyone, and a limited edition of each issue will be printed and available in UC libraries. This Occasional Paper Series will also provide graduate students at The University of Cambodia and elsewhere with excellent opportunities to showcase their work, be it a major class assignment, a term paper, a book review, or a research project, to a much wider audience and to gain valuable experience and confidence in getting their written work published in a high quality journal.

The *UC Occasional Paper Series* has a professional in-house team of editors and reviewers who are committed to high quality standards, and thus will strive to ensure that all papers published in the Occasional Paper Series, albeit student work, are of high quality and consistency. Moreover, The *UC Occasional Paper Series* and of course The University of Cambodia have zero-tolerance policy on plagiarism in all forms. All submitted manuscripts will be thoroughly crosschecked to make certain that they are truly original. Manuscripts found to have issues with plagiarism will be rejected or returned to the author for revisions.

The *UC Occasional Paper Series* welcomes all manuscript submissions from UC and non-UC graduate students who are interested in publishing their work with The University of Cambodia. All correspondence concerning manuscript submissions for publication in the *UC Occasional Paper Series* shall be sent to occasionalpapers@uc.edu.kh or UC Main Campus: Northbridge Road, Sangkat Toek Thla, Khan Sen Sok, Phnom Penh, Cambodia. Mailing Address: P.O. Box 917, Phnom Penh 12000, Cambodia. The University of Cambodia and the *UC Occasional Paper Series* Board reserve the right to publish or not publish any submission entirely at their discretion.

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GENERAL SUBMISSION GUIDELINES

The following are some important guidelines for graduate students who wish to submit their article(s) to be considered for publication in the UC Occasional Paper Series.

1. Manuscripts could be full research papers, which report interesting and relevant research findings; or non-research papers, which provide very well documented discussions that make an original contribution to the body of literature. Good quality book reviews may also be accepted for publication.
2. Manuscripts should be submitted electronically to the UC Occasional Paper Series online submission system via occasionalpapers@uc.edu.kh.
3. Manuscripts must be prepared using a standard word processing program (MS Word) and submitted in .doc or .docx format.
4. Manuscripts should not be shorter or longer than the word limit between 4000 - 6000 words, including references, but excluding appendices. Manuscripts which exceed the maximum word limit may be accepted on a case-by-case basis.
5. Manuscripts should use Times New Roman 12 pt. font and 1.5 line spacing, with justified text alignment.
6. Manuscripts should follow the referencing system of the Publication Manual of the American Psychological Association (APA), 6th Edition (<http://www.apastyle.org>).
7. The presentation of the manuscripts should follow the UC Occasional Paper Series Manuscript Submission Template and the UC Occasional Paper Series Formatting and Referencing Guidelines.
8. Manuscripts must not have been previously published by another publication or platform, nor are they currently under review at another journal for publication, whether online or conventional.
9. Manuscripts should have been carefully proofread to correct obvious language or typographical errors. Manuscripts with extensive issues will be returned to the author for revisions or simply rejected.
10. Manuscripts which have not been accepted may be revised and resubmitted to be considered for publication in the next issue or volume of the UC Occasional Paper Series.

FORMATTING AND REFERENCING GUIDELINES

Formatting Guidelines:

1. The paper is not shorter or longer than the word limit between 4000 - 6000 words, including references, but excluding appendices.
2. Manuscripts must be prepared using a standard word processing program and submitted in .doc format. Please do not submit manuscripts in any other format than MS Word (.doc or .docx)
3. Use A4 paper size, with all margins set at 2.54 cm (1"). Page numbers should be bottom center.
4. Use Times New Roman 12 pt. font and 1.5 line spacing. Text alignment is justified.
5. Use APA style 6th edition headings (see **Manuscript Submission Template**, on page 7). Please use no more than 4 levels of headings. Number headings consecutively.
6. Use one space before and after mathematical symbols. For other formatting, such as the hanging indentation in the reference section, please use the MS Word paragraph formatting feature instead of the space bar.
7. Do not use page breaks or columns within the text. Natural page breaks may divide headers, text, or tables; this will be adjusted when the paper is formatted for publication.
8. Use italics for words requiring particular emphasis; however, please keep in mind that overuse may be distracting to the reader. Do not use single or double quotation marks for emphasis. Use italics.
9. In general, avoid using quotations where discussion of previous research can be integrated into the text, with citation. Papers utilizing extensive quotations may be rejected or returned to the author for revisions.
10. Use double quotation marks for quoted sections of less than 40 words. Use single quotation marks for quotations within quoted sections.
11. Extended quotations of more than 40 words should be 1.27 cm (0.5") indented on the right and left and separated from the remaining text by a line above and below (see **Manuscript Submission Template**, on page 7).
12. All illustrations, figures, and tables are numbered consecutively and are placed within the text at the appropriate points, rather than at the end. Each should have a title that indicates the nature of the data being presented and how they are to be interpreted.

