

The Journal of Special Education (JSE) is a multidisciplinary publication presenting primary research and scholarly reviews related to special education. Guidelines specified herein were prepared for the convenience of authors and supersede those previously announced in JSE. Information concerning types of articles appropriate for submission to JSE, procedures used to select manuscripts for publication, and details concerning submission of work follow.

Types of Articles

Four types of manuscripts are appropriate for submission to JSE: (a) reports of empirical research, (b) scholarly reviews, (c) topical issues, and (d) letters to the editor.

Reports of empirical research are descriptions of research studies that include students with disabilities or remedial education students, their teachers, and/or parents. These studies must have clear and important implications for special education and/or research. JSE considers research representing diverse methodologies, including group design, single-subject research, and ethnographic studies. The major criteria for publication are quality of design, implementation, and writing, as well as importance to the field. Research reports typically are 15 to 25 typewritten, double-spaced pages, including references, and are accompanied by a 75- to 150-word abstract. Tables and figures should be used judiciously. Camera-ready figures must be provided; they may be prepared after the manuscript is accepted for publication.

Scholarly reviews are integrations of research bases that are important to the practice of special or remedial education. These reviews can be qualitative integrations, quantitative syntheses, or combinations of these methodologies. Such reviews are usually 20 to 30 typewritten, double-spaced pages, including references, and are accompanied by a 75- to 150-word abstract.

Topical issues are thematic issues of JSE, composed of articles by different authors. A topical series is conceptualized, coordinated, and edited by an author with expertise in a particular area. Authors who wish to edit a topical series should first submit a vita and a proposal that discusses the issue's overview, rationale, importance, assumptions, article-by-article content, and proposed authors. Before submitting such a proposal, authors are encouraged to consult the coeditors concerning the appropriateness of the topic.

Letters to the editor may address issues in the field of special education or material appearing previously in JSE. Letters are limited to five typewritten double-spaced pages, including references, and should not contain tables, figures, or footnotes. Letters are subject to editing and condensation by the editorial staff.

Manuscript Submission

JSE 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 JSE 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.

JSE 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/JSE>).
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 editors will inform you via e-mail once a decision has been made.

Acceptance Criteria

In selecting articles for publication, manuscripts initially are assigned to one co-editor and screened for (a) appropriateness of content for JSE (see description above), (b) adherence to guidelines specified in the APA *Publication Manual*, (c) readability of text, and (d) explicit statement of implications for the practice of special education. When these criteria are met, the manuscript is reviewed by two or three evaluators who have documented expertise in the content area addressed and/or methodology

employed in the article. When reviews are returned, the co-editor assigned to the article considers reviewers' comments, independently evaluates the manuscript, and makes an editorial decision to reject, request a revision with the stipulation of further peer review, request a revision subject to review by the coeditor, or accept as is. Authors receive copies of reviewers' comments that preserve reviewers' anonymity. Reviewers are informed of the final disposition of the article and receive all reviewers' comments, which reveal reviewers' identities but maintain the authors' anonymity.

Manuscript Preparation

In preparing manuscripts, authors should adhere to the guidelines specified in the *Publication Manual of the American Psychological Association* (5th ed., 2001). Copies may be ordered from: APA Order Department, PO Box 2710, Hyattsville, MD 20784.

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.

Permissions

Obtaining **written permissions** for material such as figures, tables, art, and extensive quotes taken directly—or adapted in minor ways—from another source **is the author's responsibility, as is payment of any fees the copyright holder may require**. Because permissions often take a considerable amount of time to be granted, authors should start the request process as soon as possible. Authors should never assume that material taken from software or downloaded from the Internet may be used without obtaining permission. Each source must be investigated on a case-by-case basis. In addition, because JSE is available online to subscribers and in other formats as well, such as Braille and large print, authors must ensure that any written permissions specifically allow for publication in these formats. The best way to ensure this is to use PRO-ED's permission request form, which has been written to cover these areas; however, copyright holders may require use of their own form. In these cases, the author should read any forms carefully to make sure that the language is broad enough to allow publication in all formats. Failure to obtain permission will result in either removal of the particular item or the article being pulled from the journal issue. To obtain a copy of our permission request form, you may download it from the Manuscript Central Web site:

<https://mc.manuscriptcentral.com/PROED/JSE>

at the Instructions & Forms button or contact PRO-ED Journals, 8700 Shoal Creek Blvd., Austin, TX 78757; 512/451-3246; fax: 512/302-9129; e-mail: journals@proedinc.com

Copyright

After your article has been accepted for publication, please go to the journal's Manuscript Central Web site;

<https://mc.manuscriptcentral.com/PROED/JSE>

At the Instructions and Forms link at the top right of the page you may obtain the Author Information Form and Copyright Release. Please download and fill out these forms. The Author Information Form may be sent as an e-mail attachment to the JSE editorial office (ferretti@udel.edu or macarthu@udel.edu). Please make sure all authors sign the Copyright Release and then fax it to the JSE editorial office (302/831-4110).

Ordering Reprints

Information regarding reprints will be sent with the complimentary printed copy of the journal issue in which your article appears.

Journal Contact Information

Ralph P. Ferretti, PhD

School of Education
Willard Hall, Rm. 303-B
University of Delaware
Newark, DE 19716

or

Charles A. MacArthur, PhD

School of Education
Willard Hall, Rm. 303-E
University of Delaware
Newark, DE 19716