

## **Author Guidelines**

### **PREPARATION OF THE MANUSCRIPT**

Authors are encouraged to consider the following guidelines relative to style, format, length, and person-first language in the development of a manuscript for the *Journal of Science Education for Students and Disabilities*.

#### **Style**

Manuscripts typically accepted for publication in the *Journal of Science Education for Students with Disabilities* focus on the practical application of knowledge. We encourage authors to avoid jargon and “academic-prose” in favor of a style of writing that engages the reader. We seek manuscripts that have a central message and strongly encourage the use of sidebars or gray boxes that contain valuable supplementary information (i.e., frameworks, guidelines, readings for further study, profiles of the participants, quotes or viewpoints of individuals involved). The use of clear, high-resolution figures and graphics that add to the text of the article is encouraged.

#### **Format**

- Manuscripts should be well organized and concise.
- All submissions must be in English. Authors should use proper, standard English grammar. The Elements of Style by William Strunk, Jr. and E. B. White is a "standard" guide.
- All material must be double-spaced (including quotations and references), using a 12-point font.
- Preferred positions of tables and figures should be indicated in the manuscript (or graphics should be inserted into the text).
- Authors are encouraged to use color in producing graphics, as *JSESD* is an online journal.
- Manuscripts must follow the format specified by the Publication Manual of the American Psychological Association (latest edition).
- Headings (e.g., start of sections) should be distinguished from the main body text by their fonts or by using small caps. Use the same font face for all headings and indicate the hierarchy by reducing the font size. There should be space above and below headings.
- It is the author's obligation to provide complete references with the necessary information. References should appear right after the end of the document's text, beginning on the last page if possible. Manuscripts will not be accepted if the references are incomplete or not in the appropriate format.

#### **Length**

Manuscripts of 10 to 25 pages in length, including references and tables or figures, are most suitable for publication. Accuracy and completeness of all references and permission to use copyrighted material, if required, is the responsibility of the author.

#### **Abstract**

The first page of the manuscript should include an abstract of no more than 250 words. The name(s) of the author(s) should not appear on this or any subsequent page of text.

### Person-First Language

Authors are encouraged to write using “person-first” language: the person precedes the disability, both figuratively and literally. This standard will result in terms such as “individuals with disabilities” rather than “the disabled” or “disabled individuals”.

### Preparing Manuscripts for Double-blind Review

The *Journal of Science Education for Students and Disabilities* will begin using a double-blind review for all manuscripts to be published starting with Volume #23 (2020). To this end, authors are responsible for ensuring the anonymity of their manuscripts by removing any identifying information as follows:

- Do not include names or affiliations on the title page; the title page should only include the manuscript title and running head
- Do not make any references to author affiliations or locations in the text of the manuscript.
- Mask self-citations by using “Authors” both for in-text citations and in the References; list these under “A” for “Authors” in the References section and do not include any other identifying information for these citations (such as titles, journal names, doi’s, etc...).
- Do not include author notes or acknowledgments in your submission; these can be added later if the manuscript is accepted.

### **MANUSCRIPTS WILL BE ACCEPTED FOR REVIEW PROVIDED:**

- The author indicates that another publisher has not published the manuscript in whole or substantial part.
- Another publisher is not considering the manuscript concurrently in whole or substantial part.
- The journal has exclusive option on possible publication for a period of 6 months following receipt of the manuscript.
- The author assumes responsibility for publication clearance in the event the manuscript was presented at a professional meeting or is the direct product of project financed by a funding agency.
- Authors are responsible for the authenticity of all quoted material and bibliographic citations from the original source for quotes in excess of 150 words or for tables or figures reproduced from published works.

### SUBMISSION OF MANUSCRIPTS

Please submit your manuscript electronically for review. Click "Submit Article" on journal homepage: <http://scholarworks.rit.edu/jsesd> and follow the instructions provided. You will have to register a user name and password with ScholarWorks if you do not already have an account. Generally, you will be notified of the review decision within four weeks of submission.

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