Submit an MS Excel or Word file with the data for the figures so that the figures can be edited and formatted, if necessary.

13. Footnotes or notes at the end of the text, if necessary, should be Times New Roman 11 pt. font.; single spaced.

Referencing Guidelines:

1. The UC Occasional Paper Series follows the referencing system of the Publication Manual of the American Psychological Association (APA), 6th Edition. Submissions that do not follow APA style referencing guidelines may be rejected or returned to the author for revisions.
2. Include only references that are cited within the paper. Check that all in-text citations must have a corresponding reference in the reference list. All entries are organized in alphabetical order with “hanging indentation” (all lines but the first indented, at 1.27 cm or 0.5”).
3. Use the hanging indent function instead of tabs for references. Use the enter key at the end of each reference in the reference list, not within the reference.
4. Include the DOI (digital object identifier) for journal sources when applicable. An easy way to find if a reference has a DOI is to go to <http://www.crossref.org/guestquery/> and enter the journal article information.
5. If the reference does not have a DOI, please list the URL instead, if applicable. The date of retrieval is no longer necessary for sources that are not expected to undergo change. The URL should be in Times New Roman 12 font only.
6. Activate all hyperlinks or URL addresses in the reference list.
7. Carefully check your reference list for errors in spelling, capitalization and punctuation. Papers with extensive issues will be rejected or returned to the author for revisions.

Note: This Formatting and Referencing Guidelines is adapted from *Language Education in Asia (LEiA) Author Handbook*. Retrieved from <http://www.camtesol.org/leia-publication/submission-of-papers>

MANUSCRIPT SUBMISSION TEMPLATE

Title

(Maximum 15 words, Times New Roman, 20 pt., bold, centered)

John A. Surname

The University of Cambodia, Phnom Penh, Cambodia

Mary Surname

Another University, City, Country

Abstract

(Times New Roman, 12 pt., bold, centered)

The abstract is the first part of your paper the reader will see, so write clearly and directly. It should provide the context and the main point of your paper. It should also include a brief introduction, a clear and concise summary of the methodology and results or findings, and the conclusion, implications, or recommendations of your paper. It must be 300 words or less and justified. Indent the abstract 1.27 cm (0.5") on both sides. Use Times New Roman, 12 pt. throughout the paper. Ensure that the paper meets the Manuscript Submission Checklist.

Keywords: Higher education; Education in Cambodia

I. Introduction

Level One Heading (Times New Roman, 12 pt., bold, centered)

Do not indent paragraphs. The paper should be 1.5 spaced. Do not use custom style sheets in MS Word. Do not use page breaks or columns within the text. Natural page breaks will divide tables and text; this will be adjusted during layout. The headings are adapted from the APA Publication Manual, 6th edition. Capitalize the first letter of all words which have four letters or more for the title and tables as well as Level 1 and Level 2 headings. The first letter of articles, prepositions, and conjunctions of three letters or less should be in lowercase.

1. Historical Background

Level Two Heading (Times New Roman, 12 pt., bold, left-aligned)

Capitalize the first letter of all words which have four letters or more. The first letter of articles, prepositions, and conjunctions of three letters or less should be in lowercase.

1.1. Higher education in Cambodia in the 1970s

Level three heading (Times New Roman, 12 pt., bold, left-aligned)

Level 3 heading should be written in sentence case: only the first letter of the first word, proper nouns, and the first word following a colon are capitalized.

The collapse of the Khmer Rouge regime

Level four heading (Times New Roman, 12 pt., bold, italics, left-aligned)

Level 4 heading should be written in sentence case: only the first letter of the first word, proper nouns, and the first word following a colon are capitalized. It is italicized.

Use no more than 4 levels of headings. Number the headings consecutively.

Table 1. A short, descriptive Title

Person	Age	IQ Score
John	25	100
Mary	20	120
Peter	22	98

Source: John (2016)

Tables and figures are numbered consecutively and included in the relevant part of the text. Refer to each table and figure in the text. Table titles are in italics.

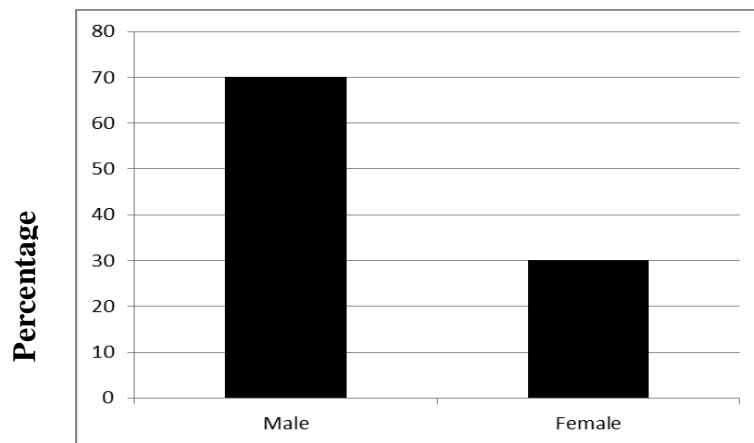


Figure 1. Number of participants. Adapted from John (2016)

Include a description of the figure and the source, if applicable. Graph axes should be labeled. The figure must be in black and white.

According to John & Mary (2016),

Quotations of 40 words or more go here. Use indentations of 1.27 cm (0.5”) on the right and left. Insert a blank line above and below the quote. In general, direct quotations should be avoided. Papers with extensive quotations may be rejected or returned to the author for revisions. (p. 15)

Double quotation marks should be used for quotations of less than 40 words. Single quotation marks should be used for quotations within quotations.

Numbered lists can be used:

1. Criteria 1
2. Criteria 2
3. Criteria 3

Bulleted lists may also be used:

- Group A
- Group B
- Group C

Please carefully check your article for errors in content and language. Papers with extensive issues will be returned to the author for revisions or simply rejected.

Include only references that are cited within the paper. Check that all citations in the text are in the reference list. All entries are organized in alphabetical order with “hanging indentation” (all lines but the first indented, at 1.27 cm or 0.5”). Use APA referencing 6th edition. Activate the hyperlinks or URL addresses in the reference list.

Acknowledgements

Level Two Heading (Times New Roman, 12 pt., bold, left-aligned)

The author(s) can name people or other work that have helped them in writing their paper here. Please limit the acknowledgements to a few lines only. Acknowledgements are optional.

The Author(s)

Level Two Heading (Times New Roman, 12 pt., bold, left-aligned)

Author biodata goes here. The biodata should be brief and include author name, current position, institution name, major work experience, publication, and email address.

References

Level One Heading (Times New Roman, 12 pt., bold, centered)

- Brown, H.D. (2004). *Language assessment: Principles and classroom practices*. New York: Pearson Education.
- Smith, R., & Kuchah, K. (2016). Researching teacher associations. *ELT Journal*, 70(2), 212-221. [doi:10.1093/elt/ccv077](https://doi.org/10.1093/elt/ccv077)
- Purdue Online Writing Lab (OWL). (2013, March 1). *Reference list: Basic rules*. Retrieved from <https://owl.english.purdue.edu/owl/resource/560/05/>

Appendix A

Title Which Explains the Content (Times New Roman, 12 pt., bold, centered)

You may need to attach one or more appendices to your article. Label appendices alphabetically (e.g., Appendix A). Label tables or figures included in the appendix with the letter of the appendix and then the number (e.g., Table A1). Each appendix should be mentioned in the body of the paper.

Note: This Manuscript Submission Template is adapted from *Language Education in Asia (LEiA) Author Handbook*. Retrieved from <http://www.camtesol.org/leia-publication/submission-of-papers>

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3. Lead Author Contact:

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Authorized Signature

Name of Signatory

Date Signed

MANUSCRIPT SUBMISSION CHECKLIST

The following boxes **MUST** be ticked as completed before you submit your manuscript to be considered for publication in the UC Occasional Paper Series. Papers will be accepted for consideration only when they meet the following criteria. If your paper is rejected for not meeting one or more of the criteria, you may revise and resubmit it by the submission deadline for the next issue or volume. Papers resubmitted after that deadline will be considered for the following issue or volume.

- The paper is not shorter or longer than the word limit between 4000 - 6000 words, including references, but excluding appendices. Papers which exceed the maximum word limit may be accepted on a case-by-case basis.
- The paper is complete and unified with a title, abstract, introduction, body, and conclusion consistent with an academic paper and following the UC Occasional Paper Series General Submission Guidelines.
- The presentation of the paper follows the UC Occasional Paper Series Manuscript Submission Template and the UC Occasional Paper Series Formatting and Referencing Guidelines.
- The paper in whole or in part has not been and will not be published by another publication or platform, whether online or conventional. Also, the manuscript is not currently under review at another journal, whether electronic or print.
- Material from other sources and the author's previously published work has been cited and thoroughly paraphrased. All submissions undergo a screening for plagiarism. Papers found to contain plagiarized or self-plagiarized material will be rejected.
- APA style (6th edition) is used for in-text citations and the reference list.
- All hyperlinks or URL addresses in the reference list are activated, and all in-text citations must have a corresponding reference in the reference list.
- The paper has been carefully proofread to correct obvious language or typographical errors. Papers with extensive issues will be returned to the author for revisions or simply rejected.
- The name of the research participant, institution or research site has been kept anonymous unless written permission has been obtained from the participant, institution or research site.
- The (lead) author has signed the UC Occasional Paper Series Publication Release Form.

Note: This Manuscript Submission Checklist is adapted from *Language Education in Asia (LEiA) Author Handbook*. Retrieved from <http://www.camtesol.org/leia-publication/submission-of-papers>



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