

## 1. Format

All manuscripts must follow the style specified in the Publication Manual of the American Psychological Association (6th edition). Authors should pay special attention to APA style for tables, figures, and references. **Any manuscript not in the 6<sup>th</sup> edition format will not be reviewed.**

## 2. Cover Letter

A cover letter should accompany all submissions. The cover letter should contain a statement that the manuscript has not been published previously and is not currently submitted elsewhere. If IRB approval was needed by the sponsoring institution, a statement to that effect should also be included.

## 3. Author Information Page

The author information page should include the title of the article, complete authors' names, and authors' affiliations. This page should include a business address, phone number, and email address for the corresponding author.

## 4. Title Page

This page should contain *only* the title of the article. No other identifying information should be present.

## 5. Abstract

The second manuscript page (behind the title page) should contain an abstract not to exceed 250 words.

## 6. Text

The text of the manuscript should begin on page 3.

## 7. Tables, Figures, and Other Graphics

Tables, figures, and other graphics should be attached on *separate pages* and their placement within the manuscript noted (e.g., <<Table 1 here>>). These separate pages should appear *after the text and before the acknowledgements*.

## 8. Acknowledgements

Acknowledgements should appear on a separate page after the tables, figures, and graphs and before the references.

## 9. References

All references should follow APA manual guidelines, as noted above. References are to be listed alphabetically, then chronologically. Journal names should be spelled out and italicized, along with volume number. Authors should consult the APA style manual (6<sup>th</sup> ed.) for the specifics on citing references within the text, as well as in the reference list. All citations in the text need to be listed in the References.

## 10. Blind Review

All manuscripts will be sent out for blind review. If you have questions about this, please contact the Editor ([cynthia.richburg@iup.edu](mailto:cynthia.richburg@iup.edu)).

## 11. Submission of Manuscripts

Submissions of manuscripts via e-mail to the Editor are required ([cynthia.richburg@iup.edu](mailto:cynthia.richburg@iup.edu)). Microsoft Word-compatible documents and graphics are preferred. Questions or comments should be directed to the Editor ([cynthia.richburg@iup.edu](mailto:cynthia.richburg@iup.edu)/ 724-357-5682) or one of the Associate Editors, Susan Naeve-Velguth ([susan.naeve.velguth@cmich.edu](mailto:susan.naeve.velguth@cmich.edu); 989-774-7292) or Erin Schafer ([Erin.Schafer@unt.edu](mailto:Erin.Schafer@unt.edu); 940-369-7433).