

1. Student may submit their journal article based on their completed but unpublished research. It can be from any of the following:
  - a) Research conducted for a major course in the Master's or Doctoral class
  - b) Master's thesis
  - c) Doctoral dissertation
  - d) Capstone project
2. The research should be written in the required journal article format of the publication. Please refer to the publication format submission guidelines (includes the sections included and the maximum word count for the article).
3. Citations, Table Labels, Figure Labels, and Reference list should follow the APA 7<sup>th</sup> Edition format. Please visit their site: <https://apastyle.apa.org/> to see the detailed guidelines and examples.
4. Student submits the following to the Managing Editor of Cycle of Inquiry:
  - a) Article
  - b) Copy of the certificate of ethics clearance involving human subjects if it's a master's thesis or doctoral dissertation
  - c) Curriculum Vitae
5. The Managing Editor / Editorial Board will conduct an initial review of the submitted documents based on formatting. If accepted, the Technical Assistant will send the Attestation Form to the author/s. All authors must sign the attestation form.
6. The Managing Editor / Editorial Board will assign an evaluator for the submitted article. Depending on the number of articles they will review, they are given at least 4 weeks to review the article/s.
7. The reviewers will evaluate the article as:
  - a) Accepted without revisions
  - b) Accepted with minor revisions and without further review
  - c) Accepted with major revisions and with further review
  - d) Rejected but with potential to improve
8. Reviewer will send the completed evaluation to the Managing Editor and cc the Technical Assistant

9. Technical Assistant will email the author about the results (but not the copy of the evaluation sheet). The authors are given at least 2 weeks to revise and resubmit the article.
  
10. Articles that were classified for further review will be evaluated again by the originally assigned evaluator. They will be given at least 2 weeks to review the revised article. The Evaluator will submit their assessment to the Managing Editor and cc the Technical Assistant.
  
11. Technical Assistant will email the authors about their next steps:
  - a) Coordinating with the Language Learning Center about proofreading and editing
  - b) Timeline when the edited article should be submitted
  
12. Once the edited article has been submitted, the Managing Editor will coordinate the online publication with the MCO.