

RID Views Style Guide

All submissions should be original work. It is the author's responsibility to obtain written permission for unpublished or published material quoted in excess of fair use, and for the reprinting of illustrations from unpublished or copyrighted material (for both print and electronic versions).

Submission Tiers

- 1) Column: 800-1000 words or ~ 6 minutes of ASL video
- 2) Feature article: 1500-1800 words or ~ 10 minutes of ASL video

Identifying Information

Authors should not place their names or other identifying information in the header of the submission. Although the uploading information for a video file will remain, the identifying information of the author that is embedded in the Microsoft Word file should be removed.

You should include with your submission:

1. Byline of each author – Name, credentials/certifications, city, state (Ex: John Doe, NIC; Bowie, MD)
2. Bio for each author (100 words)
3. High resolution headshot of each author
4. English version of the article (MS Word)
5. ASL version of the article (mov, mp4, Google drive, Dropbox)

Bilingual Publishing

Per the member motion ratified at the RIDNOLA15 conference (C2015.09), the Views is a bilingual publication. This means that all submissions need to be reviewed in both English and ASL before acceptance to the journal. If you are only proficient in one language, we can work with you on a case by case basis for developing bilingual content. The goal of our publication is to achieve linguistic equivalence. In other words, the submission should not read as a primary article with an accompanying translation into the other language. Rather, the meaning and content of the article should be equally represented in both written and visual mediums, according to the author's signing/writing style and cultural expression.

Format

Text: Submissions should be in Word format using Times New Roman, 12-point font and double spaced with 1-inch margins. Please do not change fonts, spacing, or margins at any point in the submission except for tables. All titles, headings, and citations should follow the APA (6th edition) style guidelines. Submissions are not required to have a running header or a title page. See below for a sample page. All text submissions should be print ready.

Media: All embedded art, pictures, graphs and charts should be included as separate files in PDF, GIF, BMP, or JPEG formats, in grayscale with a resolution of at least 300 DPI.

References: Thoroughly check all references before submitting to ensure that all sources cited in the text appear in the references. References may also include sources that influenced the article but did not contribute source material. Make sure that all references are accurate and complete, including the Digital Object Identifier (doi) when available. The reference list should follow APA style guidelines.

ASL: Your video should include a title slide followed by the signed content of the article. If you include quotations or references in the article, you should provide captions for the quotation or reference you sign in the video, as well as a references slide at the end. For more tips and guidelines on how to film your ASL video, and for examples of RID Views publications, go here: <http://rid.org/publications-overview/video-submission-guidelines/>

Please review the following examples from: Signed Language Academic Papers, by Risa Shaw and Mary Thuman, Gallaudet University. *International Journal of Interpreter Education*, 4(2),

Table 2: Guidelines

<p>Filming/ Recording</p>	<ul style="list-style-type: none"> ▪ Record with a clear background, e.g.: <ul style="list-style-type: none"> ○ If you use a curtain as a backdrop, iron it. ○ The wall behind you should be flat (not a corner), and free of visual distractions like outlets, pictures, etc. ○ Pay attention to how the light in the room changes at different times of the day to have the light be consistent. ▪ Full frame where you can be seen clearly (be sure you do not cut off your head or your arms/hands when they move) ▪ Professional dress ▪ Professional stance (standing rather than sitting) ▪ Place notes near the camera lens so you are not looking away when you look at your notes. <ul style="list-style-type: none"> ○ Consider whether you want your notes to be nonverbal, screen shots from drafts, words, or a combination. ▪ Film with breaks so that you can edit with ease.
<p>Slides See Figures 1-6</p>	<p>You may use visual materials, titles, slides, and/or movie/DVD tools for the opening and/or closing and transitional portions of your paper.</p> <ul style="list-style-type: none"> ▪ Identifying information <ul style="list-style-type: none"> ○ Student’s name, instructor’s name, course name and number, assignment name, date) ▪ Table of contents <ul style="list-style-type: none"> ○ To provide a list of your topics or sections <i>with</i> time codes ○ Formatted for ease ▪ Headings/section slides ▪ Quotes ▪ Citations (along the bottom of the frame) ▪ Examples ▪ References ▪ Avoid redundancy; avoid duplicating information—see below for slides; if you use a slide to provide information do not repeat that information in ASL, or vice versa.
<p>Cites See Figures 4 and 5</p>	<p>Ensure that it is clear what claim you are attributing to the author. You may:</p> <ul style="list-style-type: none"> ▪ Sign the citation before the claim (S-M-I-T-H, 1997), or ▪ Place the citation as a title on the bottom of the screen <p>Quotes:</p> <ul style="list-style-type: none"> ▪ When using a quote, keep the original language on a slide if it is written or as a video insert if signed (do not translate quotes)
<p>Examples included in paper See Figure 6</p>	<ul style="list-style-type: none"> ▪ Video clips or pictures from actual source <ul style="list-style-type: none"> ○ Sample of clip full frame ○ Sample of clip in the frame and transition slide ▪ Reenacted examples
<p>Typed document</p>	<ul style="list-style-type: none"> ▪ Table of contents with time codes ▪ Typed outline follows the structure of your ASL academic paper ▪ Typed reference page

Figure 1
Identifying information



Figure 2
Table of contents with time codes

Table of Contents	
Introduction	00:09:21-00:45:20
Lexical Variation	00:46:17-6:55:19
Transitions	4:58:12-6:31:00
Accuracy Notes	6:31:18-7:53:04
Equivalency Notes	7:54:23-8:51:04
Conclusion	8:51:28-9:29:02

Figure 3
Headings/section slides



Figure 4
Quotes



Figure 5
Cites (along the bottom of the frame)



Figure 6
Sample of Picture-in-Picture

