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# 59<sup>th</sup> National Reading Conference Yearbook

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## STYLE SHEET & GUIDELINES FOR PREPARATION OF MANUSCRIPTS

The NATIONAL READING CONFERENCE YEARBOOK reports contemporary research and theory in literacy and literacy education reflecting the content of the Annual Meeting. The YEARBOOK includes refereed articles by both emerging scholars and more established researchers. Presenters at the Annual Meeting of the National Reading Conference are invited to submit articles, based on their presentations, for possible inclusion in the NRC YEARBOOK.

The YEARBOOK is a refereed publication; acceptance of papers by the program committee does not guarantee publication. Only manuscripts that were presented at the 2009 Annual Meeting and not under consideration for publication through another outlet can be considered for the YEARBOOK.

All manuscripts will be managed electronically. It is important that you follow the requirements for formatting and labeling your manuscript and that you prepare your submission according to requirements for length, margins, and font size. *We strongly recommend that manuscripts be no more than 20 pages, not including references, tables and figures*, and should be typed using a 12-point Times (or Times New Roman) font with one-inch margins. **All submissions must be made electronically.**

**THE MANUSCRIPT MUST BE SENT ELECTRONICALLY BY FEBRUARY 10, 2010, NOON CST. YOU WILL RECEIVE AN E-MAIL CONFIRMATION BY FEBRUARY 17, 2010.**

### FEBRUARY 10, 2010

#### MANUSCRIPT PREPARATION CHECKLIST

- ✓ Manuscript is 20 pages or less, not including references, figures, and tables
- ✓ Proper font size and margins are used
- ✓ APA guidelines (6th edition) are followed
- ✓ An electronic version is saved in Microsoft Word, and sent to: [nrcy\\_journal@vanderbilt.edu](mailto:nrcy_journal@vanderbilt.edu)

#### SUBMITTING MANUSCRIPTS

Send an e-mail requesting consideration for publication with the manuscript attached as an **electronic file** (Microsoft Word) by noon (CST) on February 10, 2010 to: [nrcy\\_journal@vanderbilt.edu](mailto:nrcy_journal@vanderbilt.edu)

#### REVIEW PROCESS

The editors will acknowledge receipt of manuscripts. After preliminary editorial review, manuscripts will be sent to three reviewers with expertise in the subject area. All manuscripts will receive blind review, and authors are cautioned to report their research in ways that will not provide unnecessary clues to their identities. References of the author's work can be inserted in the final draft after its acceptance for the YEARBOOK. Manuscripts will be evaluated and selected for inclusion in the YEARBOOK based on criteria that include:

- significance of topic and findings
- adequacy of design and analysis
- clarity of presentation
- timely and relevant nature
- contribution to the field
- appropriate in terms of style and format

Manuscripts are accepted for consideration with the understanding that they are original material and are not under consideration for publication elsewhere. Authors will receive copies of all reviews and a letter explaining the editors' final decision. The names of reviewers are published in the YEARBOOK.

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## MANUSCRIPT PREPARATION

1. Follow APA STYLE in the text, reference list, tables, and figures. The Publication Manual of the American Psychological Association (6th edition) is available from the: American Psychological Association (1200 17th Street N.W., Washington, DC 20036). Please pay particular attention to APA guidelines for headings, references, and the construction of tables and figures.
2. Content is our most critical consideration, but reviewers and editors are also influenced by clarity of communication.
3. Avoid sexist language.
4. The **YEARBOOK** rarely publishes endnotes or footnotes. Please incorporate these into the text.
5. You need not write an abstract for your manuscript as these are not to be used in the **YEARBOOK**.
6. In the upper right-hand corner of the cover page, type the full name and professional affiliation of each author. Include a complete address, telephone number, and e-mail address for the contact person. In the middle of this page, put the complete title of the manuscript. Below that, indicate the running head to be used in the upper right-hand corner of each manuscript page. The running head must *not* include the author's name.
7. On the second page, include the complete title of the paper near the top. The running head should begin on this page. This and subsequent pages should *not* include any author information. The body of the manuscript should follow the title.
8. To meet length specifications, consider the following:
  - a. Eliminate nonessential words and phrases. Removal of unnecessary prepositions, articles, and superfluous phrases can often reduce an article by one to three pages.
  - b. Use tables and figures only when absolutely necessary, as these can add considerably to the length of the manuscript. Tables and figures should be keyed to the text. Tables or figures should only be included when they increase clarity. Information in tables and figures should not be repeated in the narrative. Figures should be submitted in camera-ready form. Since these are photographed, unclear photocopies cannot be accepted. Color illustrations and text cannot be accepted. When choosing images for your manuscript, please remember the publication is in black and white and that the column size is only 4.75" wide by 7.65" high so keep in mind that your images will be small.
  - c. Avoid redundancy. It is not necessary to state the purpose of the study, research questions, or findings more than once.
  - d. When citing sources to substantiate a point, one, two, or three is usually sufficient.
  - e. Double-space everything, *including quoted materials, transcripts, and references*.
9. Use a 12-point Times (or Times New Roman) font. Use a one-inch margin on all sides. ***Do not reduce font size or reduce margins to meet space limitations.***
10. You must submit everything electronically. You will receive an e-mail confirmation by February 17, 2010. If you do not receive a confirmation, please contact [nrcy\\_journal@vanderbilt](mailto:nrcy_journal@vanderbilt) with the subject of "confirmation request."
11. You should name the electronic file in the following way: 1<sup>st</sup>authorlastname-keyword.doc (e.g., "risk-writing.doc"). Please save the file in Microsoft Word.
12. Note that the deadline is the due date - February 10, 2010, by noon (CST)

13. Failure to comply with these guidelines or failure to meet deadlines may result in a refusal to review or a rejection of the manuscript.