

Guidelines for Contributors

ARF Online Yearbook, 2009

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The American Reading Forum Online Yearbook is a peer-reviewed interdisciplinary journal that reflects the conference proceedings of the American Reading Forum. Full formal research papers, either empirical or theoretical, are acceptable and a wide range of methodological and theoretical approaches are welcomed.

In addition to formal papers, briefer research reports (700-1000 words) will also be considered for inclusion in a special section of the yearbook. Also, insightful and carefully transcribed and edited interviews with keynote speakers will be featured in future issues. For more information on this, visit the ARF yearbook website link on the ARF homepage.

We evaluate manuscripts according to the following criteria: 1) the effectiveness of the methodology and the interpretation of results; and 2) clarity and organization. Only papers based on American Reading Forum Conference presentations are considered for publication. Formal research or theory papers must contain an introduction identifying a problem to be addressed, a literature review of the research/reviews of the problem to date, identification of a theoretical rationale for framing the investigation including a rationale of the chosen methodology, and a rationale for (as well as a description of) the selected subject population. This same theoretical grounding should be applied to the results to inform the interpretations, and interpretations and recommendations must be explicitly supported by the results of the investigation.

Manuscripts should be received on or before July 1 to receive full consideration for publication. Manuscripts are reviewed by the editorial team and by ARF reviewers. The editorial team provides authors with editorial assistance to achieve conciseness and clarity of presentation. Most papers accepted for publication require some revision.

The ARF Online Yearbook adheres to the 5th edition of the *Publication Manual of the American Psychological Association*. Before submitting a manuscript, the editors recommend that authors refer to the Manual for issues of language, usage, and mechanics. In the Manual are provided

models of style, organization, and format. Writers can also find models of appropriate APA form in journals like *Reading Research Quarterly*, *Elementary School Journal*, and the *Journal of Educational Psychology*. Additionally there are several resources to help with APA format in the APA Style Resources & Information section of the webpage.

Special note: Please avoid the use of bullets when making series of points. These should be presented in discursive form in sentences and/or paragraphs. These are generally signaled by lower case letter in parentheses. Please see the section on Seriation in the APA manual (5th edition) beginning on page 115.

We require that manuscripts be submitted electronically. Authors must complete a separate cover page that can be downloaded from the ARF web site. On this cover page give the title of the article, the name of the author(s) and relevant institutional affiliation(s). Also provide appropriate addresses for correspondence (including email), phone and fax numbers. Also on this cover page, complete the checklist of APA format. Manuscripts **MUST** be submitted with the cover page completed and the checklist marked.

Send manuscripts as an email attachment to:

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REMINDER: Manuscripts may be sent at any time but must be received by **July 1** to ensure consideration for this year's publication.

Checklist

PLEASE INCLUDE THIS CHECK LIST WITH YOUR MANUSCRIPT AND PLACE A CHECK NEXT TO EACH ITEM, INDICATING THAT YOU HAVE READ AND FOLLOWED THE INSTRUCTIONS.

___ Authors provide relevant addresses, phone #s, fax #s, and e-mail addresses.

___ Title of article is accurate and concise.

___ MSWord is preferred word processing software, but Word Perfect is acceptable.

___ 12 point font is used throughout text except for title and author's name (page one).

___ Manuscripts should be single-spaced throughout with a double space between each paragraph.

___ Manuscript, footnotes, tables, figure legends, and reference list are single-spaced with a double space between paragraphs and in 12 point font.

___ All margins are one inch.

___ Footnotes are numbered consecutively in the text with superscript numerals and typed on a separate page after the text and before the references.

___ References are accurate, complete, in APA format, and correspond to citations in text.

___ Text is not presented in bullet form.

___ Levels of heading are accurate and adhere to APA format.

___ Tables are numbered (with Arabic numerals), have a brief title, and are inserted into the text where they are discussed.

___ Tables and figures should be used sparingly and should be fully discussed in the text.

___ Figures are numbered (with Arabic numerals) and inserted into the text where they are discussed.

___ All tables, figures, and illustrations inserted in the text are also discussed in the text.

___ Use APA format where presenting elements in a series (APA Manual, 115-116).

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