

AMERICAN READING FORUM YEARBOOK GUIDELINES FOR CONTRIBUTORS

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The American Reading Forum Yearbook is a peer-reviewed, electronic, interdisciplinary journal that reflects the conference proceedings of the American Reading Forum. Manuscripts representing the range of sessions at the annual conference are welcomed.

Manuscripts will be evaluated according to the same basic criteria for program acceptance:

- A. Objectives of the session are clearly stated in the manuscript
- B. Perspectives or theoretical frameworks are included
- C. Methods and/or techniques are described
- D. Data source(s) are consistent with methods and techniques
- E. Results, conclusions, point of view are clearly stated
- F. Educational or scientific importance is discussed

In addition, manuscripts will be evaluated for correctness of writing mechanics and style as well as correctness of APA format.

Only papers based on presentations that were presented at the annual American Reading Forum Conference will be considered for publication.

Manuscripts should be received on or before June 15, 2012 to receive full consideration for publication.

Manuscripts are first reviewed by the Editor in Chief. Manuscripts are then sent for blind review to two of the associate editors. Manuscripts may also be sent to secondary reviewers, who are members of ARF. If the paper is accepted with revisions, or if the author(s) are asked to revise and resubmit, the editorial team will provide authors with editorial assistance to achieve conciseness and clarity of presentation.

The ARF Online Yearbook adheres to the 6th 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.

Manuscripts must 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: mfrench@lourdes.edu

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 double-spaced throughout

Manuscript, footnotes, tables, figure legends, and reference list may be 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 when presenting elements in a series (APA Manual, 6th Edition)