

Manuscript Types

JLD encourages the submission of both quantitative and qualitative manuscripts. In this vein, we encourage qualitative manuscripts of different orientations (i.e., ethnographic, interpretative, narrative, voices, etc.). Several types of manuscripts are typically accepted by the journal. Categories include special series, feature articles, research, interventions, and reports. In all categories, tables and figures are included in the page limitations. Authors are strongly encouraged to use tables and figures sparingly.

Special series are composed of several different articles by various authors on a given topic. A special series is conceptualized and coordinated by an author with extensive experience and expertise in a specific area. Authors who wish to prepare a special series should first contact Bernice Y. L. Wong, Special Issue Editor (bwong2@telus.net), to ascertain interest in the topic.

Feature articles are selected based on the manuscript content's importance to the field of learning disabilities. These articles may be extensive reviews of the literature, theoretical papers, or nonempirical position papers. Feature articles typically comprise 30 to 40 typewritten, double-spaced pages and are accompanied by a 75- to 100-word abstract.

Research articles are data-based manuscripts that report original research. Research studies may investigate characteristics of the population or effectiveness of interventions. These manuscripts are usually 20 to 30 typewritten, double-spaced pages and are accompanied by a 100- to 150-word abstract.

Reports are nonempirical discussions of practices or issues in the field. Reports generally should not exceed 20 typewritten, double-spaced pages, including tables and figures, and should be accompanied by a 75- to 100-word abstract.

Intervention articles are overviews of successful interventions that can be replicated with other individuals with learning disabilities. These interventions can be either physiological or psychoeducational and can occur in school and community settings, clinics, hospitals, homes, or employment sites. Sample size is usually small. These manuscripts are usually 20 to 25 typewritten, double-spaced pages and are accompanied by a 75- to 100-word abstract.

Forum articles are general discussions on various key issues in the field. These discussions can be reactions to articles that have been printed in the journal or can be on any other topic pertinent to learning disabilities. Forum articles generally are 10 to 15 typewritten, double-spaced pages in length.

Finally, **letters to the editor** that involve reaction to material appearing in JLD or to an issue in the field of learning disabilities are encouraged and are published as space permits. Letters are generally limited to three double-spaced, typewritten pages with no tables, figures, or footnotes. Letters are subject to editing and condensation by the editorial staff.

Manuscript Submission

JLD 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 manuscript previously, and if so, ID number assigned by the JLD 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.

JLD 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

1. Launch your Web browser (Internet Explorer 5 or higher, Netscape 6 or higher, or Mozilla Firefox) and go to the Manuscript Central homepage (<https://mc.manuscriptcentral.com/PROED/JLD>).
2. Log in or click the "Create Account" option if you are a first-time user of Manuscript Central.
3. **If you are creating a new account:**
 - After clicking on "Create Account" enter your name and e-mail information and click "Next."
Your e-mail information is very important.
 - Enter your institution and address information as prompted, then click "Next."
 - Enter a user ID and password of your choice (we recommend using your e-mail address as your user ID) and then select your areas of expertise. Click "Finish" when done.
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.
7. Click on the "Next" button on each screen to save your work and advance to the next screen.
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 both PDF and HTML formats) 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.

Conditions of Publication

Authors are encouraged to be mindful that the purpose of a professional journal is not to publish all manuscripts having merit

but to choose those having the greatest merit, given available space and the aims and scope of the journal. Initial consideration of a manuscript will depend upon (a) the relevance and usefulness of the content to the readership; (b) how the manuscript compares to other articles dealing with similar content on pertinent variables (e.g., sample size, research design, review of literature); (c) clarity of writing style; and (d) the author's adherence to the guidelines specified in the *Publication Manual of the American Psychological Association* (5th ed., 2001). In addition to the *APA Publication Manual*, we suggest that authors review *American Psychological Association Science Directorate Statement on the Disclosure of Test Data* (www.apa.org/science/disclosu.html) and *Electronic Reference Formats Recommended by the American Psychological Association* (www.apastyle.org/elecref.html).

When designing research studies, authors are referred to Parker's discussion of research validity in the December 1990 issue of the *Journal of Learning Disabilities*. Further, all research articles are required to provide a comprehensive description of participants and procedures used in the study. Authors are referred to the Council for Learning Disabilities' minimum standards for the description of participants in learning disabilities research in the April 1993 (Vol. 26, No. 4) issue of the *Journal of Learning Disabilities*. When the research is based on a single-subject design, authors are referred to Wolery and Ezell's discussion on this topic in the December 1993 (Vol. 26, No. 10) issue of the *Journal of Learning Disabilities*. When small sample sizes are involved, authors should consult such references as *Statistical Strategies for Small Sample Research* (Hoyle, 1999).

The *APA Publication Manual* requests the inclusion of confidence intervals, effect-size estimates, and strength of relationship in manuscripts utilizing quantitative data analysis techniques. Additional information is provided in the August 2001 issue of *Educational and Psychological Measurement*. If the author(s) do not include this information in submitted manuscripts (and the manuscript is based on a quantitative research design), the author(s) will be asked to provide this information should the manuscript be recommended for publication or revision and publication.

It is our editorial policy to emphasize the individual, recognizing that a disability is only one attribute of the individual. Therefore, authors should use phrasing that emphasizes this relationship; for example, refer to *children with learning disabilities* or *students with dyslexia* rather than to *reading disabled children* or *the learning disabled*. Authors should refer to individuals without disabilities as *normally achieving* or *nondisabled* rather than *normal*. In addition, use the term *general education* rather than *regular education*.

Manuscript Preparation

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.

Acceptance Criteria

Two steps are taken to select those articles that will be published.

Step 1. The editor receives a manuscript, along with a cover letter, from the author. The editor reviews the article and decides whether to seek peer review. There are reasons why peer review might not be solicited: For example, an author might submit a research report that deals with identifying social skills deficits in students with learning disabilities. Two other similar articles that contain larger populations and clearer specifications of the characteristics of the population may already have been accepted for publication. The manuscript would then be returned to the author so that he or she might seek other avenues for publication.

Step 2. If a decision is made to seek peer review of an article, the editor will solicit two to five reviews. The consulting editors selected will have documented expertise in the area the article addresses. JLD uses a double-blind review process. When reviews are received, the JLD editor will examine the reviewers' comments and arrive at an editorial decision to reject, request a revision with the stipulation of further peer review, request a revision subject to the editor's review only, or accept as is. The editor then will prepare an e-mail letter to the author explaining the decision and will provide copies of the reviewers' comments. No reviewer is identified to the author unless the reviewer specifically requests such identification. The editor also sends each reviewer copies of the letter to the author and all the other reviewers' comments. This editorial procedure is viewed as the most workable in assuring quality control. Similar review procedures are used by other journals in the social sciences.

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