

ART EDUCATION

Journal of the National Art Education Association

AUTHOR GUIDELINES

What kinds of manuscripts may be submitted to *Art Education*?

Manuscripts should deal with topics of professional interest to a diverse audience of art educators. Articles providing examples of art educators' experiences and practices are welcome. Research reports and scholarly papers should be submitted to journals such as *Studies in Art Education*, and "how-to" ideas should be submitted to *Arts and Activities*, *School Arts*, or a similar publication.

How should a manuscript be prepared?

In general, manuscripts should be prepared in accordance with the guidelines in the *Publication Manual of the American Psychological Association*, 6th edition (2009). (Submissions after January 1, 2010 should follow guidelines of the 6th edition, available after July 1, 2009):

- All textual materials must be typed double-spaced with ample margins and numbered pages.
- Type text flush left with quadruple spacing between paragraphs. Do not indent paragraphs.
- Do not use hyphens to break a word at the end of a line; let the word wrap to the next line.
- **Bold** all copy that should be emphasized.
- *Italicize* titles of books and paintings. Titles of articles used within the manuscript should be placed in quotation marks.

The title should appear on the first page of the text. Include one separate page with the author's name, position or title, mailing address, e-mail address, telephone numbers, and a word count for the text of the manuscript. Page numbers and a running header are helpful (please do not include the author's name in the running header).

Submit one hard copy of the manuscript and a CD with electronic format (MS Word). The page of author name and contact information should be in a separate Word file on the CD. The electronic version of the manuscript should have no author information.

How long should a manuscript be?

Manuscripts for articles should be close to 3,000 words, not to exceed 3,500 including references. Manuscripts for the "Instructional Resources" section should be approximately 2,750 words. Submissions that vary significantly from these limits will be returned without review.

When should manuscripts be submitted?

Manuscripts are welcome at any time. The review process begins shortly after a submission is received. Manuscripts sent to *Art Education* must be neither published in nor under review for other journals.

What writing style should authors use?

Write in a precise and straightforward manner. Avoid passive voice (for example, instead of "it was found" use "we found"). Do not include an abstract. A conversational tone is conducive for reading. Consider engaging the reader with a question or an anecdote in your opening paragraph.

What about quotations and references?

Avoid excessive use of quotations. Use quotations only when paraphrasing fails to convey another author's meaning. Be sure that all quotations and citations in your manuscript are correctly referenced and that the spelling of authors' names and the dates cited are consistent with those in the References.

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What about images?

Photographs or images that enhance the text are welcome in digital format and must be the equivalent of 4" x 6" at 300 dpi (color or b/w).

Digital images for Instructional Resource must be the equivalent of 300 dpi (color) at about 8" x 10". Any Instructional Resources images submitted to be scanned must be accompanied by match prints.

Include image as separate files on CD containing manuscript document. Each images should be labeled with author's name and image number according to its placement in manuscript. Release forms must accompany each image. Use a standard form, as provided by schools or museums, or the forms at the end of this document.

Photographs relating to art education topics may be submitted without accompanying text for possible use in Association publications. Send them to *Art Education* Journal, National Art Education Association, 1916 Association Drive, Reston, VA 22091, or email to lezell@arteducators.org. Credit will be given for any photographs used. Include permission and credit information.

Where should the manuscript be sent?

Submit a cover letter, one copy of the manuscript and a CD with electronic format to:

Flavia Bastos

Editor, Art Education

Associate Professor and Director of Graduate Studies, Art Education

School of Art College of Design, Art, Architecture, and Planning

University of Cincinnati

6431C Aronoff

PO Box 210016

Cincinnati, OH 45221-0016

E-mail: flavia.bastos@uc.edu

What happens next?

The editorial assistant inspects all submissions. Manuscripts of appropriate length are then sent for review to members of the editorial board or review panel. At that point, the author receives notification that the review process has begun. Because *Art Education* receives hundreds of manuscripts each year, the review process may take 12 weeks **or longer**. After the reviews are returned, the editor contacts the author. (Only one co-author is notified and is responsible for conveying the information to all other authors of the manuscript.) **Virtually every manuscript considered for publication requires revisions and further editing.** Some manuscripts must undergo a second review.

How will the manuscript be edited?

The editor and reviewers edit the manuscript. Suggested modifications may be required for publication such as condensing the article, deleting paragraphs, adding material, making stylistic changes, or changing the title. The intent of this process is to publish articles that convey ideas in the clearest, most effective manner.

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Why is a manuscript rejected?

More manuscripts are submitted to *Art Education* than can be published in the journal. Some rejected manuscripts are poorly written, or they address topics that are dated or of limited interest.

Manuscripts that are commercial or self-promotional are also rejected. Other manuscripts may be rejected because their topics have received adequate coverage or they fail to complement the editorial agenda of the Association. Manuscripts that are not accepted for publication will be returned upon request.

If accepted, when will a manuscript be published?

It may be many months before an accepted manuscript appears in print. The publication process typically takes four months, and the editor holds manuscripts for appropriate topical groupings in issues. Authors receive notification when their manuscripts are sent to NAEA for publication.

What about galley proofs?

Galley proofs are sent to the author for proofreading. The only changes that can be accommodated at this stage are corrections to typographical errors or the insertion of missing text. The author, editor, and editorial staff all read the galley proofs to ensure accurate publication.

What about copyright?

The journal is copyrighted by the National Art Education Association (NAEA). Unless other arrangements are made in advance of publication, NAEA controls future rights to each article. It is NAEA policy not to grant permission for commercial use without author consent. The author(s) retain(s) the right to reprint their work in any other form (digital or print), subject to giving proper credit to the original publication of the work in the journal. The original copyright notice as it appears in the journal should be included in the credit.

What about other requests?

Send questions about the content and form of manuscripts, the editorial review process, or other editorial matters to the editor.

Dr. Flavia Bastos
Editor, Art Education
Associate Professor and Director of Graduate Studies, Art Education
School of Art College of Design, Art, Architecture, and Planning
University of Cincinnati
6431C Aronoff
PO Box 210016
Cincinnati, OH 45221-0016

E-mail: flavia.bastos@uc.edu | arteducationjournal@gmail.com

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NAEA Artwork Permission Request/Release

Date: _____

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I represent that I am the (father, mother, guardian) of _____,

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Name _____

Address _____

Signature _____

THE NATIONAL ART EDUCATION ASSOCIATION

1916 Association Drive, Reston, VA 20191-1590

Tel: 703-860-8000; Fax: 703-860-2960; E-mail: lezell@arteducators.org

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NAEA Photo Release

Date: _____

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Please sign one of the permissions below:

Adult Appearing in Photograph

I have read the foregoing and fully understand the contents thereof.

Name _____

Address _____

Signature _____

Child Appearing in Photograph (Adult Signature Required)

I represent that I am the (father, mother, guardian) of _____, the above-named child. I hereby consent to the foregoing on his/her/belief.

I have read the foregoing and fully understand the contents thereof.

Name _____

Address _____

Signature _____