

The *Journal of Emotional and Behavioral Disorders* (JEBD) is a refereed, multidisciplinary journal publishing articles on research, practice, and commentary related to individuals with emotional and behavioral disorders. Articles represent the wide range of disciplines studying and serving such individuals, including counseling, education, early childhood care, juvenile corrections, mental health, psychiatry, psychology, public health, rehabilitation, social work, special education, and related areas. The editors welcome articles on characteristics, assessment, prevention, intervention, treatment settings (e.g., home, school, community, clinic, institution), legal or policy issues, evaluation, and other topical areas.

Issue Format

JEBD is published four times per year.

Types of Articles

Research reports describe original research studies that have applied implications. Group designs, single-subject designs, qualitative methods, and other appropriate strategies are welcome.

Review articles provide qualitative and/or quantitative syntheses of published and unpublished research and other information that yields important perspectives about emotional and behavioral disorders. Such articles should stress applied implications.

Discussion papers describe, interpret, criticize, and otherwise address issues with applied implications for the field. Such articles may be, but do not have to be, reactions to material appearing earlier in JEBD.

Descriptions of programs or practices inform readers of significant assessment, intervention, evaluation, and other procedures observed to have value in serving those identified as experiencing, or at risk for, emotional and behavioral disorders. This kind of manuscript may present programs in the fields of special education, corrections, mental health, education, counseling, social work, psychology, or other related disciplines. The purpose of program descriptions is to disseminate information on programs that have been planned, implemented, and evaluated. Although journal space is limited, the ideal for such an article is that readers would be able to replicate the practices and procedures presented. Therefore, it is critical to clearly communicate the essential components of the program. Following are guidelines, although not requirements, for descriptions of programs:

1. **Introduction.** Please present a sound rationale for the program's existence. The information appropriate to this section may include a review of related programs, empirically based need for the program, and legislative or legal mandates.
2. **Participants.** The main purpose is to specify the individuals served by the program. Information appropriate to this section may include an operational definition of the individuals, measures used for identification, referral and identification process, number of individuals served, and demographic information (e.g., age, gender, race).
3. **Setting.** The setting section is meant to identify the physical and other contexts in which the program was located. The information appropriate to this section may include geographic location, size and economic level of community, physical location of the program, primary agency, relationship to other service agencies, and funding support of the program.
4. **Program features.** The purpose of this section is to describe the critical components of the program and service provided. The information appropriate to this section may include the program's goals and objectives, actual services, assessment

and curriculum materials, staff to client ratio, staff training and supervision, entrance and exit criteria, and support to families.

5. **Evaluation.** Please describe the evaluation model and present any outcome data. The information appropriate to this section may include evaluation questions, evaluation instruments, consumer satisfaction, participant outcomes, program outcomes, clinical and social significance of outcomes, follow-up data, and third-party reviews.
6. **Synthesis.** The synthesis section should summarize the program, identify implementation issues, and discuss future trends. The information appropriate to this section may include a review or evaluation of the program's components, relationship to similar projects, critical issues, barriers to implementation, policy and legal issues, and future program goals.

Manuscript Submission

JEBD prefers to receive all manuscript submissions electronically.

Before Beginning the Submission Process

Make sure you have the following items and information available:

- your **original manuscript file** so you can copy and paste (a) article title and abstract and (b) figure captions and table titles (aka "tags")
- **keywords** for the manuscript subject matter
- all **co-authors' full names, addresses** (city/state), and **e-mail addresses**
- **# of figures, # of tables, # of words** in the manuscript
- if the manuscript is for a special issue
- if you submitted the manuscript previously, and if so, ID number assigned by the JEBD editorial office.
- Please **make sure your tables are a separate file and your figures are a separate file.** You may have all tables together and all figures together or as individual files.

JEBD uses blind peer review; therefore, **make sure that the document files you load during submission DO NOT CONTAIN ANY IDENTIFYING INFORMATION, such as author names, author bios, or acknowledgements.** Make sure your file names do not include an author name. You will provide author bios later if your manuscript is accepted for publication.

Starting the Process

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4. Log in and select "Author Center."

Submitting Your Manuscript

5. After you have logged in, go to the Author Center and click the "Submit a Manuscript" link.
6. Enter data and answer questions as prompted.
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8. You will be prompted to upload your files:
 - Click on the "Browse" button and locate the file on your computer.
 - Select the description of the file in the drop down next to the Browse button.
 - When you have selected all files you wish to upload, click the "Upload" button.
9. Review your submission (in PDF format) before sending. Click the "Submit" button when you are done reviewing.

You may stop a submission at any phase and save it to submit later. After submission, you will receive a confirmation via e-mail. You can also log on to Manuscript Central any time to check the status of your manuscript. The editor will inform you via e-mail once a decision has been made.

Article Requirements

Cover Page. All manuscripts should include a cover page that shows the title of the paper. The senior author should ensure that the manuscript contains no indications of author identity or affiliation.

Abstract. All manuscripts should include an abstract of no more than 200 words. The abstract should be a concise summary of the paper's purpose and content.

Illustrations. The author is responsible for supplying publication-ready graphs, figures, and artwork. Only black-and-white illustrations will be considered for publication. Tables and figures must be numbered. Tables must include titles; figure captions should be typed on a separate page at the end of the main document. Figures and tables must be mentioned in the text.

In addition, please use "person-first" descriptions: for example, adolescent with emotional and behavioral disorders rather than emotionally and behaviorally disordered adolescent.

The editor assumes that when an author submits a manuscript to JEBD for review, the author (a) assures that the manuscript is not being considered concurrently by another journal; (b) has not published a substantial part of the article or the findings elsewhere; (c) is responsible for the accuracy of all statements and findings; (d) agrees that the editor has the right to edit the manuscript as necessary for publication, if accepted (such that content is not changed); (e) will obtain permission, if appropriate, to quote and reproduce material owned by someone else; and (f) assigns all rights for the publication of the manuscript, if accepted for publication, to PRO-ED.

Manuscript Preparation

In general, guidelines specified in the *Publication Manual of the American Psychological Association* (5th ed., 2001) should be followed. Copies may be ordered from: APA Order Department, PO Box 2710, Hyattsville, MD 20784. Pay particular attention to sections concerning "Guidelines for Nonsexist Language" and "Avoiding Ethnic Bias."

In addition to the relevant guidelines in the *APA Publication Manual*, pay particular attention to the use of appropriate language when referring to people with disabilities. Do not use phrases such as *the disabled*, which place emphasis on the disability. Rather, write *a person with a disability*. Do not refer to a person as a condition. For example, say *a person with epilepsy*, not *an epileptic*. Do not use terms that carry negative or emotionally loaded connotations; replace them with objective descriptors. For

example, do not say a person is *afflicted with cancer* or is a *victim of cancer*. Instead write *a person with cancer*. Finally, avoid pejorative metaphors, such as a *double-blind study*. Instead write *the treatment conditions were hidden from both the researcher and participants*. The term *subject* should not be used when referring to a sample of research participants or to an individual participant. Usually a more specific term should be used (e.g., *students*) or, if a more general term is desired, *participants* should be used.

When preparing the manuscript, please adhere to the following guidelines:

1. Set all margins to 1 inch.
2. Use left alignment, a nonproportional font, and 12-pt. type.
3. Format for 8 1/2 in. × 11 in. paper. Do not format for A4 paper.
4. Please type all copy upper and lower case—**do not use all capitals or small capitals**.
5. Indicate correct location of tables and figures in text in boldface, enclosed in angle brackets.
Example: <Fig. 1 here>
6. Please use your tab key and centering functions to do head alignment, paragraph indents, etc. DO NOT USE THE SPACE BAR.
7. Double space all text and tables.

Artwork

Figures must be provided as production-ready. Do not use rules or tick marks smaller than 1 point in size. Acceptable electronic formats for figures or other art are: TIFF, EPS, Word, or Excel. If you have trouble loading Excel files, copy and paste them into a Word document. Scans must be at least 300 dpi (also sometimes called lpi). Scans done at lower resolutions will have a very poor print quality, even if they look crisp and clear on a laser printout. Contact the PRO-ED Journals design editor (lhattersley@proedinc.com) if you have any questions.

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