

Author instructions

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Please refer to this document before submitting your manuscript to the CEREBELLUM and make sure you respect all the elements mentioned.

# Manuscript

The CEREBELLUM accepts submissions from the following categories. All submissions will be written in layman’s terms without technical jargon for the public to understand.

## Submission Types

See the guideline for the type of article you would like to write for more detail and the checklist for submission. Submissions will be automatically rejected if the guidelines of your type of article are not respected.

### Popular science articles

These articles are an interpretation of science for the general public. Authors may choose to write about their research project, detailing its background, its importance, its innovative aspect, and its potential applications. Authors may also choose to write about a subject supported by the CRBLM (e.g., the link between rhythm and stuttering, how EEG is used in research), explaining it to the general public.

### Conference reviews

Conference reviews synthesize novel insights based on a conference on topics related to the brain, language, and music attended by the author. The author may also add their thoughts and comments about the conference, as well as interesting points of the conference.

### Book and literature reviews

Literature reviews summarize the current understanding of an area related to the brain, language, and music from a vast range of peer-reviewed sources and give a comprehensive review of the topic. It should also give new insight into the topic and include a critique/review of the previous research done on the topic.

The author will summarize the content of the book read and offer a critique/review of it in a book review. The subject of the book is related to the brain, language, and music. Authors should aim to provide a critical analysis of the book and not only a summary of it.

### Interviews/ Advice columns with researchers

Authors will interview a researcher from the CRBLM about their research, their lives in and out of the lab, and the journeys that led them to where they are now. They can also discuss their thoughts on the current state of science funding and advise on how to navigate academia, funding, work-life balance, etc. The questions asked are left to the author’s judgment. Authors may also ask the same questions of various PIs/researchers for the Advice Column.

### Lab Spotlights

Authors may choose to introduce their affiliated lab in the CEREBELLUM by writing about the PI, the members, the lab’s interests, current and past projects, the equipment used, etc. Consent from the PI is required to publish the author’s manuscript.

## Popularizing Science Tips

### Keep your readers in mind

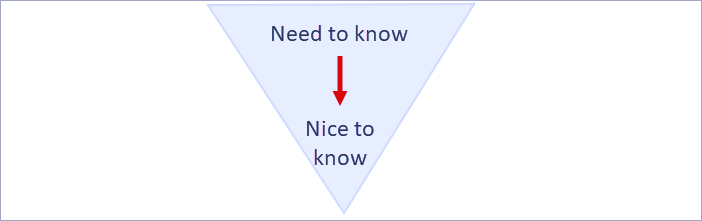
Not everyone will have studied in the same discipline as you and may not be specialists in your domain. It is therefore important to avoid using unnecessary scientific jargon and to define any technical terms.

### Hook your reader

To make your reader interested in your article, contextualize your subject. Why is your topic interesting to the reader? How does the topic relate to them? Do not impose your opinion on the subject.

### Article structure: Inverted pyramid

Start with your topic at the beginning of your text with the most important details to hook your readers. You can then follow up with the details to give more information and finally conclude your text.



### Share your passion

You are passionate about your subject and want to make your readers interested in it. Share your passion through your text!

# Manuscript Requirements

## Length

There is some flexibility, however, all manuscript word counts should be between 500-1000 words. Interviews may have no more than 2000 words.

## Format

All submissions sent in should:

* Be in Times New Roman 12-point font.
* Be double-spaced.
* Be in .doc or .docx format when sent in.
* Have titles and subtitles in **bold**. The first letter of each word in these titles must always be capitalized except for prepositions, conjunctions, and determiners.
* Use largely active voice in the manuscript and conventional grammatical norms (including new norms such as using gender-neutral language where possible).

### *Abbreviations*

* Use of abbreviations is allowed to describe well-known countries/institutions/agencies/entities (e.g., USA, ANOVA, APA)
* Use the full name in the first mention if it is not a well-known term, then use the abbreviation for the rest of the submission (e.g., “Cerebrovascular accident (VCA) is the medical term for stroke.” You may then use VCA for the rest of the submission.)
* Avoid using too many abbreviations throughout the manuscript (e.g., Use “Figure 3”, instead of “fig. 3”).
* Write the complete word for the days of the week and months.
* A lowercase s is added to plural abbreviations (e.g., IDs)

## Article Structure

* **Title** in **bold**
* **Lead**: 5 to 8 sentences answering the 5Ws (Who, What, Where, When, Why) to hook the reader by presenting the general topic of the submission.
* **Section titles** in **bold** to introduce various aspects of your manuscript
* **Body of your manuscript:** 2 to 4 paragraphs presenting the various aspects of your manuscript
* **Conclusion:** Paragraph that sums up your manuscript

## Images, Tables, and Figures

1. You may submit 1 to 3 images in your manuscript to provide a visual aid for your manuscript.
2. Images should be sent as a **separate file in JPG format**.
3. The minimum resolution for the images is **300 DPI.**
4. To allow the layout editor to insert the image in your manuscript, please write:

<Insert Figure 1 here>

Source: [Write complete source while respecting the reference formats]

1. The editorial team has the right to add other visual aids to your manuscript, and to not use the submitted images.

## References and Citations

1. For in-text references, use superscripted numerals before punctuation. (e.g., “To summarize, stuttering and typical disfluencies are two fundamentally distinct sets of behaviors1.”
2. If multiple sources are cited, numbers are separated by a comma.
3. The references are to be given in an ordered list according to appearance in the manuscript (with the numerals of the list matching the superscripted numerals in the text).
4. The bibliography at the end of the manuscript must follow the norms of the American Psychological Association (APA, 7th edition).
5. **APA general rules:**
   1. **Journal articles in print:**
      * ***Structure*:**

Author Last name, First initial. Middle initial. (Year Published). Title of article. Title of Periodical, Volume(Issue), page range.

* + - ***Example*:**

Gleditsch, N. P., Pinker, S., Thayer, B. A., Levy, J. S., & Thompson, W. R. (2013). The forum: The decline of war. International Studies Review, 15(3), 396-419.

* 1. **Journal articles online:**
     + ***Structure*:**

Author Last name, First initial. Middle initial. (Year Published). Title of article. *Title of Periodical, Volume*(Issue), page range. <https://doi.org/xxxx> or URL

* + - ***Example*:**

Burnell, K. J., Coleman, P. G., & Hunt, N. (2010). Coping with traumatic memories: Second World War veterans’ experiences of social support in relation to the narrative coherence of war memories. *Ageing and Society, 30*(1), 57-78. <https://doi.org/10.1017/S0144686X0999016X>

* 1. **Print books with one author:**
     + ***Structure:***

Author Last name, First initial. Middle initial. (Year Published). Title of work. Publisher.

* + - ***Example*:**

Moriarty, L. (2014). Big little lies. G. P. Putnam’s Sons.

* 1. **Print books with two or more authors:**
     + ***Structure*:**

Last name, First initial. Middle initial., Last name, First initial. Middle initial., & Last name, First initial. Middle initial. (Date). Title. Publisher.

* + - ***Examples*:**

Goldin, C. D., & Katz, L. F. (2008). The race between education and technology. Belknap Press of Harvard University Press.

Matthews, G., Smith, Y., & Knowles, G. (2009). Disaster management in archives, libraries and museums. Ashgate.

* 1. **Websites**
     + ***Structure*:**

Author Last Name, First initial. (Year, Month Date Published). Title of web page. Name of Website. URL

* + - ***Example of an APA format website:***

Austerlitz, S. (2015, March 3). How long can a spinoff like ‘Better Call Saul’ last? FiveThirtyEight. <http://fivethirtyeight.com/features/how-long-can-a-spinoff-like-better-call-saul-last/>

* 1. **Data sets**
     + ***Structure***:

Author, A. (Year). Title of the data set (Version number) [Data set]. Publisher Name. https://doi.org/xxx <https://xxxx>

* + - ***Example***:

Ministry for the Environment. (2016). Vulnerable catchments (Version 17) [Data set]. <https://data.mfe.govt.nz/layer/53523-vulnerable-catchments/>

# Submission

When your manuscript respects all the elements mentioned above, you may send it to [crblmjournal@outlook.com](mailto:crblmjournal@outlook.com) with your images, figures or tables in a zip folder and with the following subject: “Manuscript Submission: [Title of manuscript]”. We do not accept links to a folder in cloud storage.

The manuscript file must be in .doc or .docx format and must be named according to the following rules:

* Last name, First name\_V0 for version 0 (e.g., Lee, Chantal\_V0)
* For images, figures, and tables: Last name, First name\_Figure 1\_V0.jpg (e.g., Lee, Chantal\_Figure 1\_V0)

# Authorship, Rights, and Consent

* Authors retain all rights to their written work.
* Interviewees must consent to any interviews conducted for your submission.
* The thesis advisor(s)/PIs must consent to publish information involving the lab.
* The CEREBELLUM reserves all rights to refuse any submissions.
* All submissions that do not respect the guidelines of the type of article written will be automatically rejected.

# Peer Review and Editorial Process

1. Author asks another person outside of the CRBLM Editorial Team to go over their manuscript.
2. Author submits their manuscript.
3. Editors review the submission for a pre-check.
   1. Editors may reject the submission if it is not per the guidelines for the type of article written or if another person did not read the manuscript beforehand (their signature will be required in the guideline for the type of article that the author submitted (e.g., popular science article, interview, lab spotlight, etc.)).
4. Editors send the submission to peer reviewers.
5. Peer reviewers do not know the name of the author nor does the author know the name of the peer reviewers.
6. Peer reviewers comment and make suggestions on the submission.
7. Edited submission is sent to editors, who review comments and suggestions, and may add their feedback.
8. Reviewed submission is sent back to the author for corrections.
9. Author sends the corrected submission back to the editorial team by replying to the email sent by the team.
10. If major corrections are needed when the author sends the corrected submission back, steps 2 to 8 are repeated.
11. If only minor corrections are needed, the editors review the submission and send it back to the author. Steps 8 and 10 are repeated until the submission is accepted.
12. Submission is translated by professional translators with the CRBLM and sent back to the editor and the author for a final check before being published on the CRBLM website in English and French.
13. CRBLM Scientific Day:
    1. Editors select the best submissions throughout the year.
    2. Advisors decide on the final submissions.
    3. Final submissions will have printed copies distributed on the CRBLM Scientific Day.

# Submission Checklist

Please check the guideline for your type of manuscript (popular science article, interview, lab spotlight, etc.) for the complete checklist